

# 2017



## **TECH CONNECT | MEMPHIS**

**2017 Biennial NWA WIC Technology, Program Integrity,  
and Vendor Management Education & Networking  
Conference and Exhibits**

### **Exhibitor Prospectus**

Memphis Cook Convention Center • Memphis, TN • September 25-28, 2017



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National WIC Association • Memphis Cook Convention Center • Memphis, TN

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# Introduction

National WIC Association • Memphis Cook Convention Center • Memphis, TN

The National WIC Association (NWA) invites you to participate as an exhibitor and/or sponsor at our 2017 Technology and Program Integrity Conference.

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**2017 Conference Location**

Memphis Cook Convention Center  
255 North Main Street  
Memphis, TN 38103

**2017 Housing Location:**

Sheraton Downtown Memphis  
250 North Main Street  
Memphis, TN 38103  
Hotel Reservations: 1-866-716-8134  
Phone: 901-527-7300

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The negotiated room rate at the Sheraton Downtown Memphis is \$106 plus a nightly room occupancy tax currently set at 17.75% and a \$2.00 per room per night flat fee. Room reservation deadline is September 5, 2017.

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## Who is NWA?

The National WIC Association (NWA) is the non-profit education arm and advocacy voice of the Special Supplemental Nutrition Program for Women, Infants and Children (WIC), the over 8 million mothers and young children served by WIC and the 12,000 service provider agencies who are the front lines of WIC's public health nutrition services for the nation's nutritionally at-risk mothers and young children.

## What is the NWA Technology & Program Integrity Conference?

It is an opportunity for you to network, share, and learn about technology and program integrity directions for WIC's future. The conference will explore options for improving WIC service delivery, enhancing information management systems, and addressing quality data collection. The program helps assure WIC agencies are on board with the latest in MIS and EBT technologies, as well as program integrity practices.

Among the over 400 WIC community members who are expected to attend this Conference are key decision makers representing the US Department of Agriculture, the 90 state and ITO WIC agencies, the over 2,100 local WIC agencies, and 10,000 WIC clinics from across the nation.

## Why Exhibit?

If you are seeking to introduce your products and services or an alternative promotional strategy to a new or existing audience, this conference offers several affordable options to meet your marketing needs. By exhibiting and/or sponsoring at this conference, you will:

- Create new customer and client relationships with WIC decision makers from across the nation;
- Strengthen and build upon existing customer and client relationships;
- Increase visibility for your company/organization in a targeted market;
- Promote and market your products and services;
- Reach prime target market segments for your products and services; and
- Demonstrate your commitment to promoting quality public health nutrition for women, infants and children.

Dale Greenberg, Conference Manager: [dale.greenberg@conferencedirect.com](mailto:dale.greenberg@conferencedirect.com), P: 410-491-2654, F: 410-727-8418

## Key Dates to Remember

September 5, 2017 : Exhibit Prospectus & Fee Due  
September 5, 2017 : Exhibit Cancellation Date  
September 5, 2017 : Exhibitor Registration Deadline  
September 5, 2017 : Exhibitor Advertisement Due  
September 5, 2017 : Hotel Reservations Cut-off Date  
September 26, 2017 : Exhibitor Move-in & Set-up  
September 28, 2017 : Exhibitor Tear-down & Move Out

## Exhibit Dates and Hours *\*Tentative Dates/Hours and will be confirmed in the future.*

### TUESDAY, SEPTEMBER 26

7:00 am – 4:00 pm      Exhibitor Move-in and Set-up  
4:30 pm – 6:30 pm      Reception / Networking & Exhibits

### WEDNESDAY, SEPTEMBER 27

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7:30 am – 8:30 am      Breakfast / Networking & Exhibits  
10:00 am – 11:00 am    AM Break / Networking & Exhibits  
12:00 pm – 2:00 pm      Lunch (on your own)  
3:00 pm – 4:00 pm      PM Break / Networking & Exhibits

### THURSDAY, SEPTEMBER 28

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8:00 am – 9:00 am      Breakfast / Networking & Exhibits  
10:00 am – 10:30 am    AM Break / Networking & Exhibits  
12:00 pm – 5:00 pm      Exhibitor Teardown / Move out

# Exhibit Booth Packages

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## Each booth includes:

