



UNITED SOUTH & EASTERN TRIBES, INC
2016 IMPACT WEEK MEETING

ARLINGTON, VA
FEBRUARY 8-11

Exhibitor Guidelines & Agreement

The United South and Eastern Tribes, Inc. (USET) Exhibitor Policy is to promote the distribution of Program Information to American Indian/Alaska Native individuals at an appropriate venue; however, exceptions are made at USET's discretion.

- Exhibition Timeline: Monday, February 8 through Thursday, February 11, 2016.
- Hours of Operation: 8:00 AM-5:00 PM Monday-Wednesday and 8:00 AM-12:00 PM on Thursday (unless otherwise noted).
- Set up time: 7:00 AM-9:00 AM each day.
- Exhibitor is responsible for transporting information and goods to and from the Exhibition area.
- Any valuable items must be stored away from the distribution area each night.
- Each exhibitor will be assigned an area 8'x8' or 10' x 10' (according to availability at the hotel). Other amenities are negotiable (electricity, etc.) Additional items such as display stands must be approved by USET before they are installed.
- USET and/or the hotel are NOT responsible for any item lost, stolen or damaged.
- Cancellation Policy: USET will NOT process cancellations of issue refunds after January 22, 2016. Cancellation notification received prior to the cancellation deadline will incur a penalty equal to 50% of the total exhibit space cost. Cancellation notification received after the cancellation deadline will constitute forfeiture of the total exhibit space cost.

I have registered with United South and Eastern Tribes, Inc. (USET) to distribute information during the USET 2016 Impact Week Meeting and agree to follow the guidelines listed above.

Exhibitor Representative

Date



UNITED SOUTH & EASTERN TRIBES, INC
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EXHIBITOR REGISTRATION FORM
Due by January 15th, 2016

Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

_____ Booths @ \$850.00 = \$ _____

Description of information to be distributed:

Exhibit space will be located in the Ballroom Foyer at Crystal Gateway Marriott from Monday, February 8 through Thursday, February 11, 2016. The exhibit space will consist of one 6' or 8' table with chairs (according to availability at the hotel). **Up to TWO representatives will be included in the Exhibit Space cost. Additional representatives will be required to pay 50% of the attendee rate.**

Scan and email to: bstephens@usetinc.org or bvenuti@usetinc.org

If you have questions, please call the USET office at (615) 872-7900.

FOR USET USE ONLY (PLEASE DO NOT WRITE IN THIS AREA)

Purchase Order Amount \$ _____

Purchase Order Number _____

Payment Received \$ _____

Check No. _____

Date _____

Invoice No. _____

Receipt No. _____

Date _____

DO NOT USE THIS SPACE

Date Rec'd _____

Amt. Paid _____



United South and Eastern Tribes, Inc.
2016 Impact Week
Crystal Gateway Marriott
Arlington, VA

EXHIBITOR SPACE CONTRACT

*Please reserve exhibit space for the undersigned as indicated in (a) below.
FULL REMITTANCE is enclosed for rental space(s) indicated.*

Total # of Booths requested _____

TOTAL AMOUNT DUE \$ _____

B. PRODUCT TO BE FEATURED IN EXHIBIT: _____

C. FIRM NAME: _____
Representatives Name: _____
Mailing Address: _____
City, State, Zip: _____
Phone/Fax Number: _____ Email: _____

D. REPRESENTATIVE HANDLING ALL SHOW CORRESPONDENCE (if different from above)
Name/Title: _____
Mailing Address: _____
Phone/Fax Number: _____ Email: _____

G. DO YOU WISH TO HAVE A BOOTH SIGN? (Furnished by USET, if requested: approximately 16" x 36")
YES _____ NO _____ If Yes, Sign Wanted: _____

Checks are to be made payable to USET and mailed to United South and Eastern Tribes, Inc., 711 Stewarts Ferry Pike, Suite 100, Nashville, TN 37214. Exhibit space will be assigned according to the date and time your signed Contract is received. If Contract and Payment are not received by January 15, 2016 prior reservations, if any, will be cancelled and space will be reassigned.

Firm Authorized Signature _____ Date _____

Firm Printed Name and Title _____

USET accepts this as a valid contract to participate during the USET Impact Week Meetings February 8-11, 2016.

Kitcki Carroll _____ Date _____
Executive Director

Event Schedule

Installation:	Monday, February 8, 8:00 am – 10:00 am
Exhibit Hours:	Monday, February 8, 10:00 am – 5:00 pm Tuesday, February 9, 8:00 am – 5:00 pm Wednesday, February 10, 8:00 am – 5:00 pm Thursday, February 11, 8:30 am – 12:00 pm
Dismantle:	Thursday, February 11, 12:00 pm – 2:00 pm

Registration

\$850

Additional Information

Exhibitor Area: 8' x 8' or 10' x 10' area, exhibitor ID sign (approximately 16" x 36"), one 6' or 8' (depending on hotel availability) draped table, two folding chairs and one waste basket. **Exhibitors can arrange for extra equipment, electric/telephone hook-ups at their own expense.**

Signage: White, 1mm PVC coated compressed foam with black text. Sign is 16" wide x 36" long, text will be placed by USET designer and fit appropriately according to exhibitor name.

Badges: Exhibition badges will be provided to all pre-registered working personnel at no extra cost on site. Badges **MUST** be worn **AT ALL Times** during USET Meeting hours.

Hotel Reservations: Crystal Gateway Marriott 1700 Jefferson Davis Highway Arlington, VA 22202
A limited number of rooms will be available at the rate of \$177 (plus 13% Occupancy Tax per night) until January 15 or until they sell out, whichever comes first. To reserve a room, please contact Marilyn Mathews, Meeting Solutions, at 1-800-503-3330 x101.

EXHIBIT SPACE POLICIES

Reservations for exhibit space are subject to acceptance by United South and Eastern Tribes, Inc. (USET) and are not legally binding until such time as a fully executed contract has been received. The policies outlined below will be attached as a condition of the Exhibit Space Contract. USET reserves the right to make judgment on items not covered in the Exhibit Space Policy on an as-needed basis.

1. **CHARACTER OF EXHIBITS:** USET reserves the right to decline, prohibit or restrict all or part of any exhibit and/or activity or conduct within any exhibit which is deemed inappropriate. Space will be assigned by USET. USET will take into consideration requests made by exhibitors for placement next to other exhibitors, but arrangement and positioning of exhibitors is at the sole discretion of USET.
2. **PAYMENT FOR EXHIBIT SPACE:** USET must receive a fully executed contract with applicable payment no later than **January 15, 2016** in order to reserve space. In the event a fully executed contract is in place and applicable payment is not received by this date, USET reserves the right to reassign confirmed space to other exhibitors.
3. **CANCELLATION OF EXHIBIT SPACE:** USET will not process cancellations or issue refunds after the established deadline, the registration fee will be forfeit. Cancellation notification received prior to the cancellation deadline will incur a penalty equal to 50% of total exhibition space cost.
4. **CHECK-IN FOR EXHIBITORS:** *Up to 2 representatives will be included in the exhibit space cost. Additional representatives will have to pay 50% of the attendee registration rate.* Registered exhibitors with fully executed contracts on record with USET shall be required to check-in at least two (2) hours in advance of the show start time. Exhibit space not claimed two (2) hours prior to show start time is subject to reassignment to other exhibitors. Emergencies or unforeseen circumstances will be reviewed and handled at USET's discretion on an individual basis.
5. **SUBLETTING OF EXHIBIT SPACE:** USET does not allow subletting of part or all of exhibit space to another party.
6. **SHIPPED MATERIALS FOR EXHIBITORS:** Exhibit materials may be accepted by the hotel up to two days before the start of the USET meeting, wholly dependent on the hotel. USET will communicate hotel policy as information is made available.
7. **LIABILITY:** Neither USET nor the hotel will be responsible for the safety of exhibits from damage or theft. Neither USET nor the hotel will be responsible for injuries to exhibiting employees and loss or damage to exhibit materials while in transit to or within the exhibition site. In accordance with the terms of the Exhibit Space Contract, the exhibitor expressly assumes responsibility for injuries to persons and loss or damage to property occurring within their assigned exhibit space or while in transit to the exhibition site.
8. **EQUIPMENT AND SUPPLIES:** Each exhibit space will be furnished with the following; a skirted table (size dependent on hotel availability), two (2) chairs, a wastebasket, and an individual sign displaying the exhibiting company name. Additional equipment and supplies (utilities/electricity/etc.) can be arranged through USET Inc., at the exhibiting vendors cost.
10. **HARMFUL CHEMICALS:** USET prohibits the use of hazardous or toxic materials in any exhibit regardless of circumstance.