NATIONAL ASSOCIATION OF PEDIATRIC NURSE PRACTITIONERS

37TH National Conference on Pediatric Health Care

Conference Dates: March 16 – 19, 2016
Exhibition Dates: March 16 – 18, 2016

Hyatt Regency Atlanta • Atlanta, Georgia

INVITATION TO EXHIBIT

Pediatric Nurses
The Leader in Pediatric Education for Nurse Practitioners
General Information

Your participation at this conference offers opportunities to connect with more than 1,500 pediatric nurse practitioners (PNPs) and other pediatric–focused advanced practice registered nurses (APRNPs). PNPs and pediatric APRNs are a valuable part of the healthcare team, interacting with parents, patients, physicians and other health care professionals on a daily basis. They provide health care to newborns, infants, children, adolescents and young adults, including ordering diagnostic tests, prescribing medications, giving immunizations, coordinating services and making referrals to other professionals as appropriate.

PNPs and pediatric APRNs provide education, support and health care counseling to the families of their patients, and are in demand due to consumer recognition, acceptance and satisfaction. As an exhibitor, you will have three days to showcase your products and services to PNPs, pediatric APRNs and other pediatric health care providers.

Where do PNPs & APRNs Practice
PNPs and pediatric APRNs work in primary care, specialty care, acute care hospitals, hospital–based clinics, emergency rooms, urgent and convenient care clinics, public health facilities, school–based health centers and more. These child health leaders are an integral part of the health care system.

2016 NAPNAP National Conference Includes:
- Concurrent and General Sessions targeted at all audiences
- Over 20 hours of NAPNAP continuing education contact hours, including pharmacology hours
- PNP certification review courses
- Intensive, interactive pre– and post–conference workshops
- NAPNAP’s Executive Board events, business meetings, committee meetings and special interest group meetings

About NAPNAP
The National Association of Pediatric Nurse Practitioners (NAPNAP) is the nation’s professional association of pediatric nurse practitioners and advanced practice registered nurses dedicated to improving the quality of health care for infants, children, adolescents and young adults. NAPNAP is the leader in pediatric education for nurse practitioners and develops and distributes educational information to patients and their families. Representing more than 8,000 health care practitioners nationwide with 17 special interest groups and 49 chapters, NAPNAP has been advocating for children’s health since 1973. It is the first nurse practitioner professional society in the U.S.

Benefit of Exhibiting
Reach more than 1,500 PNPs and pediatric APRNs
- Valuable feedback on products or services and the opportunity to develop trust and rapport with prospective customers
- Targeted networking opportunities including the Opening Reception in the exhibit hall
- Opportunity to purchase pre– and post–conference attendee mailing lists for mailing pieces pre–approved by NAPNAP
PNPs and pediatric APRNs are key decision-makers in pediatric health care and are the providers who spend time talking to parents. ACT NOW to reserve your space at NAPNAP’s 37th National Conference!

* Information compiled from attendees who responded to the conference survey at the 2015 Annual Conference in Las Vegas, NV.
Exhibitor Information

Exhibit Space Allocation
Assignments are based upon the order of receipt of application and deposit. Whenever possible, Show Management will make every requested space assignment in accordance with location preference indicated on exhibit space application. However, Show Management reserves the right to make the final determination of all space assignments, in the best interest of the exhibition.

For current floorplan, exhibitor list or application for booth space, click here.

A limited number of designated Market Place booths will be available for companies that appeal to attendees' personal interests, such as jewelry, handbags, lotions, perfumes, scarves and other products.

Exhibit Space Size
The minimum booth size is 10’ x 10’, 100 square feet.

What Your Booth Includes:
- 8’ high teal back drape and 3’ high teal side drape
- One (1) 7” X 44” sign with your company name and booth number
- Three (3) complimentary exhibitor badges per 10’ x 10’ booth
- Listing as an exhibitor on the official NAPNAP website
- Complimentary listing in NAPNAP’s on-site program distributed to attendees and mobile app

Regular Booth Rate
$2,900 per 10’ x 10’ booth
Plus $200 for each exposed corner
If two or more booths are purchased, a 5 percent (5%) discount will apply.

