

**NCRC/NAHRO EXHIBITION
RULES AND REGULATIONS
2010 NCRC/NAHRO Spring Conference
APRIL 13-16, 2010
WESTIN INDIANAPOLIS - INDIANAPOLIS, INDIANA**

RED CARPET BOOTH: The Red Carpet Booth will consist of a larger area (10 ft. by 10 ft.) in a prime location. It will actually have red carpet on the flooring and special recognition will be made of your business. All bars, food tables, and seating for receptions will be set up in the red carpet area. You will also have the opportunity to prepare a short description of your product or service that will be read by the moderator to the assembled groups at the beginning of one of the tracts.

**Availability of the Red Carpet booths is limited, and will be assigned on a 'first-paid' basis.
All Red Carpet Booths cost \$ 500.00.**

Exhibit Space

Space in the Exhibit Hall will be assigned on a first-come, first-served basis on the day of the event. Attempts will be made to separate exhibitors of like products or services.

Space Rental is \$350.00

This fee includes:

1. Exhibit registration for one person, one standard 8' table with skirting and two chairs.
2. Complimentary beverages and hors d'oeuvres in the Exhibit Hall.
3. A listing in the conference program.
4. Permission to attend any conference event.

Options

1. Extra tables may be obtained at a rate of \$ 90.00 per table.
2. Extra booth attendee tickets may be purchased for \$ 175.00 each and grants same permissions as initial registrant.

Door Prizes

Door prizes will be purchased and awarded by NCRC/NAHRO. To be eligible for a door prize, conference delegates must visit every booth in the Exhibit Hall. Exhibitors may hand out samples, trinkets or mementos of insignificant value.

Use of Space

All demonstrations must be confined to the limits of the exhibit space. No exhibitor shall assign, sublet, or share in whole or in part any of the space allotted without the prior knowledge and consent of Indiana NAHRO.

Installation of Equipment

Exhibitors may begin setting up their displays at 8:00 a.m. on Tuesday, April 13, 2010. Nothing shall be posted, tacked, nailed, screwed, or otherwise attached to the walls, columns, floors, or other parts of the building or furnishings. The exhibition will begin at 8:00 a.m. on Wednesday and Thursday. Dismantling of exhibits must be completed by 9:00 a.m. on Friday, April 16, 2010. If the designated set-up or tear-down hours are inadequate for your exhibit, please contact Kathy Walden at (317) 261-7238 or via email at kwalden@indyhousing.org.

Exhibit Hours

Exhibit hours will be from 8:00 a.m. to 5:00 p.m. on Wednesday, April 14, 2010, and from 8:00 a.m. to 12:00 p.m. on Thursday, April 15, 2010. Host refreshments and hors d'oeuvres will be available at both events.

Restrictions

NCRC/NAHRO reserves the right to restrict exhibits that, because of noise, method of operation, and/or any other reason, may be considered objectionable.

Contract for Space

This signed registration form with full payment constitutes the complete agreement for the right to use space. In the event of fire, strike, or other circumstances beyond the control of NCRC/NAHRO, this contract shall not be binding. NCRC/NAHRO reserves the right to cancel any contact with any exhibitor at any time prior to or during the conference.

2010 NCRC/NAHRO Spring Conference

BOOTH REGISTRATION

COMPANY NAME: _____

ATTENDEE NAME (S): _____

ADDRESS: _____

CITY, STATE & ZIP _____

TELEPHONE: _____ FAX: _____ EMAIL: _____

DO YOU NEED AN ELECTRICAL OUTLET? YES NO

WE WOULD LIKE TO PROVIDE A DOOR PRIZE FOR THE WEDNESDAY, APRIL 14, 2010 EVENING DRAWING

RED CARPET BOOTH AMOUNT ENCLOSED \$ _____

STANDARD BOOTH AMOUNT ENCLOSED \$ _____

EXTRA BOOTH ATTENDEE (@ \$175 each) \$ _____

TOTAL AMOUNT ENCLOSED \$ _____

REGISTRATION DEADLINE IS MARCH 31, 2010. PLEASE COMPLETE THIS FORM AND SEND WITH PAYMENT ON OR BEFORE MARCH 31, 2010.

Please make payments payable to: **Indianapolis Housing Agency**

Mail payments to: **Indianapolis Housing Agency**
1919 North Meridian Street
Indianapolis, IN 46202
Attn: Kathy Walden

The registration form may also be faxed to **Kathy Walden at (317) 261-7176**, or emailed as an attachment to kwalden@indyhousing.org

LODGING

Lodging is available at the Westin Indianapolis - Indianapolis, IN at the special conference rates of \$139 for single occupancy or double occupancy, plus tax and parking. To make a reservation, call the Westin Indianapolis at (317) 262-8100. When making your reservations, mention that you will be attending the **NCRC/NAHRO Conference** to secure the special conference rate. The cut off date for guaranteed reservations is **March 17, 2010**.

If you have questions, contact Kathy Walden at 317-261-7238 or kwalden@indyhousing.org