



National Conference on Philanthropic Planning

October 3-5, 2012
New Orleans, Louisiana

2012 National Conference on Philanthropic Planning Important Dates & Deadlines

May 3	Registration opens for conference sponsorships only
May 9-16	Event/amenity sponsors choose exhibit booth placement
May 18	Registration opens for exhibitors
June 8	Deposits due
Early June	Registration opens for conference attendees
July 6	Cancellation Policy: Last day for 100% of total fee refund Balance of sponsorship and exhibit fees due
Early August	Freeman to e-mail exhibitor kits
August 10	Last day for 50% of total fee refund No refunds after this date
August 16	Early registration fee deadline for conference attendees
August 16	Deadline for business card ads
August 16	Sponsorship and exhibit final sign-up deadline
August 18	Excel attendee list available
Sept. 10	Hotel Reservation Cut-off
Sept. 16	Deadline for conference attendee registration refunds
Sept. 20	Conference registration closes
October 3	Exhibit Set-up 12:00 – 5:00 pm Exhibit & Booth Personnel Registration 12:00 – 6:30pm Hall open 5:30 - 6:30pm for Opening Reception
October 4	Exhibit Hall Open Times: 7:30 – 8:30 am; 9:30 – 10:15 am; 12:30 – 2:00 pm; 3:00 – 3:45 pm
October 5	Exhibit Hall Open Times: 7:30 – 8:30 am; 9:30 – 10:15 am; 12:30 – 2:00 pm Exhibit Teardown Times: 2:00 – 4:00 pm Note: Teardowns, including boxing of items, are not permitted before 2:00 pm.

Exhibit Rules and Regulations

1. CONTRACT FOR SPACE: Applicants for exhibit space are required to forward to the Partnership for Philanthropic Planning (PPP) the formal Registration Form provided. The registration for space and formal notice of assignment and acceptance by PPP, with full payment of rental charges, constitute a contract for the right to use this space. No exhibitor will be allowed to setup unless PPP has received payment in full.

2. LOCATION, DATES, & HOURS: The exhibit location, dates, and hours will be as indicated in our Important Dates and Deadlines document. Exhibit Management reserves the right to make changes in the exhibit dates and/or hours; however, such changes will be made known as far in advance as possible.

3. INSTALLATION AND DISMANTLING: Installation may begin at 12 pm on Wednesday, October 3, 2012, and should be completed no later than 5pm the same day. It is mutually agreed that it is the duty and responsibility of each exhibitor to install his or her exhibit before the opening of the exhibition. ANY space not claimed and occupied by 5pm on Wednesday, October 3 may be reassigned without refund or rental paid. **The exhibitor expressly agrees not to dismantle or do any packing before 2:00 pm on Friday, October 5.** The hall must be cleared by 4:30pm on October 5. Labor to assist in erection, assembly, dismantling, packing, and unpacking of display must be arranged through Freeman, the official show decorator. All work in connection with exhibit erection and dismantling is to be performed by union personnel carrying the appropriate union card.

4. USE OF SPACE: All demonstrations or other activities must be confined to the limits of the 10' x 10' exhibit booth area. The Exhibitor shall not assign or sublet any space allotted without the written consent of PPP. In addition, sharing of exhibit space by two or more companies or firms is prohibited. It is also prohibited for exhibitors to swap booths once conference materials have been printed. The exhibitor shall not display or place any product, sign partition, apparatus, shelving, or other construction that extends more than eight (8) feet above the floor or more than three (3) feet in depth from the back wall. No interference with the light or view of other exhibitors will be permitted. Audio amplification is prohibited.

5. MARKETING: Any required permit to sell and/or collect tax on products sold in the exhibit booth is the responsibility of the exhibitor. It is expressly prohibited to perform mass emails or calls from a supplied attendee list. If an exhibitor or sponsor would like to

solicit attendees via postal mail, please fill out and return the attendee mailing list rental agreement.

6. IRREGULAR CANVASSING: Distribution of circulars or promotional material may be made only within the booth or display area assigned to the exhibitor presenting the material. Exhibitors may arrange with the Hilton New Orleans Riverside Hotel for mass distribution of promotional materials to guest rooms. They may also contract independently with the hotel to have items such as personal invitations or messages distributed.