- One 6' skirted table
  - Two side chairs
  - One wastebasket
  - General area security and fire guard service
- NOTE: The protection of special valuable items are at the exhibitor's own expense

- Listing in the Conference Program
- Daily aisle maintenance

**Not Included:** Electrical, Internet and Telephone.  
They are available at cost.

|  | BOOTH PACKAGE TYPES       |                             |                             |                             |  |
|--|---------------------------|-----------------------------|-----------------------------|-----------------------------|--|
|  | Business Council Partner* | Gold \$5,000                | Silver \$3,500              | Bronze \$2,500              | Standard For-Profit   Non-Profit \$1,500   \$1,000 |
| <b>BADGES/REGISTRATIONS</b>                              |                           |                             |                             |                             |  |
| Free exhibit floor badges                                | 4                         | 4                           | 3                           | 2                           | 2  |
| Free full conference registrations                       | 4                         | 2                           | 1                           | 0                           | 0  |
| Additional floor badges                                  | \$50/each                 | \$150/each (can purchase 2) | \$150/each (can purchase 1) | \$150/each (can purchase 1) | \$150/each (can purchase 1)                        |
| Max floor badges allowed                                 | 8                         | 8                           | 5                           | 3                           | 3  |
|  |                           |                             |                             |                             |  |
| 8' X 10' exhibit booth in exhibitor's preferred location | Single                    | Double                      | Single                      | Single                      | Single   |
|  |                           |                             |                             |                             |  |
| Conference bag insertion (see page 5 for details)        | ✓                         | ✓                           | **                          | **                          | **   |
| Advertisement in the conference program                  | **                        | Full page                   | ½ page                      | ¼ page                      | **   |
| Acknowledgement in the conference program                | ✓                         | ✓                           | ✓                           | ✓                           | ✓  |
| Special recognition at the Opening Plenary               | ✓                         | ✓                           |                             |                             |  |
| One time use of attendee mailing list (.xls File)        | ✓                         | ✓                           | ✓                           | **                          | **   |

\*Business Council Partners can contact Dale Greenberg at 410-491-2654/dale.greenberg@conferencedirect.com to receive a 20% discount toward a booth package upgrade. To become a NWA Business Council Partner, contact NWA Membership Coordinator Emily Gilcher at 202-232-5492/egilcher@nwica.org.

\*\*See page 5 for ad and insert pricing.

Dale Greenberg, Conference Manager: dale.greenberg@conferencedirect.com, P: 410-491-2654, F: 410-727-8418

# Sponsorship Opportunities

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| Sponsorship Item                   | Price    | Benefits                             |                         |                          |            |                                       |                          |   |                                       |
|------------------------------------|----------|--------------------------------------|-------------------------|--------------------------|------------|---------------------------------------|--------------------------|---|---------------------------------------|
|                                    |          | Exclusive signage at sponsored event | Conference Registration | Ad in conference program | Bag insert | Acknowledgement in Conference Program | Attendee Mailing Listing | Short presentation via PPT prior to event | Company logo exposure                 |
| Board Chair's Reception            | \$12,000 | ✓                                    | 2                       | Full page                | ✓          | ✓                                     | ✓                        | 1 Min                                     |                                       |
| Continental Breakfast Tuesday      | \$5,000  | ✓                                    | 1                       | ½ page                   | ✓          | ✓                                     |                          |   |                                       |
| Continental Breakfast Wednesday    | \$5,000  | ✓                                    | 1                       | ½ page                   | ✓          | ✓                                     |                          |   |                                       |
| Conference Live Streaming          | \$20,000 | ✓                                    | 2                       | Full page                | ✓          | ✓                                     | ✓                        | 2 Min                                     | Located on Online Conference Platform |
| Audio/Visual (A/V)                 | \$15,000 |                                      |                         | ½ page                   | ✓          |                                       |                          | 2 Min                                     | Projected in all sessions             |
| Conference Program Printing        | \$4,500  |                                      |                         | Back cover               | ✓          | ✓                                     | ✓                        |   |                                       |
| Conference Bags                    | \$5,000  |                                      |                         | ½ page                   | ✓          | ✓                                     |                          |   | Logo on Bag                           |
| Morning Beverage Break Monday      | \$2,500  | ✓                                    |                         | \$*                      | ✓          | ✓                                     |                          |   |                                       |
| Afternoon Beverage Break Monday    | \$2,500  | ✓                                    |                         | \$*                      | ✓          | ✓                                     |                          |   |                                       |
| Morning Beverage Break Tuesday     | \$2,500  | ✓                                    |                         | \$*                      | ✓          | ✓                                     |                          |   |                                       |
| Afternoon Beverage Break Tuesday   | \$2,500  | ✓                                    |                         | \$*                      | ✓          | ✓                                     |                          |   |                                       |
| Morning Beverage Break Wednesday   | \$2,500  | ✓                                    |                         | \$*                      | ✓          | ✓                                     |                          |   |                                       |
| Afternoon Beverage Break Wednesday | \$2,500  | ✓                                    |                         | \$*                      | ✓          | ✓                                     |                          |   |                                       |
| Conference Wellness Package        | \$12,000 | ✓                                    | 2                       | Full page                | ✓          | ✓                                     | ✓                        |   | Logo on Water Bottle & Towel          |

