



SPONSOR & EXHIBITOR CONTRACT

July 11-15, 2018
Hyatt Regency Crystal City
Arlington, VA

Company Name

Company Website

Company Contact (All information will be sent to this individual.)

Name _____ Title _____

Street Address _____

City _____ State _____ Zip _____ Country _____

Phone _____ Email _____

PREMIUM LEVEL SPONSORSHIPS

- Platinum..... \$15,000
- Gold..... \$10,000
- Silver..... \$7,500
- Bronze..... \$4,000

EVENT SPONSORSHIPS

- Wi-Fi..... \$10,000
- Awards Luncheon..... \$7,500
- Developers Showcase..... \$3,000
- Networking Social Event..... \$3,000

SUPPORTER LEVEL SPONSORSHIPS

- Badge Lanyards..... \$2,000
- Coffee Breaks..... \$1,500 each
- Pens/Highlighters..... \$1,500
- Notepads..... \$1,500
- Logo on Conference Bag..... \$1,000

BOOTH SPACE (per 10x10 space)

- For-profit Organizations..... \$2,600
- Non-Profit Organizations..... \$1,100
- RERC Row..... \$900

TABLE TOPS (6' draped table)

- Non-profit organizations..... \$550
- DMV-based non-profits..... \$350

PAYMENT

***Contracts received after April 20 must include an additional \$200.**

50% of fee must be submitted with contract. You will be invoiced for the remaining balance in April. After April 20, 2018, all contracts must be submitted with full payment. Contracts received without appropriate payment will not be processed. Fees will be adjusted to correct calculation errors.

\$ _____ U.S. total enclosed (or charge authorized)

Check Enclosed (Remit in U.S.\$ drawn on a U.S. bank, payable to RESNA)

Charge: VISA MasterCard American Express Discover

Card Number _____

Exp Date (Month/Year) _____ Security Code _____

Name On Card _____

Signature _____

Billing Address (if different than company address) _____

City _____ State _____

Zip _____ Country _____

CONTRACT SUBMISSION AND AUTHORIZATION

By signing and submitting this contract, your company agrees with the exhibit rules and regulations posted on the RESNA website.

RETURN TO: Julien Williams
E-mail: conference@resna.org
Fax: (703) 524-6630

Signature _____ Date _____



RESNA 2018 Rules And Regulations

1. All exhibiting companies shall be responsible for making its exhibit accessible to people with disabilities as required by the Americans with Disabilities Act, and shall hold RESNA harmless for any consequences of exhibiting company's failure in this regard.
2. RESNA acts for sponsors, exhibitors and their representatives in the capacity of agents, not as principal. RESNA assumes no liability for any act of omission or commission in connection with this agency. Sponsors, exhibitors and their representatives shall indemnify and hold harmless RESNA, the Hotel, and their affiliated agents and employees from any and all liabilities for loss, damage, or injury ensuing from any cause whatsoever.
3. The RESNA Meetings Committee determines eligibility of any company or product for exhibit or sponsorship. The committee may forbid installation or request removal or discontinuance of any exhibit or promotion, wholly or in part, that in its opinion is not in keeping with the RESNA's character or purpose.
4. Preference of space assignment will be given to previous exhibitors. All others will be assigned in the order of receipt of application with consideration given to exhibitors wishing to avoid assignment of space adjacent to competitors.
5. All sponsor and space cancellations must be in writing. If a cancellation is received on or before April 27, 2018, 25% of the sponsorship or total booth cost will be forfeited. There will be no refunds for exhibit space cancelled after April 27, 2018.
6. RESNA reserves the right to assign labor to set-up any exhibit that is not in the process of being erected at least one hour prior to the official opening of the AT Exhibit Hall. The exhibitor will pay the charge for this labor at the published rates.
7. RESNA cannot guarantee against loss or damage of any kind, but will endeavor to protect exhibitors by providing security in the exhibit hall during the time exhibits are closed. Exhibitors wishing to insure their exhibit materials against theft, damage, fire, accident or loss of any kind must do so at their own expense.
8. Exhibits should be constructed so that no copy appears higher than 8 feet from the floor and should not project beyond the space allotted. They should not obstruct the view of, or interfere with, traffic to the other exhibits. The wings of an exhibit should not come out more than 4 feet from the back wall.
9. Subletting space is not permitted. Two or more companies may not exhibit in a single space unless approved by RESNA.
10. Interviews, demonstrations, distribution of literature, samples, and detailing should take place inside the company's booth in order to avoid infringement of the rights and privileges of other exhibitors.
11. RESNA may withhold or withdraw permission to distribute souvenirs, advertising or other materials it considers objectionable.
12. Exhibitors with audio visual and other sound attention-getting devices and effects will be permitted only if it does not interfere with the activities of neighboring exhibitors. Exhibitors with these devices may be asked to accept booth assignments that diminish reasonable objections.
13. All exhibit materials, including decorations, exhibit display, audio visual equipment and apparatus must conform to fire regulations and electrical codes of the AT Pavilion.
14. Exhibitors are required to have their exhibit space neat and orderly at all times.
15. During Main Stage presentations, exhibitors agree not to deliberately interfere or distract from the stage, and will comply with requests to lower and/or turn off any sound or other attention-getting devices and effects if deemed necessary by RESNA staff.
16. No booth may be dismantled until closing of the show on the final day.
17. Exhibitors must be aware that attendees may photograph products on display in the AT Exhibit Hall. Exhibitors also give RESNA permission to photograph the exhibits for use in promotional material for RESNA.
18. Sponsors, exhibitors or their representatives who fail to observe these conditions of contract, or who, in RESNA's opinion, conduct themselves unethically, may be dismissed from the AT Exhibit Hall without refund or appeal for redress.
19. No educational or social programs, including hospitality suites, may be scheduled during the RESNA conference program, social functions or exhibit hours. Sponsors and exhibitors must notify RESNA of all functions scheduled to ensure minimal conflict.
20. RESNA reserves the right to request a Certificate of Liability from any exhibiting organization.

I certify that I am an authorized agent of this company and therefore I agree to abide by all of the rules and regulations set forth by RESNA. It is my responsibility to ensure that all representatives of my organization exhibiting at RESNA have read and understand these rules and regulations.

Signature: _____

Organization: _____ Date: _____

Send with completed contract and payment or purchase order to:

Attn: RESNA Exhibits, 1560 Wilson Blvd, Ste. 850, Arlington, VA 22209

Phone: (703) 524-6686 • Fax: (703) 524-6630 • Email: conference@resna.org