

36th Annual Federal Bar Association Indian Law Conference



“Best Practices & Continuing Challenges in Federal Indian Law” Exhibitor’s Package

April 7-8, 2011

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Hilton Santa Fe at Buffalo Thunder

Located on the Pueblo of Pojuaque



EXHIBITOR INFORMATION

Location

The 36th Annual FBA Indian Law Conference will take place April 7–8, 2011, at the Hilton Santa Fe at Buffalo Thunder in Santa Fe, New Mexico. There will be a separate room for exhibitors and a career fair, open to attendees throughout the conference. The exhibit and career fair room will be adjacent to the convention registration and meeting rooms. All coffee and refreshment services will also be near this location.

Expected Attendance

Total expected attendance at various events should exceed 700 attendees, including legal experts from the field of Indian law, tribal judges, state attorneys general, law students, and federal attorneys.

Exhibition Schedule

Prime convention time has been allocated to the exhibit hall and career fair as follows:

Wednesday, April 6	3:00–8:00 p.m. (Set-up)
Thursday, April 7	7:00 a.m.–5:00 p.m.
Friday, April 8	7:00 a.m.–2:30 p.m.
Friday, April 8	2:30–5:00 p.m. (Tear Down)

Exhibition Rental Prices and Space Assignments

Prices are as follows: \$275 per retail table exhibit, \$100 per educational/career fair table exhibit, and \$50 per NALSA table exhibit. Exhibit includes a 6-foot draped table and (2) chairs. Exhibits will be assigned on a first-come, first-served basis and space is at a premium. Exhibits must fit on a 6 foot tabletop or fit within a 6'x3' space. Anything exceeding this will be charged an over-size fee of \$100 and must be pre-approved. (Neither exhibition rental nor career fair participation includes conference registration and meals.)



Shipping and Material Handling

Crated exhibit material should be sent directly to the Hilton Santa Fe at Buffalo Thunder, 20 Buffalo Thunder Trail, Santa Fe, New Mexico 87506, Attn: [Exhibitor Name]. Packages will not be accepted more than three days prior to the conference. Contact the hotel at (505) 455-5555 for more information. To ensure that your exhibit materials arrive on time, we recommend that you check with your carrier to allow ample time for delivery. All crates, boxes, and cartons must be suitably packaged and marked with the forwarding address and the Federal Bar Association Indian Law Conference, April 7–8, 2011. Pricing information is attached.

Installation and Dismantling

Exhibit set-up should take place between 3–8 p.m. on Wednesday, April 6, 2011. No exhibitor shall dismantle any exhibit until after 2:30 p.m. on Friday, April 8, 2011, unless the FBA is notified in advance. Exhibitors will have the exhibit area clear no later than 5 p.m. on Friday, April 8, 2011.

Cancellation Policy

Cancellations received by March 18, 2011, in writing, at the offices of the Federal Bar Association entitle the exhibitor to a full refund. Cancellations received after March 18, 2011, forfeit any refund. Please note that all cancellations must be made in writing.

Liability

Any individual or organization planning to sell goods must have any permits, tax identifications, etc. that may be required in their possession. The Federal Bar Association assumes no responsibility for any necessary documents.

The Federal Bar Association, its management, and all organizations and individuals who are employed by it in connection with this conference and exhibition will not be responsible for any damages or loss resulting from fire, theft, or any other cause whatsoever, including accident or injury to exhibitors, their employees, the public, or others. The exhibitor agrees to pay the Hilton Santa Fe at Buffalo Thunder for any and all damages to the building, carpeting, or equipment incurred through the carelessness or negligence of the exhibitor or exhibitor's employee.

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury to persons or damage brought to exhibitor's displays, equipment, or other property brought on the premises of the hotel and agrees to indemnify, defend, and hold harmless the Federal Bar Association, the Hilton Santa Fe at Buffalo Thunder, its owners, servants, agents, and employees against all claims or expenses for such losses, including reasonable attorney's fees, arising out of the use of the hotel premises excluding any liability caused by the negligence of the Federal Bar Association or the Hilton Santa Fe at Buffalo Thunder or its owners, servants, agents, and employees.

The exhibitor understands that neither the Federal Bar Association nor the Hilton Santa Fe at Buffalo Thunder maintains insurance covering the exhibitor's property or lost revenue, and it is the sole responsibility of the exhibitor to obtain such insurance.

It is the Federal Bar Association's responsibility to adhere to local fire codes and have the proposed floor plan approved by the local fire marshal. The Hilton Santa Fe at Buffalo Thunder requires receipt of the approved floor plan ten days prior to the show.

Exhibitor Registration

If you plan to exhibit at our Indian Law Conference, please review the exhibition conditions and complete the necessary information requested at right. Please return the form with payment to:

**Federal Bar Association
2011 Exhibition Reservations
36th Indian Law Conference
1220 North Fillmore Street
Suite 444
Arlington, VA 22201**

Please do not hesitate to contact Kate Faenza at (571) 481-9100 or visit our Web site at www.fedbar.org if we may be of any further assistance.

Please include your payment of \$275 for each retail table exhibit, \$100 for each educational/career fair table exhibit, or \$50 for each NALSA table exhibit.

Conference registration and meals are not included with exhibit reservation. If you wish to attend the conference, please complete a conference registration form available at www.fedbar.org.

EXHIBITOR INFORMATION

Organization

Contact Name

Name(s) and Title(s) of Person(s) Working the Booth

Name(s) and Title(s) of Person(s) Working the Booth

Address

City

State

Zip

Phone

Fax

E-mail Address

EXHIBITION FEES

- Retail Table Exhibit \$275 X ____ qty.
- Educational/Career Fair Table Exhibit \$100 X ____ qty.
- NALSA Table Exhibit \$50 X ____ qty.
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- Thursday Luncheon Tickets \$45 X ____ qty.
- Thursday Dinner Tickets \$65 X ____ qty.
- Friday Luncheon Tickets \$45 X ____ qty.

METHOD OF PAYMENT

Check, made payable to the "Federal Bar Association," is enclosed.

Credit card: Visa

MasterCard

American Express

Account Number

Exp. Date

Signature