



NEW ORLEANS

SEPT. 22-25 2010

FBA Annual Meeting and Convention at the Ritz-Carlton

INVITATION TO EXHIBIT



OFFICIAL EXHIBITORS PACKAGE FOR THE
FEDERAL BAR ASSOCIATION'S
2010 ANNUAL MEETING AND CONVENTION

SEPTEMBER 23-24, 2010
RITZ CARLTON ▲ NEW ORLEANS, LA

Space is limited!
Reserve your table now!

2010 FBA Convention in New Orleans

LOCATION

The Ritz Carlton in New Orleans is the site of the Federal Bar Association's Annual Meeting and Convention. The convention begins on Thursday, September 23 and ends on Saturday, September 24. All coffee and refreshment services will be served near the exhibit area.

EXPECTED ATTENDANCE

Historically, total attendance at various events exceeds 400 top practitioners from private law firms, legal experts from virtually every field in federal law, and key federal attorneys.

EXHIBITION SCHEDULE

Wednesday, September 22	3–5 P.M. (Set-Up)
Thursday, September 23	8 A.M.–5 P.M.
Friday, September 24	8 A.M.–5 P.M.
Friday, September 24	5–7 P.M. (Tear Down)

EXHIBIT RENTAL PRICES

\$500 per table top exhibit, which includes one 6' table and two chairs.

EXHIBIT SPACE ASSIGNMENTS

Exhibits will be assigned on a first-come, first-served basis.

CANCELLATION POLICY

Cancellations received by Sept. 1, 2010, in writing (e-mail), at the offices of the Federal Bar Association entitle the exhibitor to a full refund. Cancellations received after Sept. 1, 2010 forfeit any refund. Please note that all cancellations must be e-mailed by 5 p.m. EDT to Kate Faenza at the Federal Bar Association, kfaenza@fedbar.org.

ELECTRICAL AND TELEPHONE SERVICE

Electrical and telephone service must be arranged directly with the Ritz Carlton. Be sure to mention that you are an exhibitor with the Federal Bar Association's Annual Meeting and Convention, Sept. 23-24 2010.

SHIPPING AND MATERIAL HANDLING

Crated exhibit material should be sent directly to the Skirvin Hilton as follows:

The Ritz Carlton
Attn: Your Name
Your Arrival Date
921 Canal St.
New Orleans, LA 70112

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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 Federal Bar Association Convention, September 23-24, 2010. Contact the Ritz Carlton directly for shipping and receiving pricing information.

INSTALLATION AND DISMANTLING

Exhibit set-up should take place between 3 and 5 P.M. on Wednesday, September 22. Exhibits should be ready for inspection by an FBA representative that day. No exhibitor shall dismantle any exhibit until after 5 P.M. on Friday, September 24, unless the FBA is notified in advance. Exhibitors will have the exhibit area clear no later than 7 P.M. on Friday, September 24.

LIABILITY

The Federal Bar Association, its management, and all organizations and individuals who are employed by it in connection with this Convention 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 Ritz Carlton 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 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 Ritz Carlton, its owners, servants, agents, and employees against all claims or expense 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 Ritz Carlton or its owners, servants, agents, and employees.

The exhibitor understands that neither the Federal Bar Association nor the Ritz Carlton maintains insurance covering the exhibitor's property or lost revenue, and it is the sole responsibility of the exhibitor to obtain such insurance.

Signature of Exhibitor

Date

Please sign and return with registration form.

Federal Bar Association 2010 Exhibition Reservation Form

SEPTEMBER 23-24, 2010
RITZ CARLTON— NEW ORLEANS

If you would like to reserve exhibit space at our 2010 Annual Meeting & Convention in New Orleans, please review the exhibition conditions and complete the necessary information requested below. Please return the form, with remittance (make checks payable to the Federal Bar Association) to:

**FEDERAL BAR ASSOCIATION
2010 EXHIBITION RESERVATIONS
1220 NORTH FILLMORE DRIVE, SUITE 444
ARLINGTON, VA 22201**

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

Space is limited, so return your form as soon as possible to confirm your reservation!
You will receive confirmation that your space reservation has been received.

PLEASE INCLUDE YOUR PAYMENT OF \$500 FOR EACH TABLE TOP EXHIBIT

Exhibitor registration will be processed upon receipt of payment.

Organization

Contact Name

Telephone

E-mail Address

Fax

Address

City, State, Zip

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

Brief description of organization and exhibit content:
