



APPNA

42nd Annual Convention **July 3 - 7, 2019**

Orlando, FL

EXHIBITOR PACKET
Retail






HOTEL Hyatt Regency
9801 International Drive
Orlando, FL 32819
Phone: (407) 284 – 1234

APPNA 42nd ANNUAL CONVENTION

JULY 3-7, 2019

COMPANY NAME					
CONTACT NAME				PREFERRED PHONE	
ADDRESS					
CITY		STATE		ZIP	
E-MAIL					

COMPANY/ORGANIZATION CATEGORY

 Clothing	 Jewelry	 Clothing/Jewelry
 Non-Profit	 OTHER:	

PAYMENT

CHECK #		PLEASE MAIL CHECK & FORM TO:	APPNA 6414 S. Cass Avenue Westmont, IL 60559
MC	VISA	AMEX	DISCOVER
PLEASE EMAIL OR FAX FORM & CREDIT CARD PAYMENT TO:			
meetings@appna.org Fax: 630-968-8677			

A 3% NON-REFUNDABLE PROCESSING CHARGE WILL BE ADDED TO ALL CREDIT/DEBIT CARD TRANSACTIONS.

CARDHOLDER NAME					
CARD NUMBER					
EXPIRATION DATE [MM/YY]		CVV		BILLING ZIP CODE	

BY SIGNING BELOW, I AGREE TO ALL CHARGES LISTED IN THE TOTAL ON THIS FORM AND THE ADDITIONAL 3% NON-REFUNDABLE PROCESSING FEE.

I CONFIRM THAT I HAVE READ, UNDERSTOOD, AND ACCEPTED THE TERMS OF THIS CONTRACT. BOOTH BOOKINGS ARE NOT VALID UNLESS THE CONTRACT IS COMPLETED AND RETURNED, ALONG WITH PAYMENT. (CONTRACT CAN BE FOUND ON PAGES 3-6).

CARDHOLDER SIGNATURE	
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EXHIBITOR CONTRACT TERMS

MUST SIGN, DATE & RETURN

1.	Booking a booth(s) does not automatically confirm registration. All booth(s) bookings are subject to review by APPNA. Vendor must complete and submit all required documents by the designated deadline, before an official booth confirmation is provided by APPNA. APPNA reserves the right to deny service at any time to any vendor that is deemed to be NOT in compliance with any of APPNA's eligibility requirements, contract terms, mission statement, standards and/or values, as interpreted by APPNA.			
2.	This agreement is between the Association of Physicians Pakistani-descent of North America (APPNA) as the first party and _____ (COMPANY NAME) as the second party called the exhibitor for the period of July 3-7, 2019 . (42 nd ANNUAL CONVENTION RUNS FROM JULY 3-7, 2019, HOWEVER, THE BAZAAR/FOYER EXHIBITIONS WILL OPEN ON JULY 4, 2019) The terms of the contract are all of the terms which exist on this subject between the two parties. APPNA grants the exhibitor the right to use the designated space as assigned by APPNA. (All times are subject to change)			
	SET UP TIME	DATE	JULY 3, 2019	2:00 p.m. – 7:00 p.m.
	TIMINGS OF EXHIBITION	DATE	JULY 4-6, 2019	9:00 a.m. – 7:00 p.m.
		DATE	JULY 7, 2019	8:00 a.m. – 12:00 p.m.
	MOVE OUT	DATE	JULY 7, 2019	All exhibitors must be moved out of the exhibit hall by 5:00 p.m. on Sunday, July 7, 2019.
3.	Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury to person(s) or damage to exhibitor displays, equipment, or other property or loss of property brought upon the premises of the hotel / convention center and agrees to indemnify, defend and hold harmless APPNA, the hotel, and its owners, servants, agents, and employees against all claims or expenses for such losses, including attorney's fees, arising out of the use of the hotel premises excluding any liability caused by the negligence of APPNA or the hotel or its owners, agents, or employees. The exhibitor understands that neither APPNA nor the hotel maintains insurance covering the exhibitor's property or lost revenue and it is the sole responsibility of the exhibitor to obtain such insurance.			
4.	A	All booths must be purchased and booked through APPNA with payment directly made to APPNA. Third party sales and/or re-sale of booths are strictly prohibited. Individuals/companies engaging in such behavior (applicable to both parties, sellers and buyers) will be black listed and barred from participating in all future APPNA events. No exceptions.		
	B	In the event that you/your company cannot participate in the bazaar due to extenuating circumstances and you wish to transfer your booth(s) to another exhibitor/company you MUST contact the central APPNA office to request the transfer in writing and pay a \$200 administrative fee. Any transfers done “off the books” will not be honored and will result in forfeiting your monetary refund. The transfer will only be complete, and refund will be given, upon contract and payment submission by your replacement exhibitor/company.		

