

# Federal Bar Association

## 2019 Indian Law Conference Exhibitor Contract

44th Annual

# INDIAN LAW CONFERENCE: EXHIBITORS

April 11-12, 2019

Sandia Resort • Albuquerque, New Mexico

### 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  
44th Indian Law Conference  
2019 Exhibitor 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

**Regular Rate:**  
*Jan. 1, 2019 and after*

\$400  
\$550  
\$300  
\$200

### Table Location Preference

See diagram on page 3 for table numbers

1st choice \_\_\_\_\_ 2nd choice \_\_\_\_\_ 3rd choice \_\_\_\_\_

**A 50 percent partially refundable deposit must accompany your contract in order to secure your 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](http://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 : Caitlin Rider, Sr. Meeting Planner | T 571-481-9122 | E [crider@fedbar.org](mailto:crider@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 6ft x 30-inch tables provided by the Sandia Resort.

For safety issues, as well as to preserve the integrity of our carpeting, paint and overall structure and its appearance, we cannot permit any taping, tacking, nailing or gluing to any interior or exterior surface of Sandia Resort & Casino's Event/Convention Center.

You are welcome to leave table items out overnight, but there will not be assigned hotel security. The Federal Bar Association and Sandia Resort are not responsible for any missing or stolen items.

### 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, 2019. If full payment is NOT received by March 16, 2019, the Association shall have the right to retain the deposit as liquidated damages and cancel the table reservation. Contracts received AFTER January 4, 2019, 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, 2019, a refund less 75 percent of the total cost of the table will be issued. Please note that after January 15, 2019, 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.

### Shipping Information

Please mail any packages to the following address if you will not be bringing your items with you to the event.

Sandia Resort & Casino  
30 Rainbow Rd  
Albuquerque, NM 87113  
Attn: Convention Services Manager, Sandra Pena Lopez  
Indian Law Conference (April 11-12, Caitlin Rider, FBA)

Upon arrival, request your boxes with the resort's Banquet Staff and they will deliver the boxes to your assigned exhibit table.

Exhibitors are responsible for arranging all aspects of their return shipment, including payment and scheduling a shipment pick-up with a local shipping company (UPS/FedEx/USPS). Resort staff will move boxes left on your table to the shipping/recieving area in the resort for your chosen company to pick-up.

### Internet & Power

Exhibitors are responsible for arranging and paying for their table's internet/power needs. If you require a hardline internet access point or power (beyond available wall outlets) – please contact Caitlin Rider at [crider@fedbar.org](mailto:crider@fedbar.org) for arrangements.

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## 2019 Indian Law Conference Exhibitor Contract

### Exhibit Dates and Hours

Thursday, April 11  
8:00 a.m.-5:00 p.m.

Friday, April 12  
8:00 a.m.-5:00 p.m.

### Installation and Dismantling Hours

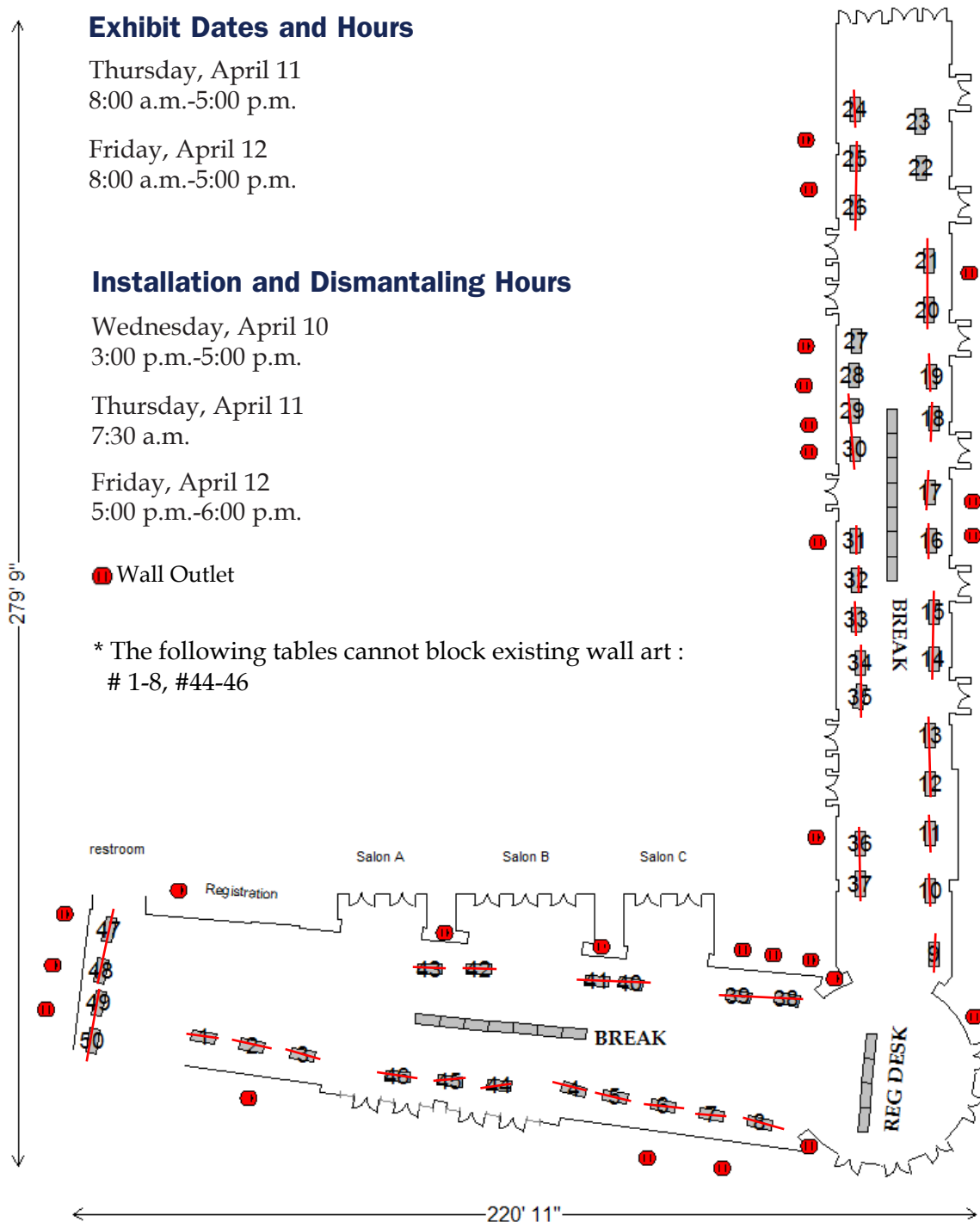
Wednesday, April 10  
3:00 p.m.-5:00 p.m.

Thursday, April 11  
7:30 a.m.

Friday, April 12  
5:00 p.m.-6:00 p.m.

● Wall Outlet

\* The following tables cannot block existing wall art :  
# 1-8, #44-46



### BALLROOM PREFUNCTION