Gold and Silver Corporate Circle Members will receive a $150 discount on the purchase of one booth or a 5 percent (5%) discount on the purchase of two or more booths.
Platinum Corporate Circle Members receive one complimentary 10’ x 10’ booth. Only one discount will apply. Learn more about Corporate Circle membership.

Recruiters’ Row
$2,500 per 10’ x 10’ booth
Plus $200 for each exposed corner
This section is for hospital recruiters and universities. Limited to single hospital or hospital system recruiting nurse practitioners to fulfill jobs at their specific hospital or to universities recruiting nurse practitioner students.

Recruiters’ Row rate includes one (1) 6’ draped table, two (2) chairs, one (1) wastebasket and carpet. Carpet and drape color to be determined by NAPNAP. It also includes the following benefits: one (1) conference member registration for an employee of the hospital or university (registrant must be a NAPNAP member and must be employed by the hospital or university) and discounted NAPNAP Continuing Education Accreditation offer.
National Association of Pediatric Nurse Practitioners
37th National Conference
Invitation to Exhibit

2016 Exhibit Move In
Monday, March 14  1:00 p.m. – 5:00 p.m.  10’x20’ & Larger Booths Only
Tuesday, March 15  8:00 a.m. – 5:00 p.m.
Wednesday, March 16  6:30 a.m. – 8:00 a.m.  Hand Carry Items Only

2016 Exhibit Hours
Wednesday, March 16  5 hours, all unopposed
8:00 a.m. – 10:00 a.m.  Coffee with the Exhibitors
12:00 p.m. – 1:30 p.m.
6:00 p.m. – 7:30 p.m.  Opening Reception

Thursday, March 17  4 hours, 2.5 hour unopposed
8:00 a.m. – 10:00 a.m.  Coffee with the Exhibitors
12:15 p.m. – 2:15 p.m.

Friday, March 18  1.5 hours, all unopposed
9:00 a.m. – 10:30 a.m.  Continental Breakfast/Coffee

Admission to Exhibit Hall
Exhibitors wearing badges may enter the exhibit hall one (1) hour before the opening of the exhibition each day. Exhibitors may remain in the exhibit hall one (1) hour after the close of the exhibition each day. After hour demonstrations are not allowed. Exhibitors needing access to the exhibit hall at times other than these, must obtain approval from NAPNAP Show Management and provide ID to security upon entering the exhibit hall. Only exhibitors with badges will be permitted to enter the exhibit hall before or after exhibit hall hours.

2016 Exhibit Dismantle
Friday, March 18  10:30 a.m. – 5:00 p.m.
Exhibits must remain intact until 10:30 a.m. on Friday, March 18, 2016. The packing of equipment, literature, etc. or dismantling of exhibits is strictly prohibited until the official announcement that the exhibit hall is closed at 10:30 a.m. on Friday, March 18, 2016. Any exhibit found to be unmanned, packed or in the process of packing or dismantling prior to the official close of the exhibit hall may result in the loss of accumulated priority points and/or the eligibility to exhibit at future conferences.

At the close of the show, the general contractor will provide an Outbound Material Handling Form, shipping labels and clerical assistance in preparing the forms for outbound shipments. If it is necessary to haul any crates to a warehouse, a trucking warehouse charge will be applied.

Reserving Exhibit Space
To register for exhibit space, complete the online exhibit registration by clicking here.

Payment of Exhibit Space
Applications submitted prior to December 5, 2015, must be accompanied by a deposit payment in the amount of $500 per 10’x10’ booth before it will be marked as received and/or processed by NAPNAP Show Management. The minimum deposit is $500.00. The balance of the exhibit space rental charge will be due and payable on December 14, 2015. Applications received with full payment on or before December 14, 2015 will be eligible for the initial round of booth assignments which are made on a priority points system.