	C	We welcome exhibitors/companies that purchase multiple booths (two or more) at the bazaar. If the booths are purchased to host more than one exhibitor/company please note that a contract packet is a required for each exhibitor/company.
5.		APPNA in its discretion may change, postpone, or cancel the exhibition if in its judgment some casualty or emergency requires such action. In the event of cancellation, the Exhibitor may receive a refund (upon review of the circumstances) within 30 days if fees have been charged or a deposit has been received by the APPNA office.
6.		No exhibitor may hold private showings in his/her hotel room or in any other area of the hotel, other than the exhibit space designated by APPNA.
7.		Exhibitor will be allowed to display its company signs on the booth but not beyond it. Banners are NOT allowed to be displayed in any other location in the exhibit hall or hotel.
8.		This exhibition is closed to the public and exhibitors are encouraged NOT to make public notice of this showing, this is open to APPNA members and their invited guests only.
9.		The cost of the exhibit space hereby leased shall be indicated on page one of this contract per booth space and full payment is due in advance. <u>APPNA does not guarantee space/booth choice requested.</u>
10.		Deviation from the assigned space will not be allowed. Any empty spaces above and beyond your booth are under APPNA's possession. If exhibitor deviates from assigned space, without APPNA approval, exhibitor is subject to additional fee.
11.		It is the responsibility of the exhibitor to pay all applicable sales, local, state and federal taxes.
12.		The sale of any item in a transaction is between the exhibitor and the purchaser(s). APPNA is not responsible for any transaction.
13.		APPNA does not guarantee that any exhibit will be exclusive nor do we guarantee any profit margin or sales.
14.		After the Exhibitor contract is reviewed, accepted and processed by APPNA, (a signed contract must be accompanied by payment in full), the exhibitor will be issued a confirmation e-mail which, in conjunction with and subject to the terms of this contract, grants non-transferable license to only use the specifically assigned space at the APPNA 42 nd Annual Convention within the guidelines of the rules & regulations and for the exclusive purpose as defined in the above description. If this Contract is rejected and no confirmation is issued, the Exhibitor shall receive a refund within 30 days if fees have been charged or deposited
15.		The standard 10 ft X 10 ft space includes a single booth defined by: (1) 8' -draped backdrop, (2) small 3'-draped dividers, (1) company I.D. sign, (1) 6' draped display table, and (2) chairs, (1) trash can. Clothing exhibitors will be provided (2) clothing racks with their booth.
16.		Full refunds, less \$300 cancellation fee, will be issued for cancellations made by exhibitors prior to May 15, 2019.
	A	All credit card transactions are subject to a 3% NON-REFUNDABLE PROCESSING FEE.
	B	ALL CANCELLATIONS ARE SUBJECT TO A NON-REFUNDABLE PROCESSING FEE OF \$300. NO EXCEPTIONS.
17.		NO FOOD OR BEVERAGES MAY BE SOLD IN THE EXHIBIT AREA or any place at the hotel.
18.		All displays must be confined to the booth and cannot obstruct the view or access of surrounding displays. If we receive any complaint that any exhibitor is blocking the view of their neighbors, the exhibitor will be notified by one of the APPNA staff members only once, if they did not comply, they will receive an official notice to vacate the space within an hour with no refunds. Any demonstrations, discussions, or other activities must be confined to the booth. Audio, video, and multimedia equipment will be monitored by Exhibit Staff to ensure that a comfortable sound level is maintained, and conforms to the rules/regulations of the hotel/convention center and local laws/regulations.
19.		Solicitation of any kind by any exhibitor or group (for-profit or not-for-profit) is expressly prohibited outside of the assigned booth.

