



EXHIBIT SPACE RESERVATION FORM

NCADP 2010 Annual Conference

CONTACT INFORMATION

Organization/Company (as it should appear in all promotional materials for the event)

Contact Person (Please list additional representatives' names and titles on back)

Title

Address

City

State

Zip

Telephone

Fax

Email

Website

DESCRIPTION OF PRODUCT OR SERVICE

Please provide a 30-word or less description of your product or service to be included in the onsite conference program book.

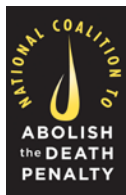
*NCADP reserves the right to decline any exhibitor reservation for any reason. Please be sure to read and sign the Liability and Right of Refusal terms on Page 2.

EXHIBIT FEES

Includes one 6' skirted table, 2 chairs, 1 wastebasket

- NCADP Affiliate Rate \$75
- Other Nonprofit Rate \$150
- Business / Corporate Rate \$250

Number of Tables Requested: _____



PAYMENT METHOD

Total Due for Exhibit Space: \$ _____

- Our check payable to National Coalition to Abolish the Death Penalty is enclosed.
- Charge our credit card (Visa or MasterCard only)
- ___ MasterCard ___ Visa

Credit Card Number

Expiration Date

Name on Card

X

Authorized Signature

Return this reservation form with your payment no later than **December 7, 2009** to **Chris Rutledge**, Development Director at the address below.

VENDOR / EXHIBIT SCHEDULE

Please visit www.ncadp.org for conference schedule.

The conference hotel is The Seelbach Hilton Louisville, 500 Fourth Street, Louisville, KY 40202-2518 Front Desk: (502) 585-3200

Setup:	Thursday, January 14, 2010	1:00 pm – 3:00 pm
Exhibit Hours:	Thursday, January 14, 2010	6:00 pm – 9:00 pm
	Friday, January 15, 2010	8:00 am – 6:00 pm
	Saturday, January 16, 2010	8:00 am – 6:00 pm
	Sunday, January 17, 2010	8:00 am – 11:00 am

Teardown: Your exhibit may remain in place overnight January 14 to 17. You are advised to cover and/or secure items. Please begin to dismantle your display promptly at 11:00 am on Sunday January 17, 2010. **PLEASE NOTE: The exhibit space will be located in the main hotel corridor and will not be secure.**

USE OF EXHIBIT SPACE:

All demonstrations and distribution of circulars and materials must be confined to the limits of the exhibitor's space. Each exhibitor has the responsibility to ensure proper flow of traffic. No exhibitor shall assign, sublet or share the space assigned without the prior approval of National Coalition to Abolish the Death Penalty (NCADP). If such approval is given, the exhibitor shall assume full responsibility for the conduct of the assignee and all its representatives. NCADP reserves the right to curtail activities that reflect negatively on the character of the conference. This applies to displays, literature, advertising, novelties, souvenirs, and conduct of personnel.

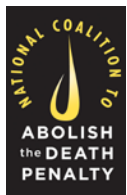
LIABILITY:

The exhibitor understands and agrees that NCADP, their officers, affiliates, agents and employees shall not, in any manner, be responsible for the loss or damage from any cause whatsoever to any of the goods, wares or equipment exhibited or while in transit to or from the exhibit area. The display of the exhibitor and all of its personal property situated upon the allotted space remains thereon at risk of the exhibitor.

The exhibitor agrees that it will not exhibit its products in such a manner as to cause injury to any person. The exhibitor or its agents agree to indemnify and hold harmless NCADP, their officers, affiliates, agents and employees from any claims of any nature whatsoever, including attorneys fees, arising by reason of any damage sustained by any person, or to any property upon premises of the conference site.

The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitor's displays, equipment and other property brought upon the premises of the conference site, and shall indemnify and hold harmless The Seelbach Hilton Louisville and any authorized representative, agent or employee of the hotel of any and all losses, damages and claims.

Furthermore, the exhibitor acknowledges that The Seelbach Hilton Louisville and its owners do not maintain insurance covering property brought into the hotel premises by exhibitors and that it is the sole responsibility of the exhibitor to obtain insurance covering such losses.



RIGHT OF REFUSAL:

Applications for exhibit space are subject to the receipt, review and approval of NCADP. We reserve the right to reject any application for exhibit space for any reason.

I have read and understand the Liability and Right of Refusal terms.

X

Signature

Date