

2010 Exhibitor/Vendor Contract

KSNA Day at the Legislature
Thursday, February 11, 2010
Topeka Performing Arts Center (TPAC)
214 SE 8th Street (8th & Quincy)
Topeka, Kansas



Exhibitor/Vendor Info:

Business Name _____
Contact Person _____
Business Address _____
City, State & Zip _____
Telephone & FAX _____
Email Address _____

Booth Fee Schedule
• \$300, Health Care Facility, Schools of Nursing
• \$300 Commercial Vendor (book company, medical supply company, etc.)
• \$100 or 10% gross sales, (whichever is greater) Retail, Home-based Business
• \$100, Disease or Informational Nonprofit Organizations

Signature of Responsible Person _____ Date _____ Fee Enclosed \$_____ (above)

Name of Person Staffing the Booth _____ Attendee's Email _____

Electrical Outlet (circle): Yes No —> One Extra Table (circle): Yes No —> Receipt (circle): Yes No

Lunch will be provided at no additional cost. Please let us know if you have special dietary requirements _____.

Your exhibitor/vendor booth fee is payable in advance to KSNA by January 25, 2010 (late fee, additional \$50 for contracts received after January 25); final cut-off date for exhibitors is February 1. Contract cancellation – 100% refund if received by January 1; after January 1 only 50% refund of exhibitor fees will be refunded. After January 31, no refunds will be mailed to a previously registered exhibitor. See Fee Schedule above.

Special Services: the exhibitor booth fee DOES NOT include any additional equipment/special services that the exhibitor may request of the host facility. It does include table(s), drapery, two chairs and a waste basket. Any additional equipment or special services requested by the exhibitor will be paid by the business representative signing this contract.

Door Prizes: at the end of the day we will draw for door prizes and we ask that you donate a product(s) that can be promoted from the stage; winners must be present to claim their prizes. Please draw a name at your display AND an alternate name (in case the first one is not present). Our exhibitor coordinator will come to your table to pick up the drawn names by 3 p.m. The door prizes will be drawn at 3:55 p.m. and each winner will be instructed to stop by your booth to secure their prize. Please do not dismantle your booth until 4:30 p.m. *Thank you!*

Rules for Exhibitors/Vendors:

- Exhibitors may begin setting up in their designated location at 7 a.m. on Thursday, February 11, 2010, and must have their booth available for viewing by DATL attendees from 8 a.m.-4:30 p.m. (Questions? Call KSNA at 785-233-8638.)
- The number of exhibitors is limited and space is provided on a first-come basis. Exhibitors will be provided with one eight-foot unless otherwise noted. (Questions? Contact KSNA at 785-233-8638).
- The exhibitor will be fully responsible for payment of any and all damages to property owned by the convention facility, their owners/manager which results from any act or omission of exhibitor. In addition, exhibitor agrees to defend, indemnify, and hold harmless the convention facility, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates from any damages or charges resulting from exhibitor's use of the property. Exhibitor's liability will include all losses, costs, damages or expenses arising from or out of exhibitor's occupancy and use of the exhibition premises, convention facility, or any part thereof. The exhibitor will not hold KSNA liable for any damage to exhibits or for any injury to employees or agents of the exhibitor.
- **Make checks payable to KSNA and mail to KSNA, 1109 SW Topeka Blvd., Topeka, KS 66612-1602. KSNA's Federal ID is 48-0290653. If you wish to pay by credit card, Visa and MasterCard are accepted; call KSNA at 785-233-8638 or FAX this form with your credit card information to 785-233-5222.**