20.	Fireworks and any other incendiary devices and helium are expressly prohibited. Fuel tanks or heating appliances such as microwaves, ovens, etc. are also prohibited.	
21.	Exhibitors are not allowed to bring in accessories like electrical wires, lights, drapery, etc., without permission of APPNA's official exposition/decorating company. Exhibitors bringing in such items will be responsible to pay any damages that are caused to hotel/convention center/other exhibitors or APPNA.	
22.	A	Actual space/booth location may be displaced or changed from the layout/diagram for logistic reasons, and so will the entrances and exits.
	B	APPNA does not guarantee flow of traffic through specific entrances or exits.
23.	APPNA reserves the right to retract the Confirmation Letter and Contract and therefore close any exhibit and eject any exhibitor or exhibitor's staff immediately from the Exhibit area and Hotel who/which participate(s) in illegal activities of any kind, is/are involved in any way with disruptive or dangerous activities, violate(s) any of the terms or conditions of this agreement, or does not comply with mission, values & Philosophy or does not immediately comply with instructions given by the APPNA Exhibit staff.	
24.	Exhibitors and their staff indemnify and hold harmless the Association of Physicians of Pakistani-descent of North America (APPNA) its' staff and agencies from and against all costs, damages, judgments or legal expenses which may arise from this agreement, set-up, exhibition, participation or dismantling activities during, before, and after the convention. Exhibitor also assumes all risks of loss, injury, theft or damage of any kind or nature whatsoever to any exhibit or component thereof; including but not limited to goods, merchandise, cash, records, or any other property. Further, exhibitors are expressly bound, at their expense, to repair any damage which they may cause to the bazaar fixtures or the convention center through unauthorized modifications or movement of their exhibit.	
25.	Cleaning within the both spaces rented by an exhibitor is exhibitor's responsibility. Common areas and isles will be cleaned by APPNA assigned crew.	
26.	An exhibitor, who does not move-in/out during the designated move-in/out times, will be responsible for moving their merchandise to/from their booth and paying directly to exposition company or any other related labor.	
27.	Exhibitors and their staff indemnify and hold harmless the Hotel/convention center and their respective agents against any claim or expenses arising out of the use of the exhibition premises. The exhibitor understands that neither APPNA nor the Convention center/hotel maintains insurance covering the exhibitor's property and it is the sole responsibility of the exhibitor to obtain such insurance.	
28.	Fire Regulations: All materials used for booth decoration must be nonflammable. Electric signs and equipment must be wired to meet specifications of local fire authorities. Fire extinguishers on walls, on the floor or elsewhere must not be removed or obstructed in any manner.	
29.	APPNA reserves the right to interpret, amend and enforce these Contract Conditions, Rules and Regulations. Each Exhibitor, for him/herself, his/her agents and employees agree to abide by all Contract Conditions, Rules and Regulations set forth herein or any subsequent amendments or interpretations.	
30.	Not-For-Profit organizations are required to submit proof of 501(c) status at the time of submitting the contractual agreement, failure to submit such proof will not entitle you to the reduced price. Please send required document to meetings@appna.org.	
31.	Chargeback Abuse Policy: Use of a credit/debit card for payments to APPNA are subject to the following policy. You agree not to file a credit/debit card chargeback with regard to any payment and instead abide by the dispute resolution procedures outlined below. In the event that you breach this agreement and file a chargeback, upon a resolution in APPNA's favor of the chargeback by either the credit card issuing bank, the credit card processor or by VISA, MASTERCARD, AMERICAN EXPRESS or DISCOVER, you agree to reimburse APPNA for any costs incurred in researching and responding to such chargeback, including without limitation, the actual costs paid to the credit card processor or	

	<p>banks and other third parties.</p> <p>In the event that a chargeback is placed or threatened on a purchase, APPNA reserves the right to report the incident for inclusion in chargeback abuser database(s) of our choosing and in our sole discretion. The information reported will include name, email address, order date, order amount, IP address, full address, and phone number. Being listed on such databases may make it more difficult or even impossible for you to use (any of) your credit card(s) on future purchases with APPNA or other merchants related to APPNA. You will also be added to APPNA's customer blacklist and restricted from further financial transactions with APPNA. Chargeback abusers wishing to be removed from the database and/or APPNA blacklist must make payment to APPNA for any outstanding amount owed and a \$100 fee for processing and handling by wire transfer or such other means as we may require.</p> <p>If the reported chargeback is decided in APPNA's favor, all dispute resolution procedures described above will be deemed waived by you, and that these amounts will be added to the original amount of the order and that this total amount will then be immediately due and payable. If your chargeback is upheld, you agree to pay all of the same costs, in addition to the original purchase price, but APPNA will use the dispute resolution procedures described above to confirm and collect such amounts.</p>
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As an authorized agent of this Business / Organization, I accept the terms and conditions of this contract. I have read and understand this contract and agree to abide by it.

NAME PLEASE PRINT	
SIGNATURE	
BUSINESS NAME	
TITLE	
DATE	