



Exhibitor Contract

_____ Company/Organization Name	_____ Phone
_____ Representative	_____ Fax
_____ Address	_____ Email
_____ City/State/Zip	_____ Product/Service
_____ Special Requests	

The University of Utah School on Alcoholism and Other Drug Dependencies agrees to assign space for this educational activity according to the following terms, conditions and requirements:

1. Space (3' X 6' clothed banquet table or equivalent floor space) will be leased for the duration of this educational activity to (check whichever applies):

- Commercial organizations: \$500.00
- Non-commercial organizations (including government and community organizations and specialty societies): \$250.00

The exhibit area will be available for setting up exhibits beginning at noon on Sunday, June 17, 2012. The exhibit area will be open Monday through Wednesday, June 18-20, 8:00–5:00 p.m. Registration will be on Sunday, June 17, from 3:00 – 7:00 p.m. and you may exhibit during that time also. If you wish, you may also exhibit on Thursday and on Friday morning, June 21 and 22. Any display material not removed by 1:00 p.m. on Friday, June 22, will be discarded. General Sessions lectures will be held Monday 9:00-12:00 noon and Wednesday and Friday 11:00-12:00 noon in the ballroom adjacent to the display area. During these times, exhibits need to shut down in order to not interfere with the General Sessions lectures.

- 2. All exhibits will be held in the Union Building, Ballroom Corridor.
- 3. Fire laws will be strictly observed. Aisles and fire exits cannot be blocked by tables, cables, boxes or other items.
- 4. We cannot guarantee exhibitors against loss or damage of any kind, but will endeavor to protect the exhibit area according to standard security protection.
- 5. Exhibitors agree to refrain from pasting, nailing or otherwise attaching signs or other display materials to walls, doors, backdrops, floors and carpets or other facilities in any way that mars or defaces them. Any damages to the surfaces will be paid for by the exhibitor.
- 6. Exhibits should not project beyond the space allocation and should not obstruct the view of or interfere with other exhibits.
- 7. To avoid infringing on others, all interviews, demonstrations, distribution of literature, sales promotions and other similar activities should be conducted at the exhibitor's table.

8. Exhibits producing noise or other interference which is not adequately controlled will be relocated to reduce such interference.
9. Exhibitors are responsible for arranging for electrical hook-ups and AV needs and providing their own extension cords.
10. Exhibitors are responsible for removing exhibits at the end of the activity. Material not removed by 1:00 p.m., Friday, June 22, will be discarded.
11. Special written agreement must be made in advance if two or more companies or groups wish to exhibit in a single space.
12. In order to receive a refund, written notice of cancellation must be received at least seven days prior to the beginning of this activity.
13. Other than for educational materials, direct sales involving the exchange of funds in the exhibit areas by any exhibitor or their agent is prohibited.
14. We make all space assignments without preconditions and reserve the right to rearrange the floor plan and to relocate any exhibitor's space.
15. Infractions of these terms and conditions on the part of the exhibitor or representative may result in dismissal from the exhibit area.
16. Space is leased with the understanding that the University of Utah assumes no liability whatsoever for damages resulting from any act of omission or commission in connection with the exhibition of products and services. The exhibitor and its representative hereby release the University of Utah from any or all liabilities for loss associated with this rental of table top space, ensuing from any cause whatsoever.
17. Full payment and signed contract must be received by May 15, 2012, in order to activate the contract. Checks should be made payable to University of Utah and mailed to:

School on Alcoholism and Other Drug Dependencies
 Alcohol and Drug Abuse Clinic
 30 North 1900 East, Room 1C307
 Salt Lake City, Utah 84132

18. Communications pertaining to this contract or exhibit should be sent to the above address or by phone: (801) 585-5296, Fax: (801) 585-5498 or e-mail: Susan.Langston@hsc.utah.edu. You will receive written confirmation of your assigned location. Requests for space or specific table location will be honored on a first-come, first-serve basis.
19. If you wish to ship materials in advance, they must be received at our office [University of Utah School on Alcoholism and Other Drug Dependencies, Alcohol and Drug Abuse Clinic, 30 North 1900 East, Room 1C307, Salt Lake City, UT 84132] by Wednesday, June 13. If you plan to ship material to us, please let us know the quantity you will be sending and approximate arrival date. We will transport your shipped materials to the University of Utah Union Building and they will be available in Parlor C for pickup. We cannot be responsible for materials you ship directly to the Union Building.

The University of Utah Tax ID #: 87-6000525.

I have read the above agreement and agree to abide by all terms and conditions of this contract.

 Company/Organization
 Representative

 Date

 U of U School Alcoholism and
 Other Drug Dependencies
 Representative

 Date