

21st Annual NEAHMA Conference and Trade Show

October 22, 2009

Four Points by Sheraton Norwood
1125 Boston-Providence Turnpike
Route 1 (18 miles south of Boston)
Norwood, MA 02062
TEL: 781.769.7900
FAX: 781.551.3552

You are hereby requested and authorized to reserve exhibit space as indicated below for our use in the Trade Show during the 2009 NEAHMA Conference at the Four Points by Sheraton Norwood, Norwood, MA on October 22, 2009.

Basic Terms and Conditions:

1. Spaces will be assigned by the exhibit committee on first-paid, first-served basis. After assignment, space location may not be changed or transmitted by the Exhibitor except upon written request and with the subsequent approval of show management. A letter will be sent to each Exhibitor with notification of the booth number. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save the Four Points by Sheraton Norwood Hotel and it's employees and agents harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorney fees arising out of or caused by Exhibitor's installation, removal maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of the Four Points by Sheraton Norwood Hotel and its employees and agents.

In addition, Exhibitor acknowledges that the Four Points by Sheraton Norwood Hotel does not maintain insurance covering the Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses by Exhibitor.

We hereby agree that all handouts and giveaways and other advertising material distributed by us during this conference shall be subject to the approval of the exhibit committee.

2. Payment for Space:

Full payment for exhibit space must be made by **September 25, 2009**. If full payment for exhibit space is not received by **September 25, 2009**, NEAHMA shall have the right to consider this contract terminated and to retain as liquidation damages all monies paid and to lease space so reserved to another Exhibitor. NEAHMA reserves the right to cancel Contract, should Exhibitor disregard any rules or regulations of the Show or for other due cause. In the event NEAHMA shall enforce such right, all monies paid by the Exhibitor shall be retained by NEAHMA as liquidation damages. The show price per booth is **\$500** per Exhibitor, which entitles them to full NEAHMA membership for one year. The rental fee includes one 6' table complete with a skirt and table covering and two chairs. Signage and visual aids are allowed, however, the Exhibitor must provide them.

3. Demonstration Areas:

Demonstration areas must be confined within the exhibit space so as not to interfere with any traffic in the aisles or hallways. Exhibitors must contract sufficient space to be able to comply with this rule. When large crowds gather to watch a demonstration and interfere with the flow of traffic down the aisles or create excessive crowds at neighboring booths, it is an infringement on the rights of other Exhibitors. Aisles may not be obstructed at any time. All backwalls, sidewalls or any other exposed areas of the display must be draped or finished surfaces. No graphics, logos, or print facing into another booth is allowed. Any company advertisement or promotion must face into the aisles. **Please note that all fire hose cabinets must be visible and clear. Helium blimps are not permitted.**

No sign or decorative materials may protrude into the aisles or encroach upon neighboring booths. No obstruction may be placed in any aisles, passageways, lobby, or exits leading to any fire extinguishing appliances. Nothing may be posted, tacked, nailed, or screwed to columns, walls, floors, or other parts of the building. Any damage or defacement caused by infractions of this rule will be remedied by Show Management at the expense of the rule-breaking Exhibitor. Show Management may require any Exhibitor to make changes in his exhibit if, in Show Management's opinion, the exhibit does not conform to prevailing standards.

4. Set-Up/Breakdown:

Check-in time for Exhibitors will begin at 6:00am-7:30am on Thursday, October 22, 2009. All exhibits must be set up and ready by 7:30am. The Trade Show doors will open promptly at 8:00am. **No Exhibitor will dismantle before 4:30 pm.**

5. Storage and Shipping Information:

Please contact the Hotel directly at **781.255-3152, Laura Fellini (laura.fellini@hobbsbrook.com)**. All rules and regulations of the exhibit committee have been read and are accepted by us and made a part of this contract and we agree to comply with them.

It is understood and agreed that in case NEAHMA shall fail to open the Trade Show, or to furnish space to us, it will refund to us all sums paid under this contract.

Signature of Authorized Agent _____ Date _____
Name of Exhibitor/Company _____ Phone _____
Address _____ City _____ State _____ Zip _____
Contact _____ Type of Business _____

Make check payable to NEAHMA and return with this contract and full registration packet to:

NEAHMA
400 Washington Street
Suite 210
Braintree, MA 02184
Attn: Denise Sacchetti