Recruiters’ Row – Payment in full must be received with the application.

Credit card payments will be processed directly through the online registration system. Check payments must be made payable to the National Association of Pediatric Nurse Practitioners (Federal Tax ID #23-7403934) and forwarded to Meeting Management Associates, Inc., 16 West State Street, PO Box 723, Sherburne, NY 13460.
Cancellations and Reductions
All cancellations of booth space must be received in writing by Show Management. If space is reduced, the net reduction of space will be treated as a cancellation of that space. If Show Management receives a written request for cancellation of space prior to December 5, 2015, the exhibitor will be eligible for a full refund minus administrative processing fee of $250 per 10’ x 10’ booth. No refunds will be made on or after December 5, 2015.

It is expressly agreed by the exhibitor that in the event the exhibitor fails to pay the exhibit space rental charge at the times specified or fails to comply with any other provisions contained in these rules and regulations concerning his use of exhibit space, Show Management shall have the right to reassign the confirmed booth location or to take possession of said space and lease same, or any part thereof, to such parties and upon such terms and conditions as it may deem proper. In the event of a default by the exhibitor, as set forth in the previous sentence, the exhibitor shall forfeit as liquidated damages, the amount paid by him for his space reservation, regardless of whether or not Show Management enters into a further lease for the space involved. In case the exhibition shall not be held for any reason whatsoever, then and thereupon, the rental and lease of space to the exhibitor shall be terminated. In such case, the limit claim for damage and/or compensation by the exhibitor shall be the return to the exhibitor of the prorate amount already paid for space for this specific event.

Use of Space, Subletting of Space
No exhibitor shall assign, sublet or share the space allotted with another business or company unless approval has been obtained in writing from Show Management. Exhibitors are not permitted to feature names or advertisements of non-exhibiting manufacturers, distributors or agents in the exhibitor’s display, parent or subsidiary companies excepted.

Exhibitors must show only goods manufactured or dealt in by them in the regular course of business. Should an article of a non-exhibiting company be required for operation or demonstration in an exhibitor’s display, identification of such article shall be limited to the usual and regular nameplate, imprint or trademark under which same is sold in the general course of business. No firm or organization not assigned exhibit space will be permitted to solicit business within the Exhibit Areas.

Booth Construction

Exhibitors Authorized Representative
Each exhibitor must name one person to be his representative in connection with installation, operation and removal of the company’s exhibit. The exhibitor shall assume responsibility for such representative being in attendance throughout all exhibition periods; and this representative shall be responsible for keeping the exhibit neat, manned and orderly at all times.

Installation & Dismantle
Show Management reserves the right to fix the time for the installation of a booth prior to the exhibition opening and for its dismantle after the conclusion of the exhibition. Any space not claimed and occupied by 7:00am on Wednesday, March 15 may be resold or reassigned without refund. Installation of all exhibits must be fully completed by the opening time of the exhibition. Exhibits must be staffed during all exhibit hours and may not, to any extent, be dismantled before the exhibition closing. Any early dismantling or packing shall be considered a breach of this agreement and may affect future applications.
Arrangement of Exhibits
Each exhibitor is provided an official Exhibitor Kit. The Exhibitor Kit describes the type and arrangement of exhibit space and the standard equipment provided by Show Management for booth construction. All booth space must be arranged and constructed in accordance with the guidelines, provisions and limitations contained in the Exhibitor Kit. If, in the sole opinion of Show Management, any exhibit fails to conform to the Exhibitor Kit guidelines or the provisions set forth herein, such exhibit will be prohibited from functioning at any time during the exhibition.

Exhibitor Plan Review
Booth construction plans and layout arrangements for first-time exhibitors, exhibits in peninsula or island booth spaces or involving other unusual construction features, must be submitted for approval at least sixty (60) days prior to the opening of the exhibition.

