



## AMTA-LOUISIANA CHAPTER EVENT EXHIBITOR APPLICATION AND CONTRACT

**March 16, 17, 18, 2018**  
**Clarion Inn & Suites Conference Center**

501 N. Hwy. 190  
Covington, LA 70433

### EXHIBITOR INFORMATION

Company Name				
Address		City	State	ZIP
Full Name - Representative #1 (PRINT for Name Tag)	Phone - Representative #1 (    )	Email - Representative #1		
Full Name - Representative #2 (PRINT for Name Tag)	Phone - Representative #2 (    )	Email - Representative #2		
Website	On-site Phone (    )			

### EXHIBITOR FEES

(circle amount that applies)	Fee Before March 2, 2018	Discounted if attending the Continuing Ed Class	Fee for All Registrations After March 2, 2018
<b>7 x 6 Space, Including:</b>	\$ 75	\$60	\$85
• One 6-foot Table and Two Chairs			
<b>9 x 6 Space:</b>	\$ 125	\$110	\$135
• One 8-foot Table and Two Chairs (corner spot if available)			

### VENUE INFORMATION

<b>Name, Address, Phone</b> Clarion Inn & Suites Conference Center 501 N. Hwy. 190 Covington, LA 70433 (985) 893-3580	<b>To Book Your Hotel Room (If Required):</b> <ul style="list-style-type: none"> <li>• You must mention "American Massage Therapy Association "Louisiana Chapter" when making your reservation.</li> <li>• You must book by March 2, 2018 to get the Group Discounted Rate \$75 for exterior rooms, \$85 for interior rooms + 12.75% sales tax (if booking after Feb. 14 call Jude @ 985-801-0270 for reservation)</li> <li>• Two \$5 Breakfast Vouchers Per Guest Room Toward the Breakfast of Your Choice in The Rocks Restaurant</li> <li>• You can book online at our group booking link:  <a href="https://www.choicehotels.com/reservations/groups/EJ6JE6">https://www.choicehotels.com/reservations/groups/EJ6JE6</a> </li> </ul>
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### EXHIBITOR HOURS

**Exhibit area must be Set up by 10:00 a.m. Friday, March 16, 2018**

Friday, March 16, 2018	Saturday, March 17, 2018	Sunday, March 18, 2018 (Optional)
7:30 a.m.-10.00 10 a.m. 12:00p.m. – 1:30p.m. 7:00p.m. – 8:30p.m.	7:00 a.m. – 8:00 a.m. 12:00 p.m.–1:30 p.m. 5:30 p.m. 5:30p.m.-6:30p.m.	8:00 a.m. – 8:30 a.m. 12:30 p.m. – 1:00 p.m. 1:00 p.m. 1:30 p.m.
Set-up Activities Begin Lunch Student/Member Meet & Greet/Exhibit Hall	Registration & Sign in for class Business Luncheon /Exhibit Hall Class ends Exhibit Hall Open	Sign in for class Exhibit Hall open Exhibit Hall Tear Down Tear Down Complete

**Attendees are welcome to visit exhibits throughout each day during breaks, before and after class and during lunch break. The above schedule represents set-up or class sign in times, lunch breaks and what is expected to be high-traffic periods. Attendees are required to be in the classroom during class time.**



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Yes / No	Please Answer the Following Questions:	Yes / No	Please Answer the Following Questions:
	Will you be enrolled in the Continuing Education class?		Will you be staying at Clarion Inn Saturday night?
	Will you be staying at Clarion Inn Thursday night?		Do you need electrical outlets? If yes, you need to provide your own Extension cord
	Will you be staying at Clarion Inn Friday night?		Will you be taking down your exhibit Saturday night?                      or Will you be taking down your exhibit Sunday afternoon?

