



# NATIONAL NAVAL OFFICERS ASSOCIATION, INC

Member, Navy/Marine Corps Council

*"Serving the Sea Services"*

P O Box 10871

Alexandria VA 22310-0871

## 2017 NNOA ANNUAL SYMPOSIUM Admiral Kidd Catering and Conference Center July 26 – 27, 2017 BOOTH APPLICATION

**INSTRUCTIONS:** Complete all information on this form, sign, and email to [nnoatreas@gmail.org](mailto:nnoatreas@gmail.org). Payments can be made online at [www.nnoa.org](http://www.nnoa.org) or via check to National Naval Officers Association, Inc., 1104 Kirkwood Drive, Franklin, TN 37067. You will receive a confirmation email upon full payment.

**Booth Cost:** \$100/day for non-members and \$25/day NNOA members (Wednesday and Thursday)

All booths will be provided with the following:

- 6' skirted table
- 2 chairs (see note below)
- 1 electrical outlet (please indicate need)

**PLEASE PRINT THE FOLLOWING AS YOU WISH IT TO APPEAR ON BOOTH SIGN AND ALL OFFICIAL LISTINGS:**

Company Name:

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**PLEASE INDICATE NAME OF PERSON TO WHOM ALL FUTURE EXHIBIT INFORMATION SHOULD BE SENT.**

Name

Title

Address

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

**We have read, understand and fully agree to abide by the Symposium Regulations outlined on the reverse of this form and which are part of this contract and will advise our company personnel of the need to conform to these regulations.**

Your name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **THE FOLLOWING REGULATIONS WILL BE STRICTLY ENFORCED:**

- 1) Each exhibitor will be provided with one 6-foot conference table for product samples, scale models, and product literature. To maintain the conference booth atmosphere, tabletop models or displays should not exceed the height of 6 feet (72") above the table.
- 2) Additional furniture may be utilized the booth holder for use in their space as needed.
- 3) **Audio/Video equipment IS permitted as part of a booth holder's tabletop display provided it does not interfere with the operation of neighboring booths.**
- 4) Backdrops made of rigid materials may **NOT** be affixed to the back wall of the booth. Flag or banner-type signs may be considered.
- 5) The booth holder agrees not to assign, sublet or apportion any part of their assigned space or to exhibit, advertise or offer for sale goods other than those manufactured or sold by him/her in the regular course of business, unless prior written approval is received from NNOA.
- 6) Booth holders may not offer liquor or entertainment in their booth area.
- 7) Booth holders agree that the NNOA and management shall be the judge of the compliance of these regulations. Non-conforming materials shall, at the request of management, be removed or altered to the degree necessary for compliance.
- 8) In the event NNOA's conference is delayed, canceled, interrupted, discontinued or access to the premises is prohibited or interfered with by reason of any strike, lockout, injunction, act of war, act of God, emergency declared by any government agency, or for any other reason, this contract may be terminated by the NNOA. In the event of such termination, the booth holder waives any and all damages and claims for damages and agrees that the sole liability of NNOA shall be to return booth holder his/her pre-paid rent less his/her pro-rata share of all costs and expenses incurred and committed by NNOA.
- 9) The booth holder must comply with safety, fire and health ordinances that are in effect in the hall.
- 10) No booth holder may allow an article to either be brought into, or permit any act to be done on the convention premises which will increase the premiums or void policies of insurance held by the NNOA. No booth holder may permit any act by its employees by which the premises shall in any manner be marred or defaced. Booth holder shall reimburse NNOA or building owners as appropriate for any damage to the premises done by the booth holder.
- 11) NNOA shall not be liable to booth holder for damage or loss of property through fire, theft, accident or any other cause. NNOA shall not be liable to booth holder, his employees, agents, guests, or others for personal injury resulting in any way from the Conference Session, and the booth holder expressly agrees to indemnify and hold harmless NNOA, its members, officers, directors, agents and employees or representatives.

**CANCELLATION POLICY:** Cancellation of exhibit space must be submitted in writing by the booth holder to NNOA. Refund schedule pertains to full booth payments received by NNOA. All refunds will be returned **FOLLOWING** the Conference.

REFUND SCHEDULE: Until June 15, 2017 = 75% refund

June 16 – June 30, 2017 = 50% refund

**NO REFUNDS WILL BE MADE AFTER JULY 1, 2017.**