\*See page 5 for pricing.

Dale Greenberg, Conference Manager: dale.greenberg@conferencedirect.com, P: 410-491-2654, F: 410-727-8418

# Program Advertisement

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Advertise in the NWA conference program to expand your company's exposure by reaching a "take-home" market in addition to your exhibit space marketing.

- All ads must be received by Tuesday, September 5, 2017 to be included in the program.
- Front inside and back covers are available in color.
- All other ads are also available in color.

**Please send all ads in camera-ready format to:**

Conference Manager  
Dale Greenberg  
dale.greenberg@conferencedirect.com  
Phone: 410-491-2654  
Fax: 410-727-8418

## Advertising Fees

|  |                 |
|--|-----------------|
| Inside front cover .....                   | \$1,000         |
| Inside back cover .....                    | \$900           |
| Back cover.....                            | \$2,200         |
| Full page .....                            | \$600           |
| Half page .....                            | \$475           |
| Quarter page.....                          | \$350           |
| Bag inserts*.....                          | \$1.00 per item |
| Attendee mailing list.....<br>(Excel file) | \$250           |

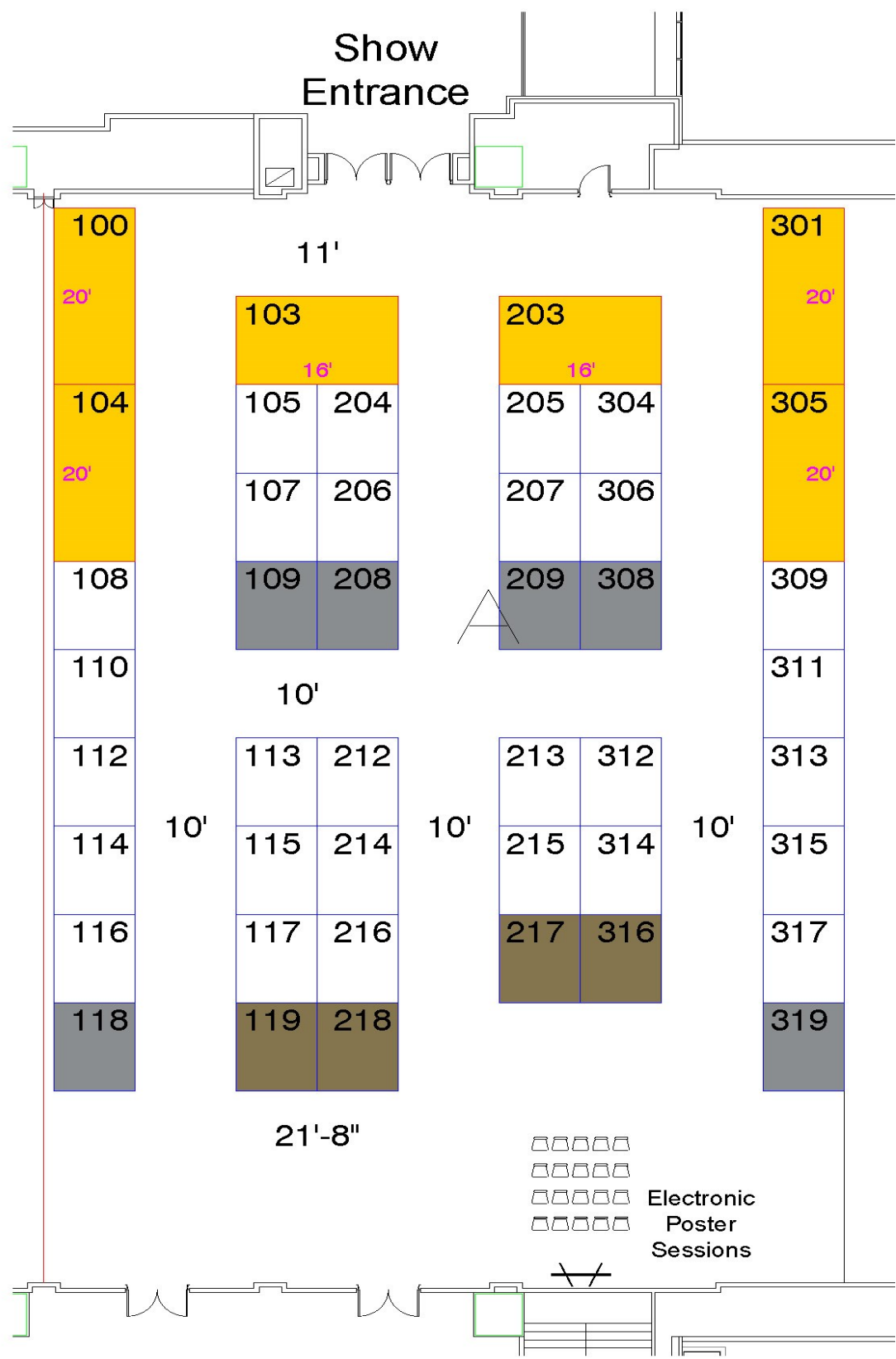
\*Bag inserts are limited to a single item weighing 4 oz or less so that the item fits inside the conference bag.