Exhibits & Public Policy
Each exhibitor is charged with knowledge of all laws, ordinances and regulations pertaining to health, fire prevention and public safety, while participating in this exhibition. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor.

Show Management and service contractors have no responsibility pertaining to the compliance with laws as to public policy as far as individual exhibitor’s space, materials and operation is concerned. Should an exhibitor have any questions as to the application of such laws, ordinances and regulations to his exhibit or display, Show Management will endeavor to answer them.

All booth decorations including carpeting must be flameproof and all hangings must clear the floor. Electrical equipment and wiring must conform to the National Electrical Code Safety Rules. If inspection indicates any exhibitor has neglected to comply with these regulations or otherwise incurs fire hazard, the right is reserved to cancel all or such part of his exhibit as may be non-compliant, and effect the removal of same at exhibitor’s expense.

If unusual equipment or machinery is to be installed or if appliances that might come under fire codes are to be used, the exhibitor should communicate with Show Management for information concerning facilities or regulations. Exhibitors must comply with city and state fire regulations.

Independent contractors must conform to IAEE, ESCA, ED&PA guidelines. All exhibit labor must comply with established labor jurisdictions.

Storage of Packing Crates & Boxes
Exhibitors will not be permitted to store packing crates and boxes in their booths during the exhibits period; but these, when properly marked, will be stored and returned to the booth by service contractors. It is the exhibitor’s responsibility to mark and identify his crates. Crates not properly marked or identified may be destroyed. Show Management assumes no responsibility for the contents of crates or boxes improperly labeled as “empty.”

Unattended freight in any display space as of three (3) hours prior to the exhibition opening will be removed and stored at the exhibitor’s sole risk and expense.

Because of the lack of storage facilities, it may be necessary to store empty crates and cartons outside the building. Every effort will be made to protect the crates from the elements, but neither Show Management nor its service contractors will assume any responsibility for damage to them.
The removal and return of large crates will be charged for at prevailing rates. Crates, boxes or other materials unclaimed by the exhibitor after the exhibition will be removed at the exhibitor’s expense. Exhibitors will be billed by the Show Contractor for removal time and materials at prevailing rates. Neither Show Management, the service contractors, nor the exhibit facility shall assume any liability whatsoever for loss or damage.

Exhibitors will not be permitted to store behind their booth background any excess material such as cardboard cartons, literature, etc. Excess supplies must be stored in areas which will be made available for such purposes.

**Operation of Exhibits**
Show Management reserves the right to restrict the operation of or evict completely, any exhibit which, in its sole opinion, detracts from the general character of the exhibition as a whole. This includes, but is not limited to, an exhibit which, because of noise, flashing lights, method of operation or display of unsuitable material, is determined by Show Management to be objectionable to the successful conduct of the exhibition as a whole. Use of so-called “barkers” or “pitchmen” is strictly prohibited. All demonstrations or other promotional activities must be confined to the limits of the exhibit space. Sufficient space must be provided within the exhibit space for the comfort and safety of persons watching demonstrations and other promotional activities. Each exhibitor is responsible for keeping the aisles near its exhibit space free of congestion caused by demonstrations or other promotions.

**Presentation**
All exposed parts of displays must present an attractive appearance when viewed from the aisles or from adjoining exhibits and must not be objectionable to other exhibitors or NAPNAP. All exhibit booths must be carpeted. When deemed necessary, the official general contractor, with approval from NAPNAP Show Management will install any additional drapery for aesthetic purposes and/or required carpeting. All charges are the responsibility of the exhibitor. No roofing or floor covering may be used to span an aisle without prior special permission and approval from NAPNAP Show Management.

**Signage**
Exhibit signs are permitted only within the confines of the booth, including the maximum 8’ height for non-island booths. NAPNAP strictly prohibits the display of signage of any type by companies throughout the convention center and official conference hotel(s). Advance sign orders are accepted by NAPNAP’s official general contractor.