<b>DESCRIPTION OF PRODUCTS/SERVICES EXHIBITING</b>

*No other products or services may be exhibited without prior written approval of the Chapter*

<b>PUBLICITY: HOW WOULD YOU LIKE YOUR COMPANY LISTED IN PROMOTIONAL MATERIALS?</b>	
Name	Website
Phone	Email

<b>EVENT DETAILS AND TERMS</b>
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**Event Details and Terms:**

- Allocations of space will be made on a first response basis. Application does not guarantee space until accepted by AMTA.
- All materials placed within an Exhibitor's booth are the responsibility of that exhibitor. No minors allowed.
- Space is not to exceed 8'x8' or 12'x12' (according to what you are registered for). Aisles must be kept free of equipment, displays, etc. No sharing or subletting of space. Exhibits must be staffed always.
- Exhibitors may not enter into another exhibitor's booth or photograph/video record without prior written permission of the other exhibitor.
- If you need electricity in your exhibit, you must provide your own cord.
- Chapter reserves the right to assign or change exhibit space at any time.
- Shipping is Exhibitor's full responsibility at their own risk and expense.
- Exhibitor Hall will be locked at night. However, AMTA/Louisiana Chapter does not guarantee security of your items. Exhibitors are responsible to obtain all insurance necessary to cover their businesses, persons, property, and activities in the exhibit hall.
- The Chapter, the American Massage Therapy Association, and their respective volunteers, staff, and representatives are not responsible for any theft, loss, damage or injury to any property or person occurring in the exhibit hall or the hotel/resort facilities, and Exhibitor hereby waives and releases any claims Exhibitor may have for such loss, damage, or injury.
- Exhibitor assumes responsibility and hereby indemnifies the, American Massage Therapy Association, the event venue, and their respective volunteers, staff, and representatives against all claims and expenses arising out of Exhibitor's use of the exhibit space and Exhibitor's actions in connection with the event.
- Exhibitor may cancel or withdraw in writing before March 1, 2018. Cancellation will result in a cancellation penalty of 50% to be retained by Chapter for administrative purposes. Absolutely no refunds will be given for cancellation or no-shows after March 1, 2018.
- Exhibitors selling products are responsible for being familiar with and for complying with Louisiana State sales tax regulations.
- Chapter may dispose of any goods or products left in the exhibit hall after teardown.
- Chapter reserves the right to refuse rental of exhibit space to any Company whose display of goods and/or services is not in the best interests of the Chapter or in keeping with the character of the event.
- No private events may be held at any time that conflict with Chapter functions or the exhibit hall.
- All decisions over interpretation of the provisions herein and any matters and questions not covered in this Application and Contract are at the sole discretion of AMTA/Louisiana Chapter.
- Application and Contract must be accompanied by full payment in check form.
- Exhibitor's overnight lodging, if necessary, is at Exhibitor's own expense. Exhibitor is responsible for reserving their own sleeping accommodations with the hotel/resort.
- This Application becomes a valid and binding contract on Exhibitor after acceptance by AMTA.

Please reserve an Exhibit Space as Indicated above.  
Submit the applicable fee due to AMTA -Louisiana Chapter \$\_\_\_\_\_



## AMTA-LOUISIANA CHAPTER EVENT EXHIBITOR APPLICATION AND CONTRACT

### COMMITMENT

By signing below, Exhibitor understands and agrees to the terms of this Application and Contract and represents that the person signing below is authorized to sign, and bind the Company to, this Application and Contract.

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

Print Name: \_\_\_\_\_

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

Please return this Application and Contract as soon as possible. Exhibit space is reserved on a first response basis. Application is not complete until payment is received.

All PAYMENTS MUST BE RECEIVED BY March 2, 2018 to qualify for the early registration fee.

Please send your *Check payable to AMTA LOUISIANA CHAPTER* to:  
**AMTA, 500 Davis Street, Evanston, IL 60201, Attn: Chapter Accounting**

Please send this *signed Application and Contract* to:  
**ChapterLegal@amtamassage.org**

With a copy to Marie Humphries, Louisiana Chapter President at [president.amtala@gmail.com](mailto:president.amtala@gmail.com)

OR

Via U.S. Mail to:  
**AMTA, 500 Davis Street, Evanston, IL 60201, Attn: Chapter Legal**

With a copy to Marie Humphries, Louisiana Chapter President at 214-B Lee Lane, Covington, LA 70433.

Accepted by AMTA:

\_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only:

Check Received Date	
Check Number	
Payment Amount	

For Chapter Use Only:

Space Assigned	
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