

# Exhibitor Contract

PENN HOSA State Leadership Conference  
Exhibitor Fair  
April 2, 2020  
Valley Forge Convention Center  
King of Prussia, PA



## EXHIBITOR INFORMATION

*Please list your company/school exactly as it should appear in the program book.*

Company/School Name: \_\_\_\_\_

Exhibiting As (if different from above): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Contact for Exhibit Information: \_\_\_\_\_ Primary Contact Phone: \_\_\_\_\_

Primary Contact Email: \_\_\_\_\_ Company/School Website: \_\_\_\_\_

Brief Description of Exhibit Content/Purpose \_\_\_\_\_

Name(s) of Representative(s) Who Will Staff the Exhibit: \_\_\_\_\_

***By signing below, our company/school agrees to the policies on page 2 of this contract.***

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_ Title: \_\_\_\_\_

## EXHIBIT SPACE OPTION FEES

### Contract Fee

\_\_\_\_\_ 8' Exhibit Table(s) w/ White Linen and Two Chairs **\$500** = \$ \_\_\_\_\_

### Optional Fees

\_\_\_\_\_ Electrical Drop To Table **\$50** = \$ \_\_\_\_\_

\_\_\_\_\_ Lunch Voucher(s) **\$24.50** = \$ \_\_\_\_\_

Total Exhibit Space Options = \$ \_\_\_\_\_

**Briefly describe the equipment, if any, that will require an electrical drop to table.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PAYMENT INFORMATION

**COMPLETED EXHIBITOR CONTRACT AND TOTAL PAYMENT DUE BY MARCH 6, 2020.**

Make Checks Payable To: PENN HOSA

Mail Completed Contract and Payment To: Mary Ellen Polaski, Exhibitor Coordinator  
161 Stine Drive  
Collegeville, PA 19426

Additional Contact Information: Email: [mepolaskihosa@gmail.com](mailto:mepolaskihosa@gmail.com)

**Any exhibitor needing overnight accommodations should contact Mary Ellen Polaski, Exhibitor Coordinator.**

**Thank you for partnering with PENN HOSA—Future Health Professionals**

## **EXHIBIT SPACE**

The contracted exhibit space is to be used solely by the exhibiting company whose name appears on this Exhibitor Contract and it is agreed that the exhibitor will not sublet or assign any portion of the same. Space is assigned after a completed Exhibitor Contract and Fee is received by PENN HOSA. Space is subject to availability.

## **CANCELLATION**

All cancellations must be in writing. Cancellations will not be accepted for refunds after March 6, 2020. Any exhibitor canceling after this date is liable for payment of the full exhibit rental fee.

## **SECURITY AND LIABILITY**

Each exhibitor must make provisions to safeguard their items from the time they are placed in the exhibit area until they are removed. Space is leased with the understanding that PENN HOSA, Inc. and the contracted hotel assume no liability for loss ensuing from any cause whatsoever. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save PENN HOSA, Inc., the hotel, their employees, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney fees arising out of, or caused by exhibitor's installations, removal, maintenance, occupancy or use of the exhibit premises. The exhibitor agrees to comply with the fire, safety and health regulations of the Convention Center. Because this is a student conference neither drugs nor alcohol is permitted. Exhibit materials and equipment must be duly protected with safety guards and devices, where necessary, to prevent an accident.

## **EXHIBIT CUSTOMIZATION**

Banners and any freestanding displays must be contained within the space provided. No exhibit shall be allowed to obstruct clear vision to other exhibits.

## **INSTALLATION & DISMANTLE**

Exhibits may be set up beginning Thursday, April 2, at 8:00 a.m. Exhibits may remain set up until Thursday, April 2, at 6:00 p.m. Exhibits should be dismantled by Thursday, April 2, at 7:00 p.m. Exhibitors who need special accommodations should contact Mary Ellen Polaski, Exhibitor Coordinator at [mepolaskihosa@gmail.com](mailto:mepolaskihosa@gmail.com)

## **SHIPPING AND RECEIVING**

Exhibitors are responsible for coordination and payment of all freight shipped to and from the convention site. Exhibitors needing shipping services should contact Beth Pasquale, Senior Convention Services Manager at 610.768.3209

## **FORCE MAJEURE**

Should unforeseen circumstances beyond the reasonable control of PENN HOSA make it impossible to conduct this event, exhibitors will receive a full refund of the contract fee and any optional fees herein.