

**48th Washington Non-Profit Legal & Tax Conference®  
Sponsor & Exhibitor Agreement**

Company Name: \_\_\_\_\_

(As it will appear in program and on all signage)

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Web site: \_\_\_\_\_

Signature: \_\_\_\_\_

**(By signing this contract the sponsor/exhibitor agrees to the rules and regulations of the conference found on the back of this agreement- Please mail or fax completed contract)**

**Reserve the following opportunity for my company:**

___ Exhibitor	\$ 600	___ Proceed. Manual Advertising: full page	\$750
___ Conference Bag Inserts	\$ 500	___ Proceed. Manual Advertising: ½ page	\$500
___ Badge Lanyards	\$ 900	___ CD-Rom/Manual Logo	\$900
___ Conference Tote Bag Logo	750	___ Conference Refreshment Break	\$900

\_\_\_ Custom sponsor opportunities (Please Describe & call for quote)

**Sponsors & Exhibitors:**

Company logo must be received by 2/22/2012 in order to meet printing deadlines.

**Please provide no more than a 25-word description of your organization and the products/services to be exhibited:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Payment Schedule:**

A 50% deposit is due by December 30, 2011

Remaining Balance is due by March 9, 2012

My check for \$\_\_\_\_\_ is enclosed. Make check payable to Washington Non-Profit Tax Conference, (Payment must be in U.S. funds, drawn on a U.S. bank)

Charge the full payment of \$\_\_\_\_\_ to my credit card. MC  VISA  AMEX

Charge the 50% deposit payment of \_\_\_\_\_ to my credit card. MC  VISA  AMEX

Card number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Cardholder name: \_\_\_\_\_ Signature \_\_\_\_\_)

**Sponsor Rules and Regulations  
48th Washington Non-Profit Legal & Tax Conference®  
Crystal Gateway Marriott, Arlington, VA**

*Washington Non-Profit Tax Conference, Inc., P.O. Box 27315, Washington, DC 20038-7315*

*Phone: 202-688-3533; Fax: 202-318-1482; e-mail: [rjohnston@wc-b.com](mailto:rjohnston@wc-b.com); [www.legalandtaxconference.com](http://www.legalandtaxconference.com)*

**Payment & Cancellation.** 50% Deposit payment is due by 12/30/2011. Remaining balance is due by March 09, 2012. Refunds before February 1, 2012 are subject to the discretion of the Conference. No refunds will be given after February 1, 2012 .

**Table Exhibit Assignment.** Assignment of space will be made on a first-come, first-serve basis.

**Subletting Space.** No exhibitor may assign, sublet or apportion its space in whole or in part, nor exhibit any products or services other than those offered by exhibitor in the normal course of its business.

**Exhibit Schedule:**

Thursday, March 22, 2012	8:00 a.m. – 5:30 p.m.	Exhibit Area Open
Refreshment Breaks	Throughout Conference	
Friday, March 23, 2012	7:30 a.m. – 3:30 p.m.	Exhibit Area Open

**Installation/Dismantle.** Exhibits must be completely installed by 9:00 a.m. Thursday, March 22. No installing, dismantling, rearranging, repairing, servicing, removing, or supplementing of exhibits will be permitted during the exposition hours. Exhibits may be dismantled Friday, March 23 between 1:30 and 2:30 or between 3:30 and 4:30 p.m.

**Character of Exhibits and Exhibit Personnel.** Exhibits are subject to the approval of the Conference and shall be consistent with the business-like atmosphere of the Conference. Exhibit personnel shall conduct themselves in a manner consistent with the business-like atmosphere of the Conference, including their manner of dress. No music or other sound or noise-creating devices shall be permitted.

**Care of Property.** The use of thumbtacks, tape, nails, bolts, or tools or materials that could mark the floors or walls is prohibited. Any damage to the hotel or conference facility property caused by the carelessness of an exhibitor, its employees or agents, must be paid for by the exhibitor causing such damage.

**Security.** The Conference undertakes no duty to exercise care, nor assumes any responsibility, for the protection and safety of the exhibitor, its officials, agents or employees, or the protection of the property used in connection with the exhibit, from theft, injury, or damage.

**Fire Regulations.** All exhibits must conform to the fire laws, health regulations, electrical codes, and other local, state, and federal laws and regulations.

**Conformity With Hotel Contract.** The contract for exhibit space and these rules and regulations are subject to the Conference's agreement with the Grand Hyatt, and in the event of any conflict, the latter shall prevail.

**Indemnification/Hold Harmless Clause.** Exhibitor agrees to indemnify, hold harmless and defend the Conference and the hotel from and against any and all liabilities, damages, actions, losses, claims and expenses on account of personal injury, death or damage to or loss of property arising out of any act, omission, negligence, fault, or violation of a law or ordinance by the Exhibitor or its employees or agents.

**Cancellation.** Should the Conference cancel any exhibit or cancel or reschedule the entire event, the exhibit space contract will terminate and the exhibitor will waive any claim for damages. The Conference's liability shall be limited to the monies paid by the exhibitor as exhibit booth rental, less a proportionate share of all expenses incurred by the Conference for the exposition.

**Other Matters.** All matters and questions not covered by the contract for exhibit space or these rules and regulations are subject to the decision of the Conference.