



PROVISIONS FOR VENDOR EXHIBITS

1. **PROGRAM TITLE:** 38th UPNAAI Annual Convention & Educational Conference
2017

CONFERENCE DATE: Friday & Saturday, July 28 & 29, 2017

VENDOR HALL: South Tower, Hyatt Regency of Orange County
2. **SPONSOR (S):** University of the Philippines Nursing Alumni Association International, Inc.
3. **LOCATION:** Hyatt Regency of Orange County
11999 Harbor Blvd., Garden Grove, CA 92840
(714) 750-1234
4. **EXHIBIT AREA AT MEETING:** South Tower, Hyatt Regency of Orange County
5. **EXHIBIT FEES:** \$250.00 for 1 day \$300.00 for 2 days

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

PAYMENT SCHEDULE: **Full payment of the exhibit fee can be made on or before the due date of June 1, 2017. You can also place an initial deposit of \$150.00 upon signing this contract to reserve your spot, and pay the balance by the due date.**

 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 your \$150.00 non-refundable deposit will be forfeited. Absolutely no refunds will be made