



Name _____ Company or Organization _____
(Please print legibly)

Address _____ City _____ State _____

Zip Code _____ Country _____ Phone # _____

Fax # _____ Cell # _____ Email _____

Products/Services you will be displaying: _____

Check one: Commercial sales _____ Nonprofit sales** _____ Information Table* _____

Exhibitor rates:	<u>Commercial Sales</u>	<u>Nonprofit Sales**</u>	<u>Information Table*</u>
	3-Day Rate.....\$300	3-Day Rate.....\$250	Four Day Rate....\$50
	Daily Rate.....\$175	Daily Rate.....\$150	<u>Profile in Attendee App</u>
	Extra Table.....\$100	Extra Table.....\$ 60	FREE

*Information Table is unmanned and for literature display only; one-third table space per Exhibitor.

**Must provide a copy of IRS 501(c)(3) designation with contract for nonprofit rate.

EXHIBIT HOURS:	Wednesday, March 6	7:30 am - 7:00 pm
	Thursday, March 7	7:30 am - 7:00 pm
	Friday, March 8	7:30 am - 4:00 pm

Number of Tables: _____ All 3 days _____ Per day basis _____
Wed Thu Fri

All Exhibitors will be included in the Attendee App!

*****If emailing contract:** please email contract to exhibits@nrawildlife.org

*****If mailing contract:** please mail contract to 2625 Clearwater Road, Suite #110, St. Cloud, MN 56301-6278

*****If faxing contract:** please fax contract to (320) 230-3077

DO NOT SUBMIT PAYMENT! NWRA will calculate your total payment and contact you as follows:

How do you plan to submit payment? (Please select one)

_____ Please send me a secure online link so I can pay via **credit card online.**

_____ Please send me an invoice so I can **mail in a check.**

Deadline for contract submission is January 31, 2019. **Add late fee of \$35 after January 31, 2019. No refunds after February 15, 2019.** Your reservation / contract is not final until payment is received and processed.

Badge Information: Please legibly fill out the information below for your conference name badge.

Name(s): _____ State: _____

: _____ State: _____

ATTENTION: NWRA is conducting a fundraising raffle at the conference. If you wish to donate items for this event, please indicate below. All donations are tax deductible and most appreciated. Thank you very much!

Item(s) being donated: _____

The following Rules and Regulations shall constitute part of this Contract and Exhibitor agrees to abide and conform thereto.

1. Each Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury to persons, or damage to exhibitors' displays, equipment, or other property brought upon the premises of the Marriott St. Louis Airport (Hotel) and agrees to indemnify, defend, and hold harmless the National Wildlife Rehabilitators Association and the Hotel, its owners, servants, agents, and employees against all claims or expenses for such losses, including reasonable attorney's fees, arising out of the use of the Hotel premises, excluding any liability caused by the negligence of NWRA or the Hotel or its owners, servers, agents, and employees.
2. Exhibitor understands that neither NWRA nor the Hotel maintains insurance covering Exhibitor's property or lost revenue and it is the sole responsibility of Exhibitor to obtain such insurance.
3. Each Exhibitor is provided with a skirted 6-foot table. Displays must be contained to the table area. No wall space is available or usable. Using any device (pins, duct tape, nails, screws, etc.) that causes permanent damage will result in a repair fee. Bring a cloth to cover your booth in the evening if needed; Hotel will not provide linens for this purpose.
4. Free general use Wi-Fi is available in the conference area. Existing power outlets may be used on a first come/first serve basis free of charge. Bring your own extension cords and power strips. If you require a dedicated power, wired internet, or analog phone line, additional fees apply.
5. **Exhibit area is available for exhibit set up on Tuesday, March 5, 2019 after 2:00 pm.** Your exhibit must be removed completely from exhibit area by 10:00 pm on Friday, March 8, 2019.
6. Exhibitors must conform to fire regulations of the City of St. Louis, MO and regulations of the Hotel.
7. Shipping exhibit items to and from the Hotel is the sole responsibility of Exhibitor. Hotel accepts packages no earlier than Wednesday, February 27th. Hotel recommends packages be received 48 hours before the event set-up for ease of delivery. The Hotel and NWRA WILL NOT be held responsible for materials in storage or damage to materials.

Label all packages with the following information:

Vendor Name, Name of Group Contact and/or On-site Contact
Hold for Arrival date of _____
Box(es) of _____ of _____ (multiple boxes MUST be numbered)
NWRA Symposium
Marriott St. Louis Airport
10700 Pear Tree Dr.
St. Louis, MO 63134

All packages being sent to the Hotel should include a full return address including the shipper's name. On property, packages will be delivered to booths at setup time by convention services. Please be able to present your shipping information listed above and your tracking number if needed.

8. Anything not covered in this contract is subject to the decision of the NWRA.
9. **NOTE: NO live animals in rehabilitation or education animals are allowed in the hotel.**

AUTHORIZED SIGNATURE: _____ **Date:** _____

By your signature you agree to conform to the above terms of this contract.