

**LOCAL/SMALL BUSINESS EXHIBITOR
REGISTRATION FORM**

Exhibitor space is limited each year depending on location and accommodations. Registrations will be processed on a first-received, first-served basis. Exhibitor fee: \$ 150.00 for 2 days. This fee includes 1 table. Each additional table requested beyond the first table will result in an additional fee of \$75 per table.

SHIPMENT OF EXHIBIT MATERIAL: All shipments must be fully prepaid.

DRAYAGE: All costs of shipping, cartage, and handling are to be borne by the exhibitor.

Name of Company _____

Name of Representative(s) _____

Telephone Number _____ Email Address _____

Address _____

City _____ State _____ Zip Code _____

I need to have access to an electrical outlet: Yes No
(Extension cords must be obtained through the hotel/convention center. Cost will be the responsibility of the exhibitor.)

I need to have wall space: Yes No

Total number of tables requested: _____

I will provide a drawing prize: Yes No

Principal product to be displayed: _____

Do you wish to remain on our mailing list for future conferences? Yes No

LIABILITY: Neither NAEOP, the conference chairman, the employees thereof, nor the representative, nor any members of the conference committees or conference meetings will be responsible for injury, loss, or damage that may occur to the exhibitor or the employees or employee's property from any cause whatsoever prior to, during, or subsequent to the period covered by the exhibit contract. The exhibitor agrees to indemnify NAEOP against any claims for such loss, damage, or injury. This also includes the period of storage prior to and following the conference. The exhibitor, on signing the contract, expressly releases the foregoing institute, individuals, and committees from any and all claims of loss, damage or injury. Small or easily portable articles of value should be properly secured or removed from the exhibit area following the close of the exhibits and placed in safekeeping.

Signature of Representative _____ Date _____

A non-refundable administrative charge of \$50 will be charged for all cancellations after June 1, 2017. Make checks payable to NAEOP. Mail check and completed form to NAEOP, 1841 S. Eisenhower Ct., Wichita, KS 67209