

Federal Bar Association

2018 Indian Law Conference Exhibitor Contract

43rd Annual

INDIAN LAW CONFERENCE: EXHIBITORS

April 5–6, 2018

Talking Stick Resort • Scottsdale, Ariz.

Exhibitor Information

Organization

Contact Name

Address

City

State

Zip

Phone

Email

Please review the new exhibitor conditions on page 2 of this contract and complete the necessary information below. Return this form with payment to:

Federal Bar Association
43rd Indian Law Conference
2018 Exhibition Reservations
1220 North Fillmore Street, Suite 444
Arlington, VA 22201

Exhibition Fees

- (1) Corporate Exhibit or (1) Arts & Craft Exhibit Table
- (2) Arts & Craft Exhibit Tables
- (1) Nonprofit/Educational/Government Exhibit Table
- (1) Student Organization Exhibit Table

Early Bird Rate: Until Dec. 31, 2017	Regular Rate: Jan. 1, 2018 and after
\$375	\$400
\$525	\$550
\$275	\$300
\$175	\$200

Table Location Preference (Table Number)

See diagram on page 3

1st choice _____ 2nd choice _____ 3rd choice _____

A 50 percent partially refundable deposit must accompany your contract in order to secure your preferred table. Table space will not be held without a deposit.

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.

Method of Payment

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

Credit card: Visa MasterCard American Express

Account Number

Exp. Date

Billing Zip

Name on Card

Signature

For further information, please contact : Melissa Schettler, Director of Conferences | T 571-481-9105 | E mschettler@fedbar.org

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Exhibit Table Policies

All contracts received will be assigned on a first-come, first served basis. The Association reserves the right to use its sole discretion in reassigning space in cases where competitive products have adjacent table/booth.

Due to space restrictions and fire code regulations, no side tables provided by the vendor will be permitted. Vendors must display all items on the permitted 36 x 30 inch tables provided by the Talking Stick Resort.

Payments & Refunds

A. Payment Policy: a 50 percent partially refundable deposit must accompany your contract to secure your table. Table space will not be held without a deposit. Full payment for all table space is required by March 16, 2018. If full payment is NOT received by March 16, 2018, the Association shall have the right to retain the deposit as liquidated damages and cancel the table reservation. Contracts received AFTER January 4, 2018, must be accompanied by full payment.

B. Cancellations/Reductions: All cancellations and reductions must be made in writing to Association Management. If notice of cancellation is made prior to January 15, 2018, a refund less 75 percent of the total cost of the table will be issued. Please note that after January 15, 2018, NO REFUNDS WILL BE ISSUED on table space that is cancelled or reduced. Any space not occupied by the opening of the conference for which no special arrangements have been made may be reassigned by the Association without obligation to make any refund whatsoever.

Location Information

Talking Stick Resort
Salt River Ballroom Foyer
9800 East Indian Bend Road
Scottsdale, AZ 85256

Shipping Information

Talking Stick Resort
9800 East Indian Bend Road
Scottsdale, AZ 85256
Attn: Courtney Flynn, Sr. Event manager
Hold for: Melissa Schettler, Federal Bar Association

Exhibit Dates and Hours

Thursday, April 5
8:00 a.m.-5:00 p.m.

Friday, April 6
8:00 a.m.-5:00 p.m.

Installation and Dismantling Hours

Wednesday, April 4
3:00 p.m.-5:00 p.m.

Thursday, April 5
7:30 a.m.

Friday, April 6
5:00 p.m.-6:00 p.m.

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