

WOTA Annual Conference Exhibit Contract

October 8-9, 2010, Hotel Murano, Tacoma, WA

Please Print Only

Company name (as it should appear on signs and acknowledgements): _____

Contact Person: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____

Email: _____ Web Address _____

Special Needs: (electricity, wall display, etc.) _____

SIGNATURE REQUIRED: I have read and agree to the terms in the attached Exhibit Rules and Regulations

Name (please print) _____ Signature (required) _____

HOTEL RESERVATIONS: Exhibitors must make all room reservations for exhibit personnel directly with the hotel facility of their choice. We encourage you to reserve early and take advantage of our group rates by mentioning you are with WOTA when registering at the **Hotel Murano** 1320 Broadway Plaza, Tacoma, Washington 98402
Phone (253) 238-8000, Toll Free: 888-862-3255 www.hotelmuranotacoma.com

The "cut-off date" for accepting reservations into the WOTA room block is **September 16, 2010**.
Reservation requests received after this time will be accepted at the hotel's prevailing rate, based on availability and will not count towards WOTA's block.

Room	Single Rate	Double Rate	Triple Rate	Quad Rate
King Deluxe	129	129	139	149
Double Double Deluxe	129	129	139	149

SPONSOR AND EXHIBITOR RATES: Please choose from the following options: (rates apply for registration before July 31, 2010)

****Premier Sponsor...\$1,900**

____ Yes, I want the company name printed on conference bag and will supply logo

Other giveaways I want to provide for conference bags: _____

Yes, I want one to two representatives to attend the conference.

Submit conference registration forms no later than three weeks before conference, by fax.

TWO FREE Conference Registration & Exhibitor Name Badges

1. Name: _____

2. Name: _____

Meal Sponsor _____

_____ Friday Breakfast _____ Saturday Breakfast.....\$1,500

_____ Friday Lunch _____ Saturday Lunch\$1,950

_____ Friday Break _____ Saturday Break.....\$1,700

Giveaways I want to provide for conference bags: _____

Giveaways I want to provide for sponsored event: _____

Exhibitor Name Badges (Print please)

1. Name: _____

Lunch: Regular _____ Vegetarian _____

2. Name: _____

Lunch: Regular _____ Vegetarian _____

- Poster Presentation Sponsor _____ \$1,500**
 - Yes, I want one-two representatives to attend the conference.**
Submit registration forms no later than three weeks before conference by fax.

TWO FREE Conference Registrations & Exhibitor Name Badges
Name: _____
Name: _____

- Giveaways I want to provide for conference bags: _____**

- Intensive Session Course Sponsor _____ \$1,300**
 - Yes, I want one representative to attend the conference.**
Submit registration forms no later than three weeks before conference, by fax.

ONE FREE Conference Registration and Exhibitor Name Badge:
Name: _____
Exhibitor Name Badge: _____

- Giveaways I want to provide for session: _____**

- Exhibitor only: _____ \$1,150 _____ \$625****
 - Giveaways I want to provide for conference bags: _____**

****Half-price special for product/equipment exhibitors only (\$625). Discount rate does not apply to staffing agencies or organizations promoting employment opportunities.**

Exhibitor Name Badges (Print please)

Name: _____
Lunch: Regular _____ Vegetarian _____
Name: _____
Lunch: Regular _____ Vegetarian _____

- Advertising Sponsor _____ \$350**
 - Giveaways I want to provide for conference bags: _____**
- Alacarte (purchase list of conference attendees) _____ \$250**

****Based on available spots, rates increase after July 31, 2010 by \$50. Registration after August 31, 2010 increases by \$100. No registration will be accepted after September 29, 2010.**

- Check enclosed payable to WOTA for the amount of \$ _____, # on check _____
- Credit card authorization (complete below) WOTA accepts: Visa _____ MC _____ AMEX _____ Discover _____

Card Number: _____

Expiration Date: _____ Security Code: _____ Total authorized amount \$ _____

Name as it appears on card: _____

Billing Address for card: Street _____

City _____ State _____ Zip: _____

Signature required: _____

Please mail or fax entire contract to: WOTA, PO Box 7725, Bonney Lake, WA 98391
Fax: 253-826-0140. If you have any questions please email Nancy Dinsmore, WOTA Administrator, at intouch@wota.org or call 206-242-9862.

