



Exhibitor Contract

_____ (hereinafter referred to as EXHIBITOR) hereby agrees to exhibit at the Partners in Emergency Preparedness Conference on April 6-7, 2010 at the Greater Tacoma Convention Center, Tacoma, WA.

EXHIBITOR agrees to have exhibit entirely set-up by 7:00 a.m. on April 6th. Details regarding move-in will be emailed with your booth confirmation. EXHIBITOR agrees to staff their exhibit on April 6th from 7:30 a.m. - 5:00 p.m. and April 7th from 8:00 a.m. - 5:00 p.m. EXHIBITOR further agrees to wait to strike their display until 5:00 p.m. on April 7th. Tear-down times are from 5:00 p.m. - 7:00 p.m.

EXHIBITOR agrees to pay **\$800.00** for the opportunity to display materials at the Partners in Emergency Preparedness Conference. EXHIBITOR will be provided with a draped 8 X 10 red & white fabric display booth, one 6' draped table, and one chair in return for the amount paid. Electrical power will be provided upon request only for an additional fee of **\$50**. Free wireless internet connection is available. If you are interested in a wired internet connection (**\$300.00**) check the appropriate box below and the Dana Colwell will be in touch with you. The Exhibitor fee also covers the cost for **one** representatives of your company to attend the conference. Additional representatives/ participants are **\$100.00**. **Only two representatives can be registered at the \$100 fee.**

The conference steering committee reserves the right to reallocate booth space in the event of "no shows."

Company: _____

Booth Contact Name: _____

Product / Services to be displayed _____

Address: _____

City/State/Zip: _____

Email: _____ Phone: _____

Booth Staff #1: _____ Booth Staff #2 (\$100): _____

Booth Staff #3 (\$100): _____

Name on Booth ID Sign: _____

Booth Choices: 1) _____ 2) _____ 3) _____ 4) _____
Show management will make booth assignments on a first-come basis.

- I need to have an electrical connection for my booth (\$50).
- I am interested in a wired internet connection (\$300).

Payment Method: Visa Credit Card #: _____

Mastercard Security Code: _____ Expiration Date: _____

Check Signature: _____

Total Amount Enclosed: _____

(Make checks payable to Washington State University – Tax ID # 91-6001108)

Refund Policy: Washington State University – Conference Management must receive written notification of any cancelled exhibit registration on or before March 1, 2010. Cancellations received after February 22, 2010 will incur an administration fee of \$400.00. Cancellations received after March 1st, are not refundable. Please email all cancellations to WSU – Conference Management, attention Dana Colwell at: dana.colwell@wsu.edu. Cancellation requests must be in writing. No phone cancellations will be accepted.

Payment and contract must be received no later than March 1, 2010.

Mail or Email to:
2010 Partners in Emergency Preparedness Conference
Washington State University
Attn: Dana Colwell
2606 West Pioneer
Puyallup, WA 98371-4998

Telephone: 253- 445- 4575
Email: dana.colwell@wsu.edu.

The Partners in Emergency Preparedness Committee fully expects our vendors/exhibitors to meet the Partners in Emergency Preparedness mission and goals. The Partners in Emergency Preparedness committee does not necessarily share the views of our vendors and their products, missions, or perspectives.