



## 2009 Community Health Institute (CHI) & EXPO

Exhibit Dates: AUGUST 23 & 24, 2009 • Limited Space Available

### A. CONTACT INFORMATION:

**Show Coordinator Contact** — will receive all correspondence

COMPANY NAME \_\_\_\_\_  
STREET ADDRESS \_\_\_\_\_  
CITY/STATE/ZIP \_\_\_\_\_  
COMPANY CONTACT \_\_\_\_\_ TITLE \_\_\_\_\_  
TELEPHONE \_\_\_\_\_  
FAX \_\_\_\_\_  
EMAIL \_\_\_\_\_ WEBSITE: \_\_\_\_\_

**Exhibit Guide Contact** — will be listed in the Exhibit Guide

COMPANY NAME \_\_\_\_\_  
STREET ADDRESS \_\_\_\_\_  
CITY/STATE/ZIP \_\_\_\_\_  
COMPANY CONTACT \_\_\_\_\_ TITLE \_\_\_\_\_  
TELEPHONE \_\_\_\_\_  
FAX \_\_\_\_\_  
EMAIL \_\_\_\_\_ WEBSITE: \_\_\_\_\_

**Company Profile** Please provide a brief description (50 words or less) of the services being offered by your organization. (This section must be completed in order to process application.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### B. RATE CATEGORIES

- Select a Category:  **Category I** - Non Profit Public Service & Government Agency  
 **Category II** - Non Profit organization promoting revenue-generating product(s) or service(s) (Federal, State or local)  
 **Category III** - Commercial Organization or Corporation

Select Booth Size and Price: (check appropriate box)	Category I	Category II	Category III
<input type="checkbox"/> 10' x 10'	\$1,520	\$3,445	\$4,575
<input type="checkbox"/> 10' x 20'	\$2,420	\$4,900	\$5,810
<input type="checkbox"/> 20' x 20'	\$3,495	\$8,400	\$9,795

- Discounts:** NACHC Corporate Members receive a 25% discount off Category III exhibiting rates. The corporate discount will be applied after receipt of 2009-2010 corporate membership fee.  
 I would like to become a NACHC Corporate Member, please contact me.

### C. MARKETING TOOLS

Lead Retrieval Scanners

Pre Meeting  \$250      On-Site  \$350

Mailing List

PreReg\*  \$500      Full List (after Meeting)\*  \$750

\*By signing this agreement, each exhibitor agrees to a ONE time use of the pre or post conference mailing list. Pre conference mailing lists will be emailed two weeks prior to and post conference mailing list two weeks after the conference.

### D. BOOTH SELECTION

**BOOTH NUMBER PREFERENCE FROM THE FLOORPLAN:**

1st Choice \_\_\_\_\_ 2nd Choice \_\_\_\_\_ 3rd Choice \_\_\_\_\_ 4th Choice \_\_\_\_\_

To help us in assigning you the best booth location, please list names of competitors you do not wish to be near:

\_\_\_\_\_  
\_\_\_\_\_

**Note:** Every attempt will be made to assign you the space of your choice. Booth space is assigned on a first-come first-served basis. Where prior commitments conflict with your choice, NACHC will assign you the next nearest space to your original selection.

### E. BOOTH PERSONNEL

Each 10 x 10 unit includes two complimentary booth personnel. Names of the two representatives to receive complimentary identification badges:

1. \_\_\_\_\_ (complimentary)  
2. \_\_\_\_\_ (complimentary)

Each additional booth personnel shall be charged \$400 per person.

1. \_\_\_\_\_ @ \$400  
2. \_\_\_\_\_ @ \$400

**F. Contract Authorization:** By signing below, Exhibitor agrees to abide by and be bound to this Contract, NACHC Management's rules and regulations, any additional rules and regulations published by NACHC Management, and the following documents (which are hereby incorporated by reference as part of this Contract) as they may be amended by NACHC Management from time to time: NACHC Exhibitor Service Manual and NACHC Exhibitor Newsletters.

AUTHORIZED SIGNATURE: X

DATE: \_\_\_\_\_

### G. Payment: Make checks payable (in US Dollars) to NACHC.

You may also pay by credit card:  Visa  M/C  AmEx

AMOUNT: \_\_\_\_\_

CARD NO: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

PRINT NAME (AS IT APPEARS ON CARD): \_\_\_\_\_

CARDHOLDER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**H. Send To:** NACHC Exhibits, 7200 Wisconsin Ave., Bethesda, MD 20814  
Tel: 301-347-0400 Fax: 301-347-0459 Email: mgordon@nachc.com

### How to Exhibit

- Complete the Exhibit Space Application Contract. Be sure to provide your company profile for the Exhibit Guide, request your top three booth number choices and indicate your booth personnel.
- Send in your contract with a non-refundable deposit of 50% to the NACHC Sales Team. (The deposit MUST accompany the application.) Payment in full is due on all booths 90 days prior to the beginning show date or your booth space will be released and resold. Payment of 100% is due on booth reservations made within 90 days of the show date. Fax this completed Exhibited Space Application Contract to 301-347-0459 to officially reserve your space. Booth space is allocated on a first come, first serve basis.
- You will receive an email from the NACHC Sales Team, confirming your assigned location, within 3 business days of sending your fax. Please contact the NACHC Sales Team at mgordon@nachc.com or 301-347-0400 to verify receipt of your contract.