WOTA Exhibit Rules and Regulations

ACCEPTANCE OF EXHIBIT: A confirmation email will be sent to the exhibiting company upon receipt of the order form and payment and acceptance of the exhibit. WOTA reserves the right to reject any application for exhibit space. No reservations for display space will be accepted over the telephone. No order forms will be accepted within two weeks of the event, or when the available spaces are filled, whichever occurs first. No on-site registrations will be accepted.

EXHIBITOR REPRESENTATIVES: Registration includes meals for two representatives from each exhibitor. If more than two representatives will be attending meals must be paid for in advance.

ADMITTANCE TO EDUCATION COURSES: All exhibitors must register and pay for courses if they wish to attend conference sessions. Premier and Poster session sponsors receive two free conference registrations. Intensive session sponsors receive one free conference registration.

BADGES FOR EXHIBIT PERSONNEL: Exhibit personnel are limited to two representatives per single display. Badges for exhibit personnel will be made from the names provided to WOTA and will be placed on the table of your designated exhibit space. Please wear your badge throughout your stay at the conference.

CANCELLATION OF EXHIBIT: There is a \$50 cancellation fee. Cancellation of space by the exhibitor must be made in writing on or before two weeks prior to the event. No refunds will be given unless cancellation is done on or before two weeks prior to the event. All exhibit reservations are considered final upon acceptance and payment in full.

CANCELLATION OF SHOW: Cancellation of the WOTA Conference and/or sponsorships at any time will not subject the Washington Occupational Therapy Association, Inc. to any damages or other liability of any kind whatsoever, other than a refund of the original cost of the exhibit reservation.

DRAWINGS AND RAFFLES: Exhibitors are welcome to hold their own giveaways, but are asked to notify WOTA if they intend to do so. WOTA may use the information provided in publicity articles. Facility restrictions may apply.

ELECTRICAL CONNECTIONS: All electrical wiring must be approved and installed in accordance with local regulations. If you have electrical needs, contact WOTA earlier than two weeks before the event. All electrical orders will be provided on a first-come, first served basis.

Exhibitors must provide extension cords (25 ft. cords recommended). All extension cords must be taped down or covered with carpeting or mat.

EXHIBIT TABLE SPACE: Exhibitors will be provided with a draped table and two chairs. **For maximum impact, exhibitors are encouraged to provide their own portable tradeshow display system, including their unique company identification signage.** Exhibits must be contained within the space rented. If you require more space, you will need to purchase two spaces or more according to your needs. All demonstrations, interviews, or other activities must be conducted from your exhibit space. No sponsor shall assign, sublet, or apportion the whole or any part of the space allotted to them without the knowledge or consent of the WOTA. Exhibit space will be assigned by WOTA.

FEES AND PAYMENT: Payment of exhibit fees must accompany a WOTA Conference Exhibit & Sponsorship Contract. Full payment must be received before exhibit space can be reserved.

HOTEL RESERVATIONS: Exhibitors must make all room reservations for exhibit personnel directly with the hotel facility of their choice. We encourage you to reserve early and take advantage of our group rates by mentioning you are with WOTA when registering.

INSTALLATION AND REMOVAL OF EXHIBITS: Please refer to the confirmation letter for installation, removal and exhibit hall days and times. Exhibitors shall be responsible for the delivery, setup, and removal of equipment and display material to and from the exhibit area. All freight must be removed from the exhibit floor by the end of the show move-out period. However, no packing of equipment, literature, etc., or dismantling of exhibits will be permitted until the times designated in the confirmation letter.

LIABILITY AND INSURANCE: WOTA, the WOTA staff, the conference center, the employees or representatives thereof, and other organizations and persons connected with this conference shall not be held responsible for any injury, loss, or damage that may occur to the exhibitor or employees of the exhibitor or their property from any cause whatsoever, prior to, during, or subsequent to the period covered by the sponsorship contract. Exhibitors should place their own insurance to cover all contingencies. The exhibitor agrees to indemnify those listed above against any claims for such loss, damage, or injury. Upon signing the order form, the exhibitor expressly releases the foregoing institutions, individuals, and committees from any and all claims of loss, damage, or injury. This also includes the period of storage prior to and following the conference. Small articles of value should be properly secured or removed for safekeeping prior to leaving the exhibit unattended. Sponsor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and save WOTA, the conference facilities, and its employees and agents harmless against all claims, losses, and damages to persons or property, governmental charges or fines, and attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof.