NWA reserves the right to refuse any advertisement or bag insert on any grounds, to the extent permissible by law.

# Exhibit Area Floor Plan

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# Contract/Registration

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**National WIC Association reserves the right to reject applications for sponsorships, or to exhibit products and services at the 2017 Biennial NWA WIC Technology, Program Integrity, and Vendor Management Education & Networking Conference and Exhibits for any or no reason, including in the event National WIC Association believes, in its sole discretion, that an applicant's sponsorship, products or services contradict, conflict with or otherwise are not aligned with National WIC Association's or the WIC Program's purpose or mission.**

In accordance with the Exhibit Tradeshow Regulations governing rental of exhibit space on page 2 of this Exhibitor Prospectus, the undersigned hereby applies for exhibit space at the 2017 Biennial NWA WIC Technology, Program Integrity, and Vendor Management Education & Networking Conference and Exhibits in Memphis, TN, September 25-28, 2017. Exhibitor has read and agrees to the exhibit regulations. Exhibitor also understands that these regulations are incorporated into this contract by reference and that this application becomes a contract when accepted by NWA. We understand that the full exhibit fee is to accompany this application. Cancellations will not be refunded after September 5, 2017.

## **SECTION 1: Primary Contact: (Name of person for all exhibit correspondence)**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## **SECTION 2: Company information to be listed in the conference program:**

Company Name: \_\_\_\_\_ Person to list in program: \_\_\_\_\_

Website: \_\_\_\_\_

## **SECTION 3: Refer to your selected booth type on page 3 to see the number of included floor badges and conference registrations.**

**PLEASE NOTE:** For more information on NWA's exhibitor registration policy, please refer to the Trade Show Exhibit regulations on page 10-11. Email Dale Greenberg (dale.greenberg@conferencedirect.com) with any additional names you may have.

### **First Exhibitor to be Registered:**

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

### **Second Exhibitor to be Registered:**

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

### **Third Exhibitor to be Registered (\$150 purchase or with sponsorship):**

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

**SECTION 5:** Preferred Exhibit Booth Location:

Please refer to exhibit booth locations and numbers from the Exhibit Area Floor Plan (also available online at [nwica.org](http://nwica.org) under EVENTS) or by contacting Dale Greenberg the Conference Manager at 410-491-2654/[dale.greenberg@conferencedirect.com](mailto:dale.greenberg@conferencedirect.com).

