



**Application to Exhibit
2004 Health Care Summit
September 23, 2004**

Organization Name _____

Contact Person _____ Title _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

E-mail Address _____

Exhibit Space Fees

Cost per 8 X 10 foot exhibit space is \$1,450. This fee includes badges for two persons with admittance to the Welcome Reception and Thursday's lunch/keynote address, Thursday's off-site dinner, as well as continental breakfast and breaks during the Exhibitor Day. A maximum of two additional badges may be purchased for \$275 per person.

A \$750 deposit must accompany the Application to Exhibit with the balance due not later than April 15, 2004. Applications submitted after April 15, 2004 will be limited to space available and must be accompanied by full payment.

Method of Payment (*make checks payable to the Hospital Council*)

MasterCard/Visa

Check

Card Number _____ Expiration Date _____

Name on Card _____

Authorized Signature _____

Number of additional badges at \$275 per person _____ (maximum of two additional badges per vendor)

Total Amount to be paid: _____

Program Syllabus Information

Please submit a 30-word or less description of the products, equipment, or service to be exhibited. The description will appear in the syllabus exactly as submitted. The Hospital Council reserves the right to edit text to conform to format and length limits, if necessary.

Contract Agreement

All exhibits are subject to approval by the Hospital Council. We agree to all policies set forth in the Exhibitor Packet, which accompanies this application, and any other directives, which may be issued by the Hospital Council. We agree to the payment requirements as listed above on this application. This application will not become a binding contract until fully executed by both parties.

Authorized Exhibitor Representative

Date

Authorized Hospital Council Representative

Date

Mail your completed application along with deposit and program syllabus information to:
The Hospital Council • 1215 K Street, Suite 730 • Sacramento, California 95814

Information and Policies for Exhibitors 2004 Health Care Summit

Conformance with these policies is understood to be part of the contract to exhibit.

Booth Assignments

The Hospital Council of Northern and Central California will be solely responsible for booth assignments. The following will be taken into consideration, but will not be the sole determining factor: order in which reservations are received, number of booth spaces purchased, suitability and availability of location.

Exhibit Dates and Hours

Exhibitor Day will be held Thursday September 23, 2004 from 7:30 a.m. to 4:00 p.m.

Exhibit Space Rental Fees

Cost per 8 X 10 foot exhibit space is \$1,450. This fee includes badges for two persons with admittance to the Welcome Reception, Thursday's lunch/keynote address, Thursday's off-site dinner, as well as continental breakfast and breaks during the Exhibitor Day. A maximum of two additional badges may be purchased for \$275 per person.

A \$750 deposit must accompany the Application to Exhibit with the balance due not later than April 15, 2004. Applications submitted after April 15, 2004 will be limited to space available and must be accompanied by full payment.

Exhibit Space Refund Policy

Notice of cancellation must be in writing and received on or before the dates listed below for a refund:

Before April 15, 2004	75% refund
April 15, 2004 to July 15, 2004	50% refund
After July 15, 2004	No refund will be made

Installation/Dismantling of Exhibits

The Hospital Council has contracted with GES Exposition Services for freight management and drayage services. These services include receipt and storage of exhibit materials for 30 days, delivery of materials from the dock to an assigned booth space, removing empty crates, returning empty crates at the end of the show for packaging, and delivering packed crates back to the dock for carrier loading. GES Exposition Services will mail a complete service manual to all exhibitors. Exhibitors are expected to adhere to the instructions and deadlines provided by GES.

Exhibit space will be available for installation on Wednesday, September 22, 2004 at 2:00 p.m. and must be completed one half-hour before the show starts. No installations will be allowed after that time without specific permission from the Hospital Council.

No exhibits may be dismantled prior to 4:00 p.m. on Thursday, September 23, 2004. Dismantling activities may not begin until the exhibit area is cleared.

For your convenience, there will be an on-site service center staffed by GES during scheduled move-in and move-out dates and times.

Exhibit Booth Construction and Arrangements

Standard exhibit booths consist of: 8 foot high back drape, 3 foot high draped side rails, one 6 foot draped table, two plastic side chairs, one wastebasket and one 7 inch X 44 inch identification sign. Each exhibit must be confined to the limits of the assigned booth space. Placement of equipment must avoid blocking the visibility of neighboring exhibitors. All exposed parts of the display must be finished and present an attractive appearance.

Care of Exhibit Space

The exhibit space must be kept neatly maintained and in good order. Special services, as outlined in the GES service manual, are available at the expense of the exhibitor.

Eligible Exhibits

The Hospital Council reserves the right to refuse rental of display space, exhibit, or any part of an exhibit, to any organization whose display is not, in the organization's judgment, compatible with the quality and/or objectives of the Hospital Council and/or the Annual Health Care Summit.

Fire and Safety

All materials utilized for exhibits must meet fire and safety codes set forth by the state and/or city fire officials. Exhibitors must provide certification of flameproofing as requested by the Hospital Council or the fire department. Volatile or flammable fluids, and substances or materials prohibited by fire regulations or insurance carriers, are prohibited in all exhibitor areas.

Admittance to Exhibitor Area

Admittance to the exhibitor area is limited to individuals and/or organizations that have contracted and paid for assigned space. No other persons will be permitted access to the exhibitor area for the purpose of demonstrating products, distributing advertising materials, canvassing, soliciting, personnel recruiting, soliciting participation in unauthorized surveys, and any other non-authorized purpose. Violation will result in expulsion from the exhibitor area.

Exhibitor Responsibilities

Each exhibitor must provide an attendant within the exhibit space during the open hours of the exhibition as defined previously.

Exhibitor name badges are personal and non-transferable. Each representative must wear the official name badge at all times within the exhibit area. It is the responsibility of all exhibitors to restrict customer contact and business activities to within the confines of the exhibit space.

Subletting of Space

Exhibitors may not assign, sublet, or apportion the whole or any part of the space allotted and may not advertise or display goods or services other than those manufactured and/or sold by the exhibitor in the regular course of their business.

Liability and Security

Each exhibitor must make provision for the safeguarding of its materials, equipment, and display at all times. The Hospital Council will not be responsible for the loss of any exhibit by or for any cause. Exhibitors must leave exhibit space in the same condition as was found when first occupied. The exhibitor shall assume all responsibility for damage to the space and shall indemnify and hold harmless the Hospital Council for all liability that may ensue from any cause arising from the exhibitor's participation in the Annual Health Care Summit.

It is agreed that The Fairmont Hotel shall not be liable for any loss, destruction or damage to any exhibit, or any theft or disappearance of any property contained in or about the exhibit space, whether such damage or loss be caused by the negligence of an employee, agent, or officer of The Fairmont Hotel or the Hospital Council. The exhibitor expressly waives all claims for any such loss, damage, or thefts and the exhibitor agrees to indemnify and hold The Fairmont Hotel and the Hospital Council harmless for such claims.

Social Functions

Hospitality Suites or events sponsored by exhibitors must be approved by the Hospital Council. Social functions sponsored by exhibitors may not be scheduled during program hours and may not conflict with organization functions. Any functions not approved by the Hospital Council that could compete for attendees' time either during exhibit hours or program sessions are expressly prohibited.

Exhibitor Meals

In an effort to control costs, the Hospital Council will provide two name badges per booth. Additional name badges may be purchased for \$275 per person. These funds will defray the additional cost of food in the exhibitor area, at lunch and the off-site dinner.