7. RESTRICTIONS IN OPERATION OF EXHIBITS: PPP reserves the right to restrict exhibits that because of noise, method of operation, materials, or for any other reason, become objectionable, and also to prohibit or even evict any exhibit that in the opinion of the management may detract from the general character of the exhibit hall as a whole. This reservation includes persons, things, conduct, printed material, or anything of a character that the management determines is objectionable to the exhibit. In the event of such restriction or eviction, PPP is not liable for any refunds or rentals or other exhibit expenses.

8. CARE OF BUILDING AND EQUIPMENT: Exhibitors, or their guests, shall not injure or deface the walls or floors of the building, the booths, or the equipment of the booths or display areas. Nothing shall be posted on, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. ANY damage in connection therewith will be at the expense of the exhibitor. All electrical wiring must conform to the Electrical Code of New Orleans, LA.

9. MAINTENANCE OF EXHIBITS: All exhibits must be adequately staffed during exhibition hours. Exhibit booths may not be dismantled nor may any packing be done prior to the final closing time of the exhibit hall, at 2:00 pm on Friday, October 5.

10. ADMISSION: Management shall have sole control over admission policies at all times. Management discourages children under the age of 18, including infants or children in strollers, from attending conference related events, including those in the exhibit hall. Most exhibitor packages include one complimentary full conference registration. Booth attendant registrations may be purchased at the rate of \$255. If additional full conference registrations are needed, they may be purchased at the full conference rate based on the membership status of the registering attendee.

11. CANCELLATIONS: All cancellations must be received in writing via fax or e-mail. Phone

cancellations are not accepted. Refunds will be granted according to the schedule outlined in our Important Dates and Deadlines document.

12. COMPETING EVENT: Hospitality/Meeting space in the host hotel is available for receptions, product demonstrations, meetings, etc. and must be approved by Management. Scheduling of private functions, cocktail parties or other events during exhibit hours or during any conference sessions or special functions is prohibited.

13. RULE CHANGES: Management reserves the right to modify or supplement these rules as it deems appropriate to the operation of the exhibit, and exhibitor agrees to be bound by them. Violations of any of these terms or regulations on the part of the exhibitor, its employees or agents shall, at the option of Management, constitute cause for Management to terminate this agreement, expel exhibitor from the exhibit, and exhibitor shall forfeit all fees paid to Management.

14. SELECTION OF EXHIBITORS: Only firms and organizations whose services or products are related to the purpose of PPP shall be permitted to exhibit. Management reserves the right to decline or prohibit any exhibit that in its judgment is inappropriate; this reservation being all-inclusive as to persons, things, printed matter, products, and conduct.

15. STORAGE: Due to the layout of the Hilton Riverside New Orleans Hotel, storage space is not available for display material and/or show merchandise. Storage and drayage should be arranged through Freeman, PPP's exhibit service provider.

16. LIABILITY AND INSURANCE: PPP, the New Orleans Riverside Hotel, Freeman, or any other officers or staff members do not maintain insurance on behalf of exhibitors, and will not be responsible for the safety of the property of the exhibitors, including but not limited to, claims from theft, damage by flood, fire, loss, or accident. It is the sole responsibility of the Exhibitor to obtain interruption and property damage insurance covering such losses by the Exhibitor.

17. INDEMNIFICATION: The Exhibitor will not, and waives his or her right to do so, make a claim or demand against PPP, the Hilton Riverside New Orleans Hotel, Freeman, or any of their employees, representatives, or agents, for any injury including injury resulting in death, loss of or damage to property suffered or sustained by the Exhibitor or the Exhibitor's employees, representatives, agents, or invitees, or by any other person or corporation, which is based upon, arises out of, or is connected directly or indirectly with the Exhibitor's installation, removal, maintenance, occupancy, or use thereof or with the exhibition premises or part thereof.

The Exhibitor will indemnify and save harmless PPP, the Hilton Riverside New Orleans Hotel, Freeman, or any of their employees, representatives, or agents from and against any and all claims, demands, awards, including awards made under the Workers' Compensation Act or similar legislation, actions, and proceedings by whomsoever made, brought, or prosecuted, and from and against any and all loss, damages, or expenses suffered or incurred by PPP, the Hilton New Orleans Riverside Hotel, Freeman, or any of their employees, representatives, or agents, and which are based upon, arise out of, or are connected directly or indirectly with the Exhibitor's installation, removal, maintenance, or use thereof or with the exhibition premises or part thereof.