**Fire Regulations**
All material used in the exhibit area must be flameproof and fire resistant in order to conform to local fire ordinances and meet regulations established by the National Association of Fire Underwriters.

**Inline & Periphery Booths**
All exhibit backgrounds must conform to the following standards:

- Backgrounds are limited to 8’ in height, inclusive of company name and logo and may be maintained up to 50 percent (50%) of the distance from the back wall toward the front of the space.
- No obstructions in the front half of the booth above a height of 40 inches are permitted.
Island Displays
An island booth is defined as a 400 square foot (20’x20’’) or larger exhibit space surrounded by aisles on all sides.
- Island booths must be constructed to allow access from all sides. Island booths should have open sight lines around and through the design (including hanging signs/structures), so the surrounding area can be viewed through the booth and neighboring booths are not inappropriately obstructed.
- The top of the booth’s sign(s) must not extend more than eleven (11”) feet from the exhibit hall floor and cannot block visibility of NAPNAP signs or other exhibitor’s booths. Variances will not be granted.

Companies who wish to construct an island booth are required to submit a drawing, rendering or plan (preferably digital) to NAPNAP Show Management for approval at least thirty (30) days prior to exhibit opening. Any changes that occur after initial submission must be resubmitted to NAPNAP Show Management for approval prior to the conference. Should booth construction at the show deviate from the actual floor plan submitted and approved, NAPNAP Show Management reserves the right to ask the exhibitor to make modifications at the exhibitor’s expense. If island floor plans are not received, NAPNAP Show Management reserves the right to have all or part of the booth removed on-site at the exhibitor’s expense.

Exhibit Rules

Direct Sales
Sales are permitted within the exhibit area with prior approval by Show Management and the exhibitor must adhere to all the applicable use and sales tax laws of the State of Georgia.

Contests, Drawings & Lotteries
All unusual promotional activities must be approved in writing by Show Management no later than sixty (60) days prior to the opening of the exhibition.

Literature Distribution
Distribution of circulars may be made only within the space assigned to the exhibitor distributing such materials. No advertising circulars, catalogs, folders or devices shall be distributed by exhibitors in the aisles, meeting rooms, registration areas, lounges or grounds of the host facility. Trade publishers are prohibited from soliciting advertising during the exhibition. Trade publications may be distributed from their booth, but automatic distribution is prohibited.

Live Animals
The use of live animals is subject to approval by Show Management.

Models
Booth representatives, including models or demonstrators, must be properly and modestly clothed. Excessively revealing attire is prohibited.

Sound
Microphones are not permitted. Exhibits which include the operation of musical instruments, radios, sound projection equipment or any noisemaking machines must be conducted or arranged so that the noise resulting from the demonstration will not annoy or disturb adjacent exhibitors and their patrons, nor cause the aisles to be blocked. Show Management shall be the sole judge of what constitutes appropriate sound levels.

Copyright Licensing
Exhibitor is solely responsible for obtaining any required licenses to broadcast, perform or display any copyrighted materials including but not limited to music, video and software. Exhibitor shall indemnify and hold harmless NAPNAP, Show Management and facility against cost, expense or liability which may be incident to, arise out of or be caused by exhibitor’s failure to obtain requisite license.
Activities

Social Activities
Any social function or special event planned by an exhibiting company, to take place during the NAPNAP National Conference, must be pre-approved by NAPNAP. Exhibitor agrees to withhold sponsoring hospitality suites/rooms or other functions, during official conference and exhibition activities, including exhibit hours, social functions, educational seminars and any other related activity scheduled by NAPNAP and/or Show Management.

Booth Activities
NAPNAP’s National Conference offers CE credit to its attendees, and as such, must maintain appropriate delineation between commercial and educational endeavors.

