

# 2024 SPRING CONFERENCE

May 7-10, 2024 | Jacksonville, FL



(757) 259-1841 | [ncpj@ncsc.org](mailto:ncpj@ncsc.org)

## Exhibitor Contract

### EXHIBITOR INFORMATION

Company

Address

City, State, Zip

Website

### COMPANY POINT OF CONTACT (receives all updates and communication)

Contact Name

Email  Phone

### TABLETOP EXHIBIT FEE \$1,000

Includes: 6' Draped Table, 2 Chairs, Standard Power, WiFi, pre- and post-show electronic attendee list (name & address only), ability to purchase tickets to Thursday Banquet and two (2) exhibit staff badges-allows access to education sessions.

### TABLE SELECTION

Floorplan will be distributed in March for table selection.

I hereby agree to the terms and conditions of the NCPJ Exhibit/Sponsor Rules & Regulations. Exhibit fee and all deposits are non-refundable and non-transferable.

SIGNATURE  DATE

NAME (please print)

**Return completed Exhibitor Contract to [ncpj@ncsc.org](mailto:ncpj@ncsc.org)**

## Payment Information :

Check made payable to:  
National College of Probate Judges  
ATTN: Association Services  
300 Newport Ave  
Williamsburg, VA 23185

Credit Card  
(Visa | MasterCard | Discover - only  
\*\*Call to process credit card payments:  
(757) 259-1841\*\*  
Federal ID # 36-2856777

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## Exhibit Schedule

### **Tuesday**

11:00pm - 6:00pm Exhibit Set-Up

6:00pm - 7:00pm Welcome Reception in Exhibit Area

### **Wednesday**

8:00am - 9:00am Continental Breakfast with Exhibitors

8:00am - 12:30pm Exhibits Open

### **Thursday**

8:00am - 9:00am Breakfast with Exhibitors

8:00am - 11:30 am Exhibits Open

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## Exhibit/Sponsor Rules and Regulations

**Rules and Policies:** By submitting a Registration Form, the Exhibitor/Sponsor agrees to abide by all rules and policies outlined below. The Exhibitor/Sponsor understands that direct e-mail updates from the National College of Probate Judges (NCPJ) will be provided to Exhibitor/Sponsor containing the information necessary to participate at any event. The Exhibitor/Sponsor is responsible for the information and deadlines contained in both, and therefore required to meet all deadlines or may miss specific marketing or logistic opportunities. The NCPJ Executive Committee shall have the authority to interpret and enforce these rules. All matters not covered by these rules and regulations are subject to the decision of the Executive Committee, which decisions shall be binding on all parties.

**CLE Credit:** Presentations of more than 10 minutes must qualify for CLE credit and will be subject to approval of curriculum chairs.

**Right of Refusal:** The NCPJ has the right to approve or reject Registration Forms and to approve all products, exhibits or promotions to be presented at NCPJ events. The Registration Form shall be considered a binding contract between the two parties and subject to the rules herein when it is submitted with full payment and accepted by NCPJ. By submitting a Registration Form, the Exhibitor/Sponsor releases NCPJ from any and all liability to Exhibitor/Sponsor, its agents, licensees, or employees that may arise or be asserted as a result of submission of a Registration Form or of participation in the NCPJ event.

**Compliance of Exhibitor/Sponsor:** Each Exhibitor/Sponsor agrees to comply with all federal, state, and local laws and ordinances applicable to the space leased and also with such rules and regulations as may be deemed necessary by the Executive Committee and/or the conference facility. Each Exhibitor/Sponsor is charged with full knowledge and compliance with all laws and ordinances and regulations pertaining to health, fire prevention and public-safety as related to the conference facility.

**Registration and Payment:** Each potential Exhibitor/Sponsor is required to complete the registration form above and submit full payment to be included in the initial tier selection process.

**Compliance with Schedule:** All exhibits must be installed during the time designated. Exhibit staff must be in charge of the display during the hours when the exhibit area is open. Each Exhibitor/Sponsor agrees to maintain the exhibit through all exhibition hours as stated.

**Exhibitor/Sponsor Registration/Badges:** All persons working in the exhibit area must be registered at the event. Exhibit personnel must wear identification badges while in the exhibit area. Exhibit staff wishing to attend the event must be registered as an attendee. Event tickets for added staff are additional and must be purchased separately from NCPJ.

**Arrangement of Exhibits:** The space provided may differ from site to site and will be determined by the location personnel working with NCPJ staff.

**Use of Space:** Exhibitor/Sponsors may not sublet, assign or apportion any part of the space allotted, nor represent, advertise or distribute literature for product or services of any other firm or individual except as approved in writing by NCPJ. Exhibitor/Sponsors promotional activities are confined to the actual space purchased, or in areas approved by NCPJ. No Exhibitor/Sponsor will be permitted to display or distribute literature outside the confines of the assigned booth space in the exhibit area. NCPJ also reserves the right to remove, at the cost of the Exhibitor/Sponsor, any product/items deemed by NCPJ as not suitable for display at the event.

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**Cancellation:** In the event any Exhibitor/Sponsor must cancel, the Exhibitor/Sponsor must do so in writing to NCPJ. There will be no refund for cancellations.

**Liability and Insurance:** Exhibitor/Sponsors agree to protect, save, and hold NCPJ, and all agents and employees thereof (collectively called Indemnities) forever harmless for any damages or charges imposed for violations of any law or ordinance. NCPJ is not responsible for the exhibit area, as this is managed by hotel policy. Therefore, NCPJ will not be liable for damage or loss to any Exhibitor/Sponsor's properties through theft, fire, accident or any other cause whether the result of negligence or otherwise. The Exhibitor/Sponsor indemnifies NCPJ against, and hold it harmless from any complaints, suits or liabilities resulting from negligence of the Exhibitor/Sponsor in connection with the Exhibitor/Sponsor's use of display space. It is recommended that Exhibitor/Sponsors insure their exhibit and display materials. It is also recommended that Exhibitor/Sponsors take any valuable or important items with them when they are not in the exhibit area or the exhibit area is closed.

**Americans with Disabilities Act:** Exhibitor/Sponsors shall be responsible for making their exhibit accessible to persons with disabilities as required by the Americans with Disabilities Act and shall hold NCPJ harmless from any consequences of failing to do so.

**Marketing Souvenirs and Samples:** Distribution of souvenirs and samples is permitted provided there is no interference with other exhibits. NCPJ may withhold or withdraw permission to distribute advertising or any other material it considers objectionable.

**Conduct of Exhibitor/Sponsors:** Exhibitor/Sponsors and employees, whether full, part-time or temporary personnel hired by the Exhibitor/Sponsor, shall conduct themselves in an ethical manner at all times. The NCPJ may also ask any persons deemed, by NCPJ, to be acting in an obstructive manner, to leave the exhibit area.

**Storage:** Exhibitor/Sponsors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem or look unsightly.

**Food and Beverage:** Any food or beverages to be given away at exhibit booths is subject to hotel approval.

**Event Photography:** By registering for NCPJ's events, all attendees, instructors and Exhibitor/Sponsors acknowledge they may be photographed during the convention. Please be aware these photos are for the NCPJ's use only, and may appear in the newsletter and website. Your attendance constitutes permission and consent for this photography and subsequent usage.