

# Federal Bar Association

## 2022 Indian Law Conference Exhibitor Contract

47th Annual

# INDIAN LAW CONFERENCE: EXHIBITORS

April 7-8, 2022- Sandia Resort & Casino

### 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.*

### Exhibition Fees

**Early Bird Rate:** **Regular Rate:**  
*Until Jan. 28, 2022 Jan. 29, 2022 and after*

<input type="checkbox"/> (1) Corporate Exhibit or (1) Arts & Craft Exhibit Table	\$375	\$400
<input type="checkbox"/> (2) Arts & Craft Exhibit Tables	\$525	\$550
<input type="checkbox"/> (1) Nonprofit/Educational/Government Exhibit Table	\$275	\$300
<input type="checkbox"/> (1) Student Organization Exhibit Table	\$175	\$200

***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. Contracts received AFTER January 28, 2022, must be accompanied by full payment.***

***Conference registration and meals are not included with exhibit reservation. If you wish to attend the conference, exhibitors must register online at [www.fedbar.org/event/indianlaw22](http://www.fedbar.org/event/indianlaw22).***

### Method of Payment

Credit card:  Visa  MasterCard  American Express

Account Number

Exp. Date

Billing Zip

Name on Card

Signature

### Check (Invoice)

*By selecting "Check" you will be issued an invoice for payment and responsible for mailing the invoice and check to the FBA lockbox. Tables will be held for a limited time and released if check not received in timely manner.*

For further information, please contact : Caroline Bentley | [E\\_sponsor@fedbar.org](mailto:E_sponsor@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 Sandia Resort.

For safety issues, as well as to preserve the integrity of the 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. Streamers and glitter are also prohibited.

Any Exhibitor interested in distributing food or beverage must be the manufacturer of that product and may only distribute "bite size" portions - not more than two (2) ounces of food or non-alcoholic beverages free of charge.

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 Friday, March 18, 2022. If full payment is NOT received by March 18, 2022, the Association shall have the right to retain the deposit as liquidated damages and cancel the table reservation. Contracts received AFTER January 28, 2022, 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 28, 2022, a refund of 75 percent the total cost of the table will be issued. Please note that after January 28, 2022, 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

Exhibitors are responsible for arranging all aspects of their outgoing and return shipment, including payment and scheduling a shipment pick-up with a local shipping company (UPS/FedEx/USPS).

Mailing instructions for the resort will be provided closer to the event date.

### 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 [meetings@fedbar.org](mailto:meetings@fedbar.org) for arrangements.

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## 2022 Indian Law Conference Exhibitor Diagram

### 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.

● Wall Outlet

\* The following tables cannot block existing wall art.  
There can be no vertical displays.  
# 1-8, #44-46