It is the exhibitor’s responsibility to ensure adherence to all applicable guidelines and regulations such as PhRMA’s Code on Interactions with Health care Professionals. NAPNAP leaves the practice of giveaways and booth content and display to each exhibitor’s discretion, based on the determinations of their legal and regulatory departments.

All activities within a booth must be arranged so as to accommodate their visitors within the booth area. Aisles must be kept free of obstructions.

No exhibitor may sell or recruit within the aisle space. No person, firm or agency who is not an official exhibitor may display or demonstrate products or services, solicit information, orders or distribute advertising material within any facility contracted by NAPNAP for its 37th National Conference.

Each exhibiting company has only a terminable license to exhibit. If NAPNAP determines an exhibitor has failed to comply with any rules or that the exhibit is not in good taste, NAPNAP can terminate this license and close the exhibit without notice.

Food/Beverage
Food and beverage are permitted in exhibit booths upon prior approval by NAPNAP Show Management. Specific venue rules may apply. Questions may be directed to NAPNAP Show Management at (800) 679–6338.

Continuing Education (CE) Activities
All educational activities for CE distributed within the exhibit hall must be submitted and pre-approved by NAPNAP Show Management.

Registration

Exhibitor Badges
All company personnel must be pre-registered for an exhibitor badge. Instructions on how to submit your exhibitor staff badge registrations will be included with your exhibit booth assignment confirmation. All exhibit staff badge registrations must be received by February 26, 2016. A special exhibitor registration area will be provided on-site. Badges will not be mailed in advance and therefore need to be obtained at the exhibitor registration counter. Exhibits must be staffed at all times during the hours the exhibit hall is open.
Badge Allotment
Each exhibiting company will receive up to three (3) complimentary exhibitor badges per 100 square feet (10’x10’) of exhibit space. Additional exhibit hall badges may be purchased for $150 each.

Conference Admission
NAPNAP exhibitor badges allow admittance to the exhibit hall only. Exhibiting company staff who wish to attend educational (CE and non-CE) sessions must register as a conference attendee at NAPNAP.org.

Housing
Hotel Reservations
Hotel reservation information will be sent with the exhibit booth assignment confirmation.

Liability

Liability & Insurance
All property of the exhibitor remains under his custody and control in transit to and from the exhibit hall and while it is in the confines of the exhibit hall. Neither Show Management, its service contractors, the management of the exhibit hall nor any of the officers, staff members or directors of any of the same are responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes, and the exhibitor expressly waives and releases any claim or demand he may have against any of them by reason of any damage to or loss of any property of the exhibitor.

It is recommended that exhibitors obtain adequate insurance coverage, at their own expense, for property loss or damage and liability for personal injury.

Indemnification
Exhibitor agrees that it will indemnify and hold and save NAPNAP and Show Management whole and harmless of, from and against all claims, demands, actions, damages, loss, cost, liabilities, expenses and judgments recovered from or asserted against NAPNAP and Show Management on account of injury or damage to person or property to the extent that any such damage or injury may be incident to, arise out of or be caused, either proximate or remote, wholly or in part, by an act, omission, negligence or misconduct on the part of exhibitor or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees or of any other person entering upon the Premises leased hereunder with the express or implied invitation or permission of exhibitor, or when any such injury or damage is the result, either proximate or remote, of the violation by exhibitor or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees of any law, ordinance or governmental order of any kind or when any such injury or damage may in any other way arise from or out of the occupancy or use by exhibitor, its agents, servants, employees, contractors, patrons, guests, licensees or invitees of the premises leased hereunder. Such indemnification of NAPNAP and Show Management by exhibitor shall be effective unless such damage or injury may result from the sole negligence, gross negligence or willful misconduct of NAPNAP and Show Management.