All booths will include: Standard drapery, 1-6' draped table, 2 chairs, company identification sign, two personnel badges per 100sq ft of booth space, company profile in Exhibit Guide\*, show security, and online exhibitor service manual.

\*Pending date of signed contract

## CONDITIONS OF THE EXHIBITOR'S AGREEMENT

**1. APPLICATION AND ELIGIBILITY** - This application, executed by an individual who has authority to act for the applicant (Exhibitor) shall constitute a valid and binding contract. NACHC, a Maryland nonprofit corporation, serves as Exhibit Management. **NACHC reserves the absolute right to reject any application.**

**2. NON-ENDORSEMENT** - The Exhibitor agrees and understands that by approving its application, NACHC does not in any way endorse or signal its approval of the Exhibitor's product or service. Accordingly, the Exhibitor agrees that it shall not, in its advertising, promotional or similar materials or undertakings, state, suggest, or imply such NACHC approval or endorsement. Further, the Exhibitor agrees not to use NACHC's name or make any reference to NACHC in any other undertakings (e.g. survey, questionnaire, letter of introduction) without the written permission of NACHC.

**3. AGREEMENT TO CONDITIONS** - The Exhibitor, for itself and its employees and agents, agrees to abide by the conditions stated herein, it being understood and agreed that the sole control of the exhibit hall rests with NACHC.

**4. ASSIGNMENT OF SPACE** - Applications received with appropriate payment will be assigned booth space on a first come, first serve basis. Preferred booth placement for NACHC Corporate Members and Community Health Ventures VIP Partners will be reserved until at least 120 days prior to show date and will be assigned on a first come, first serve basis. Classification of exhibits and assignment of space will be determined by NACHC based on the character of the proposed exhibits and individual requirements and preferences as to location of each exhibitor. NACHC reserves the right to move exhibit space at any time prior to show start date. NACHC reserves the right to reassign or to otherwise use space not occupied or set up by the published exhibit opening time and date. Exhibitors shall not be entitled to a refund in the event of such reassignment or other use.

**5. SUBLEASING SPACE** - Unless approved in advance and in writing by Exhibit Management, Exhibitor shall not assign or sublet this Contract, in whole or in part, nor exhibit any products or services other than those manufactured or handled in Exhibitor's normal course of business, nor permit any third party to solicit business in Exhibitor's space. Exhibit Guide listings are limited to one entry per contracted exhibiting company. Organizations can not share booth space.

**6. PAYMENT** - Payment for booth space must be received with this signed application. Note, an application to exhibit does not constitute a contract to exhibit unless and until NACHC accepts the application. NACHC reserves the right to accept or reject an application at its sole discretion. NACHC further reserves the right to cancel any contract for exhibit space at any time and for any reason, provided that it gives notice of such cancellations at least ten (10) days prior to the official opening date of the event. Please make checks payable to National Association of Community Health Centers, Inc. - Exhibits. In the event that NACHC declines to accept an application or NACHC cancels a contract as set forth above, NACHC will return the application fee.

**7. INSURANCE** - Exhibitor shall carry adequate insurance to protect itself against bodily injury (including death) and property damage claims arising from Exhibitor's participation in NACHC's Exhibits, including but not limited to (i) worker's compensation as required by law and (ii) commercial general liability insurance in such

amounts as are adequate, but in no event less than one million U.S. dollars (\$1,000,000.00) combined single limit for both bodily injury and property damage. Said insurance shall name Exhibit Management (NACHC) as additional insured, shall contain an endorsement that such policy shall remain in full force and effect notwithstanding that the insured has waived its right of action against any party prior to the occurrence of a loss, and shall require the insurer to waive all rights of subrogation against Exhibit Management. Further, said insurance shall include a provision for notification to Exhibit Management at least thirty (30) days prior to cancellation. Exhibitor shall furnish a certificate of insurance verifying such coverage to Exhibit Management at least 30 days prior to the start of the Exhibit. Exhibitor shall not do any act or thing in the Facility which might violate any insurance policy held by Exhibit Management, its Sponsors, the Operator, or any other party regarding the Facility. Certain materials may be prohibited within the Facility. Contact Exhibit Management for further information.