NATURE OF EXHIBIT: All construction shall be substantial and fixed in position for the duration of the exposition. No exhibit that violates any municipal or state law, rules, or regulations, including safety codes, will be permitted. All packing containers, excelsior, and wrapping paper must be removed from the floor.

All decorations, drapes, acoustical materials, table coverings, and other decorative materials shall be flame-resistant to the satisfaction of local fire regulations. All fire-extinguishing equipment shall be maintained in plain sight, unobstructed, and accessible for use at all times. The use of any heater or heat-producing device as part of an exhibit is forbidden unless a special permit is first obtained from conference center management, and a copy of the permit placed in the files of WOTA. Approval must be obtained from the local fire department for the display of any electrical, mechanical, or chemical device, the use, operation, or presence of which, in the opinion of the local fire department or official exhibit contractor, might be hazardous in a public place. This includes the use of any product utilizing water, such as a whirlpool or spa, due to special electrical circuit requirements. If approval is obtained, all costs of this process and the cost for installation of special electrical circuits is the sole responsibility of the exhibitor.

NOISY OR OBNOXIOUS EQUIPMENT: The operation of any equipment or apparatus which produces odor or noise of sufficient volume to be annoying to neighboring exhibitors or guests will not be allowed.

PROMOTIONAL MATERIAL DISTRIBUTION: Advertising and promotion materials may be distributed from exhibit booth only. No materials may be placed on seats, attached to walls, ceilings, or woodwork in the conference facility, or left in public places or breakout rooms for distribution, unless indicated on confirmation letter. Small candy and chocolate can be distributed from booth, however, beverages and other food items are not allowed. Balloons are not allowed on facility property. WOTA shall not be responsible for inserting materials into the registrants' welcome portfolios.

PROTECTION OF FACILITY PROPERTY: Exhibitor will be held responsible for any damage done to the building by them or their employees/representatives. The use of tape, tacks, nails, screws, staples, or mastic on any wall surface, woodwork, floor, or window inside or outside the facility is prohibited. No gasoline, kerosene, acetylene, candles, or other flammable or explosive substance will be permitted in the building.

RESTRICTIONS: WOTA reserves the right to require any exhibitor to remove any part of an exhibit thereof which, in the sole judgment of WOTA, is not in keeping with the general character of the exhibition or is not in the best interest of WOTA, and may remove or relocate any display as may be needed for the good of the conference and its exhibits. This restriction includes persons, things, conduct, printed materials, or anything of a character which may be objectionable to the exhibit as a whole. In the event of such restriction or eviction, WOTA is not liable for any refunds of rental or other exhibition expenses.

SECURITY: On-site staffing of exhibits is optional. Exhibit space is open to the public and will not be secured or monitored by WOTA. It is the exhibitor's responsibility to pack and remove all items of value prior to leaving their exhibit unattended.

SHIPPING EXHIBIT MATERIALS: For drayage service, you may either use the service provider of your choice or bring your materials with you at the designated setup time. The cost of shipping, delivery, and handling will be borne by the exhibitor, and it is the sole responsibility of the exhibitor to order and pay for these arrangements directly through their service provider. If you do not use an outside service provider, you will be responsible for storage of the empty containers and arranging for outbound freight service. The conference facility personnel will accept exhibit material shipped or mailed directly to their facility. Neither the conference facility nor WOTA will assume any responsibility for damaged or lost merchandise sent directly to the conference facility for storage.

SPONSORSHIPS & EXHIBITS: All exhibit orders must be submitted to WOTA, PO Box 7725, Bonney Lake, WA 98391

WOTA opposes participation in services linked to the financial gain of the referral source. Because of this policy, WOTA does not accept marketing revenue from a practice if any referring practitioner has a financial interest in the OT practice and refers patients to an employed occupational therapist or to an occupational therapist who supervises an employed occupational therapist assistant.

VIOLATIONS: It is expected that sponsors who violate these regulations will respond to request for correction. Eviction from the conference exhibit may result from violation of these rules and regulations as determined solely by WOTA. In the event of such eviction, WOTA is not liable for any refunds of rentals or other exhibition expenses.

ADDITIONAL TERMS AND CONDITIONS required by the conference facility may apply and will be provided with your confirmation materials.