

Exhibit Reservation Form – *Return by October 19, 2018* **Legislative Education & Advocacy Day** *November 1, 2018*

Exhibitor Fees:

<i>Schools of Social Work and non-profits</i>	<i>\$200.00 per table</i>
<i>Governmental Agencies</i>	<i>\$250.00 per table</i>
<i>For-profit groups and vendors</i>	<i>\$300.00 per table</i>

Company name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Contact name: _____

Phone: _____ **Fax:** _____ **Email:** _____

All communications will be sent via e-mail

Representative(s) staffing the exhibit:

Name: _____ Phone: _____ Email: _____

Name: _____ Phone: _____ Email: _____

Description of the product(s) to be displayed or sold: _

Access to outlet needed? [\$75.00 additional charge – facility pass-through charge]

Number of tables requested: ____ @ \$ _____ per table + electrical fee [if using] = \$ _____

Please make checks payable to: **NASW – Michigan Chapter**

Credit Card Payment: _____ Account Number: _____

Expiration Date: _____ 3-digit code from signature panel: _____

Cardholder Name: _____ Signature _____

Statement Mailing Address – **MUST include street number AND Zip Code:**

Please complete and return this form with the appropriate fee and signature* to:

NASW – Michigan Chapter
741 North Cedar Street, Suite 100
Lansing, MI 48906

***On behalf of my company or organization, I accept the NASW-Michigan Exhibit Policies.**

Signature: _____ Date: _____

Legislative Education and Advocacy Day

2018 Exhibit Policies

1. The exhibit area at the 2018 LEAD is intended to support the educational goals of the conference. Acceptance of exhibits and advertisements is entirely at the discretion of NASW-Michigan. Unsuitable exhibits deemed objectionable because of choice of materials, noise, or method of operation may be rejected or restricted when the application is received. In addition, unsuitable exhibits deemed objectionable because of above mentioned may also be restricted, prohibited or evicted from the exhibit area on site by NASW-MI staff.
2. Registrations for exhibit space must be made through the NASW-MI Office. Reservation fees must accompany the reservation form and are non-refundable. If an exhibitor fails to use the exhibit space reserved, no part of the payment will be refunded. No exhibitor shall assign, sublet, or share the space reserved without the authorization of NASW-MI prior to the conference.
3. Formal notification of assignment of space by NASW-MI, as the agent for the conference, and full payment for reservation fees constitute a contract for the right to use the space. In the event of fire, strike, or other uncontrollable circumstance rendering the exhibit area unfit or unavailable for use, or causing the exhibit to be canceled prior to the opening date of the exhibit, payment of account for reserved space will be refunded. Any costs incurred by the exhibitor prior to the date of the recession are the sole responsibility of the exhibitor.
4. Space will be assigned based on the date the exhibit registration form, with payment, is received. **Sponsors at the \$1,000+ level and Gold Social Work Advanced by Your Support (SWAYS) sponsors will be given priority for exhibit tables.** Other considerations for space assignment include effective display design, easy access and traffic flow. The fire, health and safety rules of the Lansing Center will also be considered when assigning space.
5. The exhibit area is in a public area of the Lansing Center and as such, cannot be secured. Please do not leave your valuables unattended at any time. Exhibitors are encouraged to take all precautions necessary for the safety of their materials and/or equipment. To maintain effective security, exhibitors are to cooperate with NASW-MI staff when needed. Those who are exhibiting both days are responsible for any items or materials left overnight.
6. Children, under the age of 12, will not be permitted in the exhibit area during set-up and tear-down. Exhibitors must adhere to any additional rules and regulations, as set by the Lansing Center, regarding set-up, operation and tear-down.
7. Table displays may not obscure the view of an adjacent booth and side displays may not exceed 5 feet in height.
8. All sound equipment and other noises must be kept at a level low enough that it will not disturb other exhibitors. Public address systems, radio broadcasts, or any other devices used only to attract attention by sound are prohibited. NASW-MI reserves the right to turn off the electricity for an exhibitor who violates this policy.
9. Any and all ASCAP, BMI, SESAC, or other copyright fees applicable to activities or events conducted by an individual exhibitor or group of exhibitors will be the full responsibility of the exhibitor. Exhibitors are strongly discouraged from using copyrighted music, due to the stringent policing methods of copyright agencies.
10. Exhibitors will hold harmless NASW-MI, the Lansing Center, and all conference collaborating partners in the event of any liability, responsibility, loss, damages, cost, or expense of any kind arising directly or indirectly from any intentional or negligent act or omission by the Exhibitor or any of its agents or employees.
11. Exhibitors or their agents must not injure or deface the walls or floors of the building, the booth, or the equipment of the booths. If such damage appears, the exhibitor is liable to the owner of the property so damaged. All materials used in the decoration must be flameproof. Electrical wiring must conform to the National Electrical Code Safety Rules. Combustible materials or explosives are not permitted in the exhibit area.
12. Anyone selling products - regardless of tax status - must pay the for-profit vendor rate of \$300.

To exhibit at the 2018 LEAD, a signed acceptance of these policies must appear on the Exhibit Reservation Form.

Deadline for exhibit registration is October 19, 2018.