Exhibitor covenants and agrees that in case NAPNAP and Show Management shall be made a party to any litigation commenced by or against exhibitor or relating to this lease or the Premises leased hereunder, then exhibitor shall and will pay all costs and expenses, including reasonable attorney’s fees and court costs, incurred by or imposed upon NAPNAP and Show Management by virtue of any such litigation.
Property Damage
Neither Show Management nor exhibitor shall be responsible for any loss of or damage to property of the other party hereto, including, but not limited to, loss or damage occasioned by theft, fire, smoke, acts of God, public enemy, riot, civil commotion or other insurable casualty, and Show Management and exhibitor expressly waive any claim for liability against the other party hereto with respect to any such loss or damage. In the event that such occurrence results in cancellation of the exhibition, each party hereby releases the other from obligations under this contract. Accordingly, it shall be the responsibility of Show Management and exhibitor, respectively, to secure its own insurance or otherwise protect itself and its property against such loss or damage.

Use of Certain Property
Exhibitor will assume all costs arising from the use of patented, trademarked or franchised materials, devices, processes or dramatic rights used on or incorporated in the exhibitor's space. Exhibitor shall indemnify, defend and hold harmless NAPNAP, Show Management, the Hotel and their officers, directors, members, agents and employees from and against all claims, demands, suits, liability, damages, losses, costs, attorneys' fees and expenses of whatever kind or nature, which might result from or arise out of use of any such material(s) described above.

Care of Building & Equipment
Exhibitors or their agents shall not injure or deface any part of the exhibit building, the booths or booth contents or show equipment and décor. When such damage appears, the exhibitor is liable to the owner of the property so damaged.

Waiver
Show Management shall not be deemed to waive any of its rights hereunder unless such waiver is explicitly stated as a waiver in writing and signed by Show Management. No delay or omission by Show Management in exercising any of its rights shall operate as a waiver of such rights and a waiver of such rights in writing on one occasion shall not be construed as a consent to or a waiver of any right or remedy on any future occasion.

Attorneys’ Fees
Should Show Management find it necessary to employ an attorney or attorneys to enforce any of the provisions of this agreement or to protect in any manner its interest or interests under this agreement, Show Management, if it is the prevailing party, shall be entitled to recover from the other party all reasonable costs, charges and expenses including attorneys’ fees.

Other Rules/Regulations
General Service Contractor
Brede/Allied Convention Services will serve as the general service contractor for the NAPNAP 37th National Conference. Full contact information for Brede/Allied Convention Services will be included with the exhibit booth assignment confirmation.

Exhibitor Kits
An Exhibitor Kit will be sent electronically which includes forms for ordering the following services: furniture, electric, telephone, plants, booth cleaning, audio-visuals and labor, as well as information regarding shipping and material handling. Companies are urged to order all services required in advance. Brede/Allied Convention Services will also have a Service Desk available during the setup period and will remain in operation throughout the entire exhibition. Exhibitors may verify and adjust the requirements for installation, furniture, audio-visual and other auxiliary services through this Service Desk. A complete list of charges will be available in the Exhibitor Kit.
Americans with Disabilities Act
Exhibitors acknowledge their responsibilities under the Americans with Disabilities Act (hereinafter “Act”) to make their booths accessible to handicapped persons. Exhibitor shall also indemnify and hold harmless NAPNAP, Show Management and facility against cost, expense, liability or damage which may be incident to, arise out of or be caused by Exhibitor’s failure to comply with the Act.

Other Regulations
Any and all matters not specifically covered by the preceding rules and regulations shall be subject solely to the decision of Show Management. The Show Management shall have full power to interpret, amend and enforce these rules and regulations, provided exhibitors receive notice of any amendments when made. Each exhibitor and its employees agree to abide by the foregoing rules and regulations and by any amendments or additions thereto in conformance with the preceding sentence. Exhibitors or their representatives who fail to observe these conditions of contract or who, in the opinion of Show Management, conduct themselves unethically, may immediately be dismissed from the exhibit area without refund or other appeal.

Contact Information
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