Please note that primary booth locations are reserved for NWA Business Council Partners. All other exhibit booths are awarded on a first-come, first-served basis. All opportunities remain available until completed applications and payments are received by the Conference Manager/NWA.

1<sup>st</sup> Choice # \_\_\_\_\_ 2<sup>nd</sup> Choice # \_\_\_\_\_ 3<sup>rd</sup> Choice # \_\_\_\_\_

We do not wish to be next to or across from the below listed company(s). ***Please note that the exhibit booths purchased prior to your request will not be relocated. You may discuss possible options with the Conference Manager.***

Company #1: \_\_\_\_\_

Company #2: \_\_\_\_\_

# Contract/Registration

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## SECTION 6: Please check the appropriate box(es) to indicate your selection:

| Booth Package Type       |                            |                          |                                   |
|--------------------------|----------------------------|--------------------------|-----------------------------------|
| <input type="checkbox"/> | Business Council Partner   | <input type="checkbox"/> | Standard/For-profit \$1,500       |
| <input type="checkbox"/> | Gold Sponsorship \$5,000   | <input type="checkbox"/> | Standard/Non-profit \$1,000       |
| <input type="checkbox"/> | Silver Sponsorship \$3,500 | <input type="checkbox"/> | Add'l Exhibitor Floor Badge \$150 |
| <input type="checkbox"/> | Bronze Sponsorship \$2,500 |                          |                                   |

| Advertisement Choices    |                            |                          |                                     |
|--------------------------|----------------------------|--------------------------|-------------------------------------|
| <input type="checkbox"/> | Inside front cover \$1,000 | <input type="checkbox"/> | 1/4 Page Ad \$350                   |
| <input type="checkbox"/> | Inside back cover \$900    | <input type="checkbox"/> | Bag Inserts (per item based) \$1.00 |
| <input type="checkbox"/> | Full Page Ad \$600         | <input type="checkbox"/> | Attendee Listing File \$250         |
| <input type="checkbox"/> | 1/2 Page Ad \$475          | <input type="checkbox"/> | Back Cover (if available) \$2,200   |

| Sponsorship Opportunities |                                     |                          |                           |
|---------------------------|-------------------------------------|--------------------------|---------------------------|
| <input type="checkbox"/>  | Board Chair's Reception \$12,000    | <input type="checkbox"/> | Mon. AM Break \$2,500     |
| <input type="checkbox"/>  | Mon. Continental Breakfast \$5,000  | <input type="checkbox"/> | Mon. PM Break \$2,500     |
| <input type="checkbox"/>  | Tue. Continental Breakfast \$5,000  | <input type="checkbox"/> | Tue. AM Break \$2,500     |
| <input type="checkbox"/>  | Wed. Continental Breakfast \$5,000  | <input type="checkbox"/> | Tue. PM Break \$2,500     |
| <input type="checkbox"/>  | Audio/Visual (A/V) \$15,000         | <input type="checkbox"/> | Wed. AM Break \$2,500     |
| <input type="checkbox"/>  | Conference Program Printing \$4,500 | <input type="checkbox"/> | Wed. PM Break \$2,500     |
| <input type="checkbox"/>  | Conference Bags \$5,000             | <input type="checkbox"/> | Wellness Package \$12,000 |
| <input type="checkbox"/>  | Live Streaming \$20,000             |                          |                           |

Notes \_\_\_\_\_

Booth Package: \$ \_\_\_\_\_

Advertisement: \$ \_\_\_\_\_

Sponsorship: \$ \_\_\_\_\_

Additional floor badges: \$ \_\_\_\_\_

TOTAL AMOUNT DUE: \$ \_\_\_\_\_

**SECTION 7:** An invoice will be created and sent to the primary contact. Please call Dale to provide payment method. **Please do not include your credit card number on this form.**

Signature of Approval \_\_\_\_\_ Date \_\_\_\_\_

# Tradeshow Exhibit Regulations

National WIC Association • Memphis Cook Convention Center • Memphis, TN

## **Purpose and Objectives**

The National WIC Association (NWA) Exhibit show is produced by NWA. It is for educational and informational purposes only and is an adjunct to the professional sessions held during this Conference. The exhibit show is meant to supplement the professional meeting by providing state and local WIC agency staff with the knowledge of various types of products and services available to them. Exhibitors are expected to display their WIC related products and/or discuss their services with NWA members and other attendees. Direct sales may not be made by exhibitor or on the exhibit hall floor. Exhibitors are permitted to take orders. NWA reserves the right to refuse space to any applicant which, in the opinion of the Association, is unlikely to contribute to the overall objectives of the conference.

