



**University of the Philippines Nursing Alumni Association International, Inc.**  
**12458 Pine Creek Rd, Cerritos, CA 90703**

**PROVISIONS FOR VENDOR EXHIBITS**

**1. PROGRAM TITLE: 44th UPNAAI Annual Convention & Education Conference  
 August 25 & 26, 2023**

**CONFERENCE DATE:** Friday, August 25, 2023

**VENDOR HALL:** Thursday, \_\_\_\_\_ August 24, 2023 3 pm to 9 pm  
 Friday, \_\_\_\_\_ August 25, 2023 7 am to 5 pm  
 Saturday, \_\_\_\_\_ August 26, 2023 5 pm to 10 pm

**2. SPONSOR (S):** \_\_\_\_\_

**3. LOCATION:** Hyatt Regency Orange County 714-740-6014

**4. EXHIBIT AREA:**

**5. EXHIBIT FEES:** \$ 300.00 for 1 day: Initials \_\_\_\_\_ \$ 600.00 for 2 days: Initials \_\_\_\_\_  
 \$ 150.00 for Thursday if exhibiting for one day : Initials \_\_\_\_\_  
 No Fee for Thursday if exhibiting for both days : Initials \_\_\_\_\_

**FEE INCLUDES:** One (1) draped 6-foot table and 2 chairs

**PAYMENT SCHEDULE:** Upon signing the contract, an initial deposit of 50% of the total exhibit fee is required by June 1st, 2023 to reserve exhibit space. Full payment of the exhibit fee is due on or before July 1st, 2023.

Please make checks payable to **UPNAAI**. If full payment is not received by the due date, your space will be made available to other exhibitors and **10% of your deposit will be forfeited.**

**7. TABLE TOP ASSIGNMENTS :** Location of exhibit spots will be assigned by the Event Staff

**8. EXHIBIT INSTALLATION**

Thursday, August 24, 2023	3:00 pm - 6:00 pm
Friday, August 25, 2023	6:00 am - 7:15 am
Saturday, August 26, 2023	3:00 pm – 4:00 pm

**DISMANTLING :** Thursday, August 24, 2023 9:00 pm  
 Friday, August 25, 2023 5:00 pm  
 Saturday, August 26, 2023 10:00 pm

9. **EXHIBIT HOURS:** Thursday, August 23, 2023 3 pm to 9 pm  
Friday, August 24, 2023 7 am to 5 pm  
Saturday, August 25, 2023 5 pm to 10 pm

10. **EXHIBIT REGULATIONS:**

Name and addresses of Official Company Representatives must be provided to the UPNAAI Exhibit Coordinator no later than August 1, 2023. A copy of liability insurance must be provided to the UPNAAI Exhibit Coordinator no later than August 1, 2023.

Venue site policies outlined by the official exhibition service must be adhered to. UPNAAI will not be responsible for exhibits that are not in compliance with ADA requirements. Only authorized personnel can move or relocate any equipment in the exhibit area. Authorized exhibition service staff or venue personnel will conduct all electrical hookups and/or disconnections that are assigned to perform this function.

11. **SECURITY:**

Official exhibitor representatives are expected to provide booth coverage (man power) during the hours specified for viewing of exhibits. Neither venue site nor UPNAAI assumes any responsibility from theft, damage by fire, accident, or other causes for any or all properties and goods owned by the exhibitors. Damage to the site property or premises occurring as a result of any actions by the exhibitors shall be their responsibility, and not UPNAAI.

12. **HOTEL ACCOMMODATIONS:**

**Hotel Reservation Link:** <https://www.hyatt.com/en-US/group-booking/ALICA/G-HUPA>

13. **EXHIBIT COORDINATOR:** **Minnie Castillo**  
**Chair, Sustainability and Viability Committee**  
**Email at [mcorpuzcastillo@gmail.com](mailto:mcorpuzcastillo@gmail.com)**

14. **SHIPPING & RECEIVING:** **Contact VENUE for instructions on Shipping & Receiving**

**Please indicate on the shipment package:**

For Group: UPNAAI  
Event: 44th UPNAAI Annual Convention &  
Education Conference 2023  
Date of Activity: August 25 & 26, 2023



# EXHIBIT CONTRACT

## Conference Promotional Activity

### 44th UPNAAI ANNUAL CONVENTION AND EDUCATIONAL CONFERENCE

Friday and Saturday Events

August 25 & 26, 2023

Hyatt Regency Orange County 11999 Harbor Boulevard, Garden Grove, CA 92840

By filling out this informational form, I / we \_\_\_\_\_ ( indicate name of Exhibitor/Owner/Business Representative) will abide by the stipulations as described in the preceding 2 pages of this contract. Once signed and dated, this agreement becomes binding.

[Please print/type]

Name of Exhibitor/Company: \_\_\_\_\_

Names of  
Exhibit Representatives: (1) \_\_\_\_\_

(2) \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Exhibit Fee: \$\_\_\_\_.00 (one [1] draped 6 foot table and 2 chairs) [ ] 1 day [ ] 2 days

#### Payment Schedule:

Full payment of the exhibit fee can be made on or before the due date of June 30, 2023

You can also place an initial deposit of \$\_\_\_\_\_ upon signing this contract to reserve your spot and pay the balance by the due date of June 30, 2023

If full payment is not received by the due date, your space will be made available to other exhibitors and 10% of your deposit will be forfeited.

Mail check and this completed form to: UPNAAI, Inc.  
c/o Maidaflor Maybir (Treasurer)  
12458 Pine Creek Rd  
Cerritos, CA 90703

By signing this form, I acknowledge that I represent the above organization and will abide and be responsible for all the conditions stipulated in this contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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