**8. BOOTHS** - Booths include standard booth drape (8' backdrop, 3' siderails), 1-6' draped table, 2 chairs, wastebasket, company ID sign, 2 booth personnel which includes full conference registration, company profile in Exhibit Guide, pre-show marketing, show security and online exhibitor service manual. If an exhibitor plans to install a completely constructed display of such character that the exhibitor will not require or desire the use of standard booth equipment, no part thereof will project as to obstruct the view of adjacent booths. No part of any display may be more than eight feet in height. The back three feet of rented space may be occupied from the floor up to eight feet in height; the front of the rented space may be occupied from the floor up to 48 inches only.

**9. CARE OF EXHIBIT SPACE** - Exhibitor must, at its expense, maintain and keep in good order its exhibit and the space that it is assigned.

**10. PROTECTION OF THE EXHIBIT FACILITY** - Nothing shall be posted on, or tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the exhibit area without NACHC's permission and the permission of the proper building authority. Packing, unpacking and assembly of exhibits will be done only in designated areas and in conformity with NACHC's Exhibit Manager, the hotel, or the convention hall manager, as applicable. Exhibitor shall be solely responsible for any and all damage to the Facility caused by Exhibitor, its contractors, or their respective officers, directors, employees, representatives, servants, agents, invitees, licensees, or subcontractors.

**11. INSTALLATION AND DISMANTLING** - NACHC will supply the specific requirements as to the time for installing and dismantling exhibits prior to the event. Such requirements shall be binding upon the Exhibitor as though fully set forth herein. All displays must be in place and set up one hour prior to the official opening of the show. **Exhibits and personnel are to remain on the floor until the end of the show. Anyone dismantling or packing booth material prior to the end of the show will be fined \$1,000 and will not be allowed to exhibit the following year.**

**12. USE OF SPACE** - Exhibits may be displayed only in the official exhibit area as established by NACHC. No one, including exhibitors, will be permitted to display articles, equipment or information concerning services, or display movies or films of such articles, equipment or services in private suites or rooms during the conference, in accordance with prior agreements between NACHC

and the meeting property. Exhibit Management reserves the right to prohibit distribution of souvenirs, advertising matter, or any other materials. Distribution from anywhere other than within Exhibitor's booth is forbidden.

**13. CONFLICTING MEETING & SOCIAL EVENTS** Exhibitor agrees not to extend invitations, call meetings, or otherwise encourage absence of NACHC members or exhibitors from the conference or exhibit hall during the official hours of the conference and exposition. Doing so will result in Exhibitor not being allowed to exhibit in the following year.

**14. CANCELLATION BY EXHIBITOR OR RELOCATION OF CONFERENCE** - In the event of cancellation or relocation of an event due to circumstances within NACHC's direct control, NACHC is limited to refund payment received for exhibit space. In the event NACHC has no control over the cancellation or relocation of an event, NACHC will have no liability of any kind to the Exhibitor but will refund any fees paid to NACHC by the Exhibitor less any and all expenses incurred by NACHC for advertising, administration, or similar and related costs. Exhibitors cancelling for any reason will forfeit all payments made to NACHC.

**15. VIOLATIONS OF THE CONDITIONS** - Any of the following actions by an exhibitor shall constitute a violation of the conditions of the Exhibitor's Agreement:

- Use of a display of equipment, products or services that vary in any significant way from the description on the Application for Exhibit Space.
- Violation of any municipal, state, or federal laws, rules or regulations, including safety codes.
- Failure to follow procedures prescribed in sections 1 through 14.
- Failure to remove property from the facility upon cancellation or relocation of the conference.
- Failure to comply with any other term and condition herein

**16. LIABILITY** -

- NACHC undertakes no duty to exercise care, nor does it assume any responsibility, for the protection and safety of Exhibitor, its officials, agents or employees, or for the protection of the property of the Exhibitor or its representatives, or of property used in connection with the exhibit, from theft or damage or destruction by fire, accident or other cause. Small and easily portable articles shall be properly secured or removed after exhibition hours and placed in safekeeping by Exhibitor. Any protection for such items provided by NACHC shall be deemed purely gratuitous on its part and shall in no way be construed to make it liable for any loss or inconvenience suffered by the Exhibitor.
- The Exhibitor agrees to indemnify and hold NACHC, and its agents, officials, directors, and employees, harmless from all claims, losses, or liability of any nature whatsoever arising from the activities of the Exhibitor or any of its representatives, including display or use of the Exhibitor's property, whether or not such activities are authorized by Exhibitor.

**Please mail completed form and payment to:**  
NATIONAL ASSOCIATION OF COMMUNITY  
HEALTH CENTERS, INC./EXHIBITS  
7200 Wisconsin Avenue, Suite 210  
Bethesda, MD 20814

**For further information, contact**  
Tricia Fadness at [tfadness@nachc.com](mailto:tfadness@nachc.com)