## **Rules**

The rules and regulations governing the exhibits under the auspices of the National WIC Association (NWA) Conference are part of the agreement for space.

## **Exhibit Space Location**

Some booth spaces are reserved exclusively for organizations that sponsor the conference at the Gold, Silver or Bronze levels. Preference for booth space location will be based upon a first received/paid, first-assigned basis within the exhibit hall. Application must be returned with payment and first, second and third choices of booth space locations indicated.

## **Agreement for Space**

The application for an exhibit booth space, the notice of booth assignment and the receipt of full payment, together constitute an agreement for the right to use the space. We understand that the full exhibit fee is to accompany this application. Cancellations will not be refunded after September 5, 2017. NWA reserves the right to reassign booth spaces not paid for by September 5, 2017.

## **Exhibitor Representative Responsibilities**

For each exhibit, there must be at least one primary person to be the official on-site representative and responsible party. This person will receive all relevant materials relating to the exhibit show. That representative shall be authorized to enter into such contracts as may be necessary for fulfillment of obligations to NWA and to other contractors and subcontractors. At least one representative must be present at the exhibit booth during all official hours of the exhibit show.

## **Exhibitor Registration**

The purchase of your booth package type determines your floor badges and registrations. Please refer to page 3 of this prospectus. Additional exhibitor floor badges may be purchased for \$150/person up to your booth package type's limit. Any exhibitor wishing to include more individuals will have to register at the full conference rate. In order to register booth personnel in advance, Section 3 of the application must be completed for each person prior to the registration deadline of September 5, 2017. An exhibitor may also purchase registration to the full conference for an additional fee, except when included as part of a sponsorship package.

The name of each exhibit booth person MUST be provided to Dale Greenberg prior to the registration cut-off date of September 5, 2017. Any exhibitor who shows up at the conference site without a prior registration may be registered for an additional cost of \$150/person as indicated on page 3 of this prospectus. Beyond the maximum number of floor badges allowed for each exhibit booth type, the full conference registration fee will be charged. Also, for each exhibitor added or name changed made after September 5, 2017, you will be charged an administrative fee of \$25.00.

## **Admission to Exhibit Hall**

NWA shall have sole control over all admission policies at all times. Badges must be worn at all times; badge swapping among personnel is prohibited. Use of these badges is restricted to booth personnel only. All personnel in the exhibit booth are required to wear their name badges throughout move-in, show hours and move-out. Security guards will be checking for badge identification on all exhibit personnel.

## **Exhibit Show Decorator**

Space furnishings, electrical and internet needs and labor to set up and dismantle an exhibit booth are to be ordered on the forms provided in the exhibitors' kit provided by the Conference Manager. Electrical needs will be handled by the conference facility. A request form will be provided to confirmed exhibitors. Electrical installation must conform to all rules and regulations and to all national, state and local codes, as well as facility regulations.

## **Shipping & Storage**

All shipping and storage arrangements will be managed by the Exhibit Show Decorating Company. Information will be provided in the Exhibitor Kit. **NWA will not be responsible for exhibitor shipping costs and needs. If an exhibitor chooses to ship booth materials directly to the conference hotel or conference facility, it is to be shipped to the attention of the primary person for that exhibit. This person will be responsible for all shipping and delivery charges by the hotel or conference facility.**

## **Use of Exhibit Booth Space**

Exhibitors shall arrange their exhibits so that they do not obstruct other exhibits. Aisles must be kept clear, and exhibits should be arranged so attendees will be in front of or inside assigned space.

Display materials or equipment at the sides of the exhibit booth shall not exceed the heights of the booth exhibit space. Display material may not be higher than 42" above the sidewalls (if present) and in the back 5' of the exhibit space. All materials used for decoration, i.e., paper, cardboard, cloth, etc., shall be flame-retardant. Safety and fire exits and equipment must be left accessible and in full view at all times. Display materials or equipment of significant size must be pre-approved by NWA. All special requests must be submitted in writing prior to the Exhibitor Show. Dismantling or removing an exhibit or materials, including packing of literature or product before the official closing of the exhibit hall is prohibited.

