COMPANY INFORMATION

Primary contact for coordinating participation

COMPANY NAME

CONTACT NAME

STREET ADDRESS

CITY          STATE          ZIP

PHONE          EXT

EMAIL

WEBSITE

PAYMENT INFORMATION

NAON Tax ID Number: 22-2308575
Payment due in full with applications.
Mail check separately to:

National Association of Orthopaedic Nurses Sales
8281 Solutions Center
Chicago, IL 60677-8002

☐ Check/Check Number:
Make check payable to NAON in U.S. Funds. Include copy of
application or invoice.

☐ Credit Card – American Express, Mastercard, Visa
(Please do not provide credit card information on this contract)
Upon receipt of this contract, NAON will email an invoice with
credit card processing information.

Total due: $__________

EXHIBIT SPACE INFORMATION

☐ Tier 1 Exhibitor Package: $9,000
   First Choice:____________________
   Second Choice:__________________

☐ Tier 2 Exhibitor Package: $6,500
   First Choice:____________________
   Second Choice:__________________

☐ Tier 3 Exhibitor Package: $5,000
   First Choice:____________________
   Second Choice:__________________

☐ Tier 4 Exhibitor Package: $2,500
   First Choice:____________________
   Second Choice:__________________

NOTE – PLEASE READ AND SIGN

The Contract Conditions/Rules & Regulations are part of the
NAON Congress Application & Contract for Exhibit Space and
should be read carefully before signing the application & Contract.
Please forward the Contract Conditions/Rules & Regulations to
the person(s) in charge of your exhibit space at NAON’s 38th
Annual Congress.

Upon signing the Application & Contract, the exhibitor and/or
partner acknowledges that they have read, understand and will
abide by the Contract Conditions/Rules & Regulations for NAON’s
38th Annual Congress.

NAME (PRINT)

SIGNATURE

DATE

ADD ONS

Anything else you’d like to add:

____________________________________________________________________

____________________________________________________________________

QUESTIONS?

Sarah Appleton
Director of Sales | 312.673.4920
sappleton@orthonurse.org
<table>
<thead>
<tr>
<th><strong>TIER 1</strong></th>
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<td>$9,000</td>
<td>$6,500</td>
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**Exhibit Space**
- 10’ x 20’ carpeted space with 8’ high back drape and 3’ high dividers
- 10’ x 10’ carpeted space with 8’ high back drape and 3’ high dividers
- 10’ x 20’ carpeted space with 8’ high back drape and 3’ high dividers
- 10’ x 10’ carpeted space with 8’ high back drape and 3’ high dividers
- Two (2) 6’ x 30” skirted tables
- One (1) 6’ x 30” skirted table
- Four (4) chairs
- Two (2) chairs
- One (1) wastebasket
- One (1) wastebasket
- Daily cleaning of space
- Daily cleaning of space
- One (1) USB lead retrieval device
- One (1) USB lead retrieval device

**Traffic Drivers**
- One (1) Giveaway Item
- One (1) Giveaway Item
- Passport to Prizes
- Passport to Prizes

**Onsite Visibility**
- Exhibitor listing and description in Annual Congress Program
- Exhibitor listing and description in Annual Congress Program
- Exhibitor listing and description in Annual Congress Program
- Exhibitor listing and description in Annual Congress Program
- Eight (8) Joint Connection only registrations
- Four (4) Joint Connection only registrations
- Two (2) Full Conference Registrations
- One (1) Full Conference Registration
- 15-minute speaking opportunity
- 15-minute speaking opportunity
- One (1) Push Notification in Mobile App
- One (1) Push Notification in Mobile App
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<td>$9,000</td>
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**Networking**

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<tbody>
<tr>
<td>Invitation to Annual Congress Party</td>
<td>Invitation to Annual Congress Party</td>
<td>Invitation to Annual Congress Party</td>
<td>Invitation to Annual Congress Party</td>
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<tr>
<td>One (1) Chapter Lunch Invitation</td>
<td>One (1) Chapter Lunch Invitation</td>
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<tr>
<td>1:1 Meeting with NAON Attendee</td>
<td>1:1 Meeting with NAON Attendee</td>
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**Pre and Post Show**

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</thead>
<tbody>
<tr>
<td>Company name, logo and link to website on NAON website</td>
<td>Company name, logo and link to website on NAON website</td>
<td>Company name and link to website on NAON website</td>
<td>Company name and link to website on NAON website</td>
</tr>
<tr>
<td>One pre- and post-event attendee list (opt-in mailing and e-mail addresses)</td>
<td>One pre- and post-event attendee list (opt-in mailing and e-mail addresses)</td>
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</tr>
<tr>
<td>Membership mailing list</td>
<td>Membership mailing list</td>
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<tr>
<td>Promote (1) product webinar on NAON website and via e-mail</td>
<td>Promote (1) product webinar on NAON website and via e-mail</td>
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<tr>
<td>Dedicated e-blast to membership</td>
<td>Dedicated e-blast to membership</td>
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<td></td>
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<tr>
<td>Two (2) 2018 NAON Memberships</td>
<td>Two (2) 2018 NAON Memberships</td>
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*First-come, first-served: opportunities are limited (benefits will be fulfilled based on contract received date). Exhibitors have until December 31, 2018 to take advantage of year-round benefits.*

**Add On Options:**
- Attendee List: $1,000
- E-blast to Membership: $1,500 per e-mail
- Giveaway Item: $500
- One (1) USB Lead Retrieval Device: $350
- Passport to Prizes: $500
- Speaking Opportunity (15 minutes): $1,500
1. ASSIGNMENT OF SPACE
The National Association of Orthopaedic Nurses (hereinafter "NAON") reserves the right to assign or reject any Application & Contract for Exhibit Space and reserves the right to relocate or reallocate space at any time. The Application & Contracts received will be assigned on a first-come, first-served basis.

The primary consideration in the assignment of space to exhibitors shall be the best interest of NAON. Space determinations are also contingent upon a receipt of Application & Contract, the size of exhibit space requested, physical layout and characteristics of The Joint Connection; and compatibility of exhibitors.

All applications for space must be filed on the Application & Contract. Please keep a copy of your records. Each exhibit space must have contiguous booths, unless other set-up is approved by NAON Show Management at its discretion.

2. PAYMENT, CANCELLATIONS & REFUNDS
Prices of exhibit space are evidenced on the Application & Contract. Contracts submitted on or before December 1, 2017, must be accompanied by payment in the amount of 50% of the total space rental charge to secure exhibit space. Contracts submitted after December 1, 2017, must be accompanied by payment in full. All checks payable to NAON. Tax ID Number 22-2380575.

All cancellations must be made in writing and emailed to the NAON Tradeshow Manager at exhibit@onthonline.org. A charge of 50% of the space rental will be made on all cancellations made any time up to or on December 1, 2017, and must be received by this date. A 100% cancellation fee applies after this date.

If for any reason beyond NAON’s control, the 38th Annual Congress must be canceled, shortened, delayed or otherwise altered, exhibitor understands that all losses and damages which it may suffer as a consequence thereof are its responsibility and not that of NAON, its directors, officers, employees or agents. Exhibitor understands that it may lose all monies it has paid to NAON for space, as well as other costs and expenses it has incurred, including travel to Congress, and any other costs or charges caused while or in part by any reason outside NAON’s control.

9. HOSPITALITIES
Exhibitors who distribute items to participants are expected to adhere to the following:

• Exhibitors may distribute items only to those attendees who are not expected to be registered participants.
• Items must be properly labeled.
• Mail order or wholesale business items are not allowed.
• Items must be appropriate for the scope of the Congress.
• Items must be distributed within the allocated exhibit space.
• Items must not be used in product or booth demonstrations.

10. HANDOUTS/GIVEAWAYS/SELLING/PRODUCT RELATED ACTIVITIES DURING CONGRESS
NAON and the Exhibitor agree that the purpose of the Exhibition is to provide the most appropriate environment for the exchange of educational materials, professional experiences, and the promotion of products and services. Exhibitors may not enter another exhibitor’s space or photograph/investigate another exhibitor’s products at any time without the express permission of the other exhibitor.

ALL VISUALS – Audiovisual presentations must be arranged so that aisles are not blocked.

COURTESY – The right and privileges of an exhibit shall not be infringed upon by another exhibitor. Interference with another exhibitor’s products, or those of her subsidiaries. All exhibitor benefits are outlined on the previous page and will be accompanied by payment in the amount of 50% of the total space rental charge to secure exhibit space. Contracts submitted after December 1, 2017, must be accompanied by payment in full. All checks payable to NAON.

All exhibitor benefits are outlined on the previous page and will be made available to exhibitors 90 days prior to the Congress. The National Association of Orthopaedic Nurses (hereinafter "Show Management"), from any and all loss, which exhibitor may suffer or incur as a result of the loss of the Exhibit Booth or its contents or any other causes.

The rules and regulations outlined are to be construed as part of the Application & Contract for Exhibit Space. NAON reserves the right to interpret them as well as to make final decisions on all points not specifically covered and to explain the interpretation of any point.

10. HANDOUTS/GIVEAWAYS/SELLING/PRODUCT DEMONSTRATION
Exhibitors who distribute items to participants are expected to adhere to the professional environment of The Joint Connection. Items should be limited to those materials that can be used in a professional setting or during Congress. All educational materials that offer nursing continuing education credit must have approval of the NAON Educational Advisory Committee.

Items considered appropriate for distribution are educational materials, bags, pens, pens, luggage tags, calendars, post cards, maps, keys and maps. Balloons, fetchers, neomakers and tomato products are prohibited as well. The rules and regulations for Exhibitors published in the Exhibitor Services Manual are subject to change and will conduct themselves accordingly. Selling is allowed on the show floor however, exhibitors are required by state laws to be solely responsible for the collection and remittance of any sales or other taxes imposed by a state or local government.

If models are utilized for product demonstration, their conduct and manner must adhere to the professional environment of The Joint Connection. Gimmicks such as clown, mimes, jugglers, cartoon characters, etc. may not be used in product or booth demonstrations.

11. EXHIBITOR REGISTRATION
Advance exhibitor registration is provided to all exhibitors. All exhibitors are required to register. The number of complimentary badges your company receives is outlined on the Application & Contract. Additional Joint Congress only badges are 100 each. All exhibitors may pick up their badge onsite at the registration counter. “No Show” badges are non-refundable. Admission to The Joint Connection is by badge only.

12. SPECIAL REGULATIONS
HINEL ACCESSIONS – Children under the age of 18 are not permitted in The Joint Connection at any time.

AMERICANS WITH DISABILITIES ACT – Exhibitors shall be responsible for compliance with the regulations of the Americans with Disabilities Act of 1992 with regards to their booth space, including, but not limited to wheelchair access and alternate formats of collateral materials. Further information regarding ADA compliance is available at:


CANVASSING – Canvassing outside the exhibitor space is forbidden and violates Congress regulations.

CONDUCT – Unethical or unprofessional conduct or infraction of rules on part of the exhibitor or its representatives will subject the exhibitor or both to dismissal from The Joint Connection. In this event, it is agreed no refund of the exhibit booth fee will be provided.

MUSIC – Exhibitors are responsible for establishing any necessary license agreements for copyrighted material within the exhibit space or hospitality functions. Music has to be kept at a level so as not to disturb or interfere with the other exhibitors.

PHOTOGRAPIHS AND RECORDINGS – Registration and attendance at or participation in the Exhibition, of NAON meetings and other activities constitutes an agreement by the exhibitor on behalf of its employees, agents, contractors and/or other personnel, that they will not take photographs or video any other exhibitor for any purpose.

INTERPRETATION – The rules and regulations outlined are to be construed as part of the Application & Contract for Exhibit Space. NAON reserves the right to interpret them as well as to make final decisions on all points not specifically covered and to explain the interpretation of any point.

PRODUCT LOGO VS. COMPANY LOGO – Because NAON is a 501(c) organization, certain Tax Code Regulations must be followed to remain compliant. If you are considering using a logo in your promotional materials, please consult the following NAON guidelines for the use of product logos vs. company logos that exhibit:

• A product logo can be placed on a non-educational sponsored item as sponsorship recognition.
• A product logo cannot be used for general recognition (overall Congress, NAON Annual Congress, etc.). For general sponsor recognition, a company logo is required.
• The product logo can be a logo only, and cannot contain any quantitative or comparative language, price information or other indications of savings or value, an endorsement or an inducement to purchase, sell or use the product or service.

LOGO REQUIREMENT AND USE – If sponsoring, to ensure that your company receives the highest quality logo recognition, NAON must receive your logo in a high resolution .jpg format. Size logo will be based on the following criteria:

• The level of sponsorship (this will determine size of logo in relation to other logos on general sponsorship signage).

Sponsored Item (NAON Show Management will determine the appropriate size for item).

NAON RESERVES THE RIGHT TO EXPLAIN AND REQUIRE AN EXHIBITOR TO “BAR IT FROM FUTURE PARTICIPATION” FOR CONDUCT DETERMINATIONAL TO CONGRESS, IN NAON’S SOLE DISCRETION, WHOSE DECISIONS ARE BINDING UPON THE EXHIBITOR. LIKewise, NAON SHALL HAVE THE RIGHT TO EXCLUDE AN EXHIBITOR FROM THESE RULES & REGULATIONS IN A MONETARY SUM UP TO $2,500 AND RESERVES THE RIGHT TO EJECT THE EXHIBITOR IN ADDITION TO THE EXHIBITOR SERVICES MANUAL & SHIPPING INSTRUCTIONS