

# 41<sup>st</sup> Annual Indian Law Conference

APRIL 7 – 8, 2016 🌟 TALKING STICK RESORT 🌟 SCOTTSDALE, AZ

**OFFICE USE ONLY**

Date: \_\_\_\_\_

Table Assigned: \_\_\_\_\_

## 2016 EXHIBITOR CONTRACT

**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  
 41st Indian Law Conference  
 2016 Exhibition Reservations  
 1220 North Fillmore Street, Suite 444  
 Arlington, VA 22201

**Exhibition Fees**

- (1) Corporate Exhibit or (1) Arts & Craft Exhibit Table \$350
- (2) Arts & Craft Exhibit Tables \$500
- (1) Nonprofit/Educational/Government Exhibit Table \$250
- (1) Student Organization Exhibit Table \$150

**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](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 \_\_\_\_\_

# Exhibitor Conditions

## 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% 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, 2016. If full payment is NOT received by March 16, 2016, the Association shall have the right to retain the deposit as liquidated damages and cancel the table reservation. Contracts received AFTER January 4, 2016, 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, 2016, a refund less 75% of the total cost of the table will be issued. Please note that after January 15, 2016, 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 7  
8:00 a.m.-5:00 p.m.

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

## Installation and Dismantling Hours

Wednesday, April 6  
3:00 p.m.-5:00 p.m.

Thursday, April 7  
7:30 a.m.

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

# Table Diagram