# Tradeshow Exhibit Regulations

National WIC Association • Memphis Cook Convention Center • Memphis, TN

No exhibitor shall assign, sublet or share the whole or any of the booth space assigned without the consent of NWA and approval of the terms thereof. No exhibitor is permitted to show goods other than those manufactured or handled by him/her in the regular course of business. No company or organization not assigned space in the exhibit hall will be permitted to solicit business in any manner within the exhibit hall.

## **Security**

The exhibitor is solely responsible for his or her own exhibit material and should insure his or her exhibit against loss or damage. NWA will employ reputable guards and will take reasonable precautions to safeguard the exhibit hall.

## **Liability**

It is mutually agreed that NWA, Memphis Cook Convention Center and the Exhibit Show Decorating company shall not be liable to any exhibitor for any damage to or for the loss or destruction of any exhibit or the property of exhibitor or injuries to his/her representative resulting from any cause. All claims for any such loss, damage or injury are expressly waived by the exhibitor.

## **Indemnification**

To the extent permitted by law, NWA, Memphis Cook Convention Center and the Exhibit Show Decorating company mutually agree to protect, indemnify, defend and hold harmless the other party and their respective officers, directors, partners, agents, members, independent contractors and employees from and against any and all demands, claims, losses or damages to persons or property, governmental charges or fines, and costs (including reasonable attorney's fees), arising out of the negligence or willful misconduct of the indemnifying party in connection with the presentation or provision of the presentation as applicable. This paragraph shall not waive any statutory limitations of liability available to either party nor shall it waive any defenses the exhibitor may have with respect to any claim.

## **Restrictions**

NWA reserves the right to prohibit any display or exhibit or any part of a proposed exhibit, which it judges unsuitable or in conflict with acceptable professional ethics of NWA. All exhibit materials must conform to national, state, and local fire and safety codes. Exhibitors planning to provide sample giveaways or premium gifts to attendees must offer giveaway samples or premium gifts to all attendees of the conference. Exhibitors are responsible for delivering contest prizes to winners. Neither conference officials nor NWA staff will mail or distribute prizes.

Formula manufacturers are expressly prohibited from exhibiting, advertising, or sponsoring educational, hospitality, or networking activities at NWA's conferences.

## **Sound Devices and Noise Level**

The use of sound devices is prohibited. Any demonstrations or presentations must be conducted at a low volume so that nearby exhibitors are not affected.

## **Solicitation and Circulation**

Distribution by the exhibitor or any printed materials, souvenirs or other articles must be confined to the booth space assigned. No exhibit or advertising material will be allowed to extend beyond the space assigned to the exhibitor.

## **Rights of Exhibitor Show Management**

Should any emergency arise, of any nature, prior to the opening show date which would prevent its scheduled opening, cause destruction or damage to the exhibit area by fire, windstorm, strikes, acts of God, etc., or a declaration of any emergency by the Government, it is expressly agreed that NWA may retain as much of the payment for exhibit space as necessary to cover the expenses incurred by the Association up to the time of the emergency. All points not covered by these rules are subject to the judgment of the Exhibit Show Management.

## **Cancellations**

In the event an exhibitor finds it necessary to cancel participation in the 2017 Biennial NWA WIC Technology, Program Integrity, and Vendor Management Education & Networking Conference and Exhibits, refunds will be made as follows:

A cancellation prior to or on September 5, 2017 is eligible for a refund less the non-refundable deposit. After September 5, 2017, there will be no refunds. All cancellations must be confirmed in writing. Postmarks or e-mail dates will be used to determine eligibility. No refunds will be given for cancellation of advertisement.

## **Failure to Occupy Space**

Any booth space not occupied by 4:00 PM Tuesday, September 26, 2017 will be forfeited by exhibitor without refund. NWA will not be responsible for any expenses incurred.

## **Compliance with Laws**

Exhibitor shall bear the responsibility for compliance with all local, city, state, and federal safety, fire and health laws, statutes, ordinances, and regulation which are in force or applicable during the conference, including The Americans with Disabilities Act of 1992, regarding the installation and operation of the exhibit.