

Federal Bar Association

2023 Indian Law Conference Exhibitor Contract

48th Annual

INDIAN LAW CONFERENCE: EXHIBITORS

April 17-18, 2023 - 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

- (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 Jan. 31, 2023

\$395

\$545

\$295

\$195

Regular Rate:

Jan. 31, 2023 and after

\$420

\$570

\$320

\$220

A 50% 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 31, 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/indianlaw23.

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 : Barbara Bienkowski | E sponsor@fedbar.org | T 240-404-6481

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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 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 Monday, March 20, 2023. If full payment is NOT received by March 20, 2023, the Association shall have the right to retain the deposit as liquidated damages and cancel the table reservation. Contracts received AFTER January 31, 2023, 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 31, 2023, a refund of 75 percent the total cost of the table will be issued. Please note that after January 31, 2023, 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 for arrangements.

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2023 Indian Law Conference Exhibitor Diagram

Posted times should be used for planning purposes and are subject to change

Exhibit Dates and Hours

Monday, April 17
8:00 a.m. - 5:00 p.m.

Tuesday, April 18
8:00 a.m. - 5:00 p.m.

Installation and Dismantling Hours

Sunday, April 16
3:00 p.m. - 5:00 p.m.

Monday, April 17
7:30 a.m.

Tuesday, April 18
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

