



EXHIBIT BOOTH CONTRACT AND ADVERTISING AGREEMENT

Northeastern Association of Forensic Scientists

Lancaster Marriott at Penn Square

Meeting Dates: November 12th to November 16th, 2019

Exhibit Dates: **November 14th & November 15th**

Cost of Exhibit Space: \$875.00 per booth*

After August 1st \$950.00 per booth*

Payment can be made using PayPal via our [website](#) or by mailed check.

Make checks payable to NEAFS. Please keep a photocopy for your records and send this form to:

Sarah Roseman, P.O. Box 248, Massapequa, NY 11758

E-mail: exhibits@neafs.org

Space cannot be assigned until the payment is received. **DUE DATE for all forms is October 15th, 2019**

Please legibly print or type the information as you want it to appear in the 2019 Annual Meeting Program Booklet.

Exhibitor: _____

Address: _____

City, State, and Zip: _____

Exhibitor Contact _____ Telephone _____

Exhibitor Contact Email _____

Company Representative(s)** that will be attending: _____

Representative Contact Email(s): _____

Company Description (25 words or less-NEAFS has the right to modify descriptions if they do not meet this requirement):

Number of Boxed Lunches for Thursday, November 14th (price included): _____

Attending Luncheon on Friday, November 15th at 12:30pm (price included): NO YES If yes, how many

Space Requirements:

Number of booths needed: _____ Desired Booth Location: Wall Aisle

Electricity Required: NO YES (Must complete provided form and submit directly to The Marriott)

The undersigned agrees to abide by all terms, conditions, and regulations set forth on all pages of this contract.

Print Name _____ Title _____

Signature _____ Date _____

Total Amount Enclosed _____

NOTE: BOOTH LOCATION WILL BE DECIDED ON A FIRST COME, FIRST SERVED BASIS UPON PAYMENT. The use of additional tables for equipment or other uses is prohibited. If additional space is required for set-up, the purchase of an additional booth space is required. This will be strictly enforced as space is limited.

* Each booth includes: Approximately 64 sq. ft. of floor space with one 6' by 2 ½' skirted table, set-up and dismantle days, general lighting, standard heating or air conditioning, two chairs, 2 luncheon tickets and 2 general registrations. Not included: workshop registration, electric, drayage, decoration including drapes, labor, booth cleaning and maintenance service, gas or water.

** Maximum two representatives included with booth. Additional representative(s) must register for the Annual Meeting using the NEAFS Registration Form.

AGREEMENT

This information is provided for the guidance of all exhibitors participating in the 2019 Exhibit sessions of the Northeastern Association of Forensic Scientists Annual Meeting. Each exhibitor hereby agrees to abide by these regulations.

INSTALLATION OF EXHIBITS (Note: Set-up will not be permitted the morning of November 14th unless there are extreme circumstances decided upon by the Corporate Liaison).

November 13th, 2019: 6:00pm – 9:30pm

EXHIBIT HOURS

November 14th, 2019: 8:00 am* – 8:00
pm
8:00 am* – 11:00

November 15th, 2019: am

*Please note that breakfast service will begin at 7:00 am on the mornings of November 14th and 15th.

REMOVAL OF EXHIBITS

November 15th, 2019: 11:00 am – 1:00pm

BOOTH

Booth location spaces will be assigned on a first come, first served basis upon receipt of payment. The NEAFS reserves the right to make final decisions concerning booth assignment and exhibit layout in the best interests of the overall exhibit. The booth space consists of approximately 8' x 8' floor space, a 6' by 2½' skirted table and two chairs. Exhibitors must specify the company description they wish to appear in the 2019 Meeting Program Booklet by filling in the requested information on page one of this form.

SHIPPING AND RECEIVING GUIDELINES

Special arrangements must be made for receiving any equipment, goods, displays or other material that will be sent, delivered or brought into The Marriott. Failure to do this may result in deliveries being refused or materials being unavailable when required. Additional instructions in regards to the shipping and receiving of goods can be found on the provided shipping document.

CONDUCT WITHIN EXHIBIT SPACE

All demonstrations, interviews or other activities must be contained within the limits of the exhibit booth. No exhibitor shall assign, sublet, or apportion the whole or any part of the space assigned to him. Any equipment or apparatus producing noise or odors found to be disruptive to other exhibitors or guests is prohibited. All construction shall be substantial and must conform to the Host Hotel requirements. Exhibits that violate any municipal or state law, rules or regulations including safety codes will not be permitted. No combustible materials shall be used. The NEAFS reserve the right to refuse any applicant exhibit space, as well as curtail exhibits or parts of exhibits, which detract from the character of the meeting. In the event of such restriction or eviction, the NEAFS is not liable for any refunds or other exhibition expenses.

ELECTRICITY

Exhibit space rental does not include electricity to the exhibit booths. Additional fees for electricity will be charged according to the provided form.

HOTEL REGISTRATION

As an exhibitor, all representatives will be eligible for the Convention Rate for guestrooms. Convention rate: \$139.00. Reservations at the group rate will be accepted until October 22nd, 2019. Reservations should be made by calling the group reservations office at (888) 850-6146 and requesting the Northeastern Association of Forensic Scientists room block.

LIABILITY

The Northeastern Association of Forensic Scientists (NEAFS), its staff, representatives or agents shall not be responsible for any injury, loss or damage that may occur to the exhibitor, employees of the exhibitor or to the exhibitor's property from any cause prior to, during or subsequent to the period covered by the Exhibit Contract. The exhibitor agrees to indemnify the above against any such claims. NEAFS will not be responsible for any loss or damage of any kind.

BOOTH SPACE CANCELLATION

Should the exhibitor wish to cancel the exhibit space, the following schedule of refunds will apply:

- 1.If the exhibitor cancels the reservation before October 15th, 2019 the exhibitor will be responsible for 50% of the cost of the total exhibit space reserved.
- 2.If the exhibitor cancels the reservation on or after October 15th, 2019, the exhibitor will be responsible for 100% of the cost of the total exhibit space reserved.

An exhibitor's contract will be considered **canceled** only if the exhibitor has notified NEAFS of the cancellation in writing to the Corporation Liaison.

BOOTH CLEANING

Exhibitors are responsible for keeping their booths clean and orderly. The Marriott may charge additional fees to exhibitor for cleanup of items left at booth after meeting.

ADVERTISING-GENERAL

It is your responsibility to send a .jpg, .gif, .tiff or .pdf format of your ad. The ad should be formatted as you would like them displayed prior to sending them to the Corporate Liaison. The ad may be in color or black & white, but will be printed in grayscale in the program booklet.

ADVERTISING - FOR EXHIBITORS

Exhibitors: Company description and FREE half page (6 ½" wide by 4" high) advertisement in program booklet.

Full Page: \$100.00 additional

Back Page: \$150.00 additional (if available)
Two Consecutive Full Pages: \$200.00

ADVERTISING - FOR NON-EXHIBITORS

One Half Page (6 ½" wide by 4" high): \$150.00

One Full Page (6 ½" wide by 9" high): \$200.00

One Back Page (6 ½" wide by 9" high): \$250.00 (if available)

Two Consecutive Full Pages (6 ½" wide by 9" high): \$300.00

****ALL ADVERTISEMENTS MUST BE SUBMITTED BY October 15th, 2019 TO GUARANTEE SPACE IN THE PROGRAM BOOKLET****

Please address all communication concerning the NEAFS Exhibit and Advertising to:

Sarah Roseman
P.O. Box 248
Massapequa, NY 11758
E-mail: exhibits@neafs.org
Mobile: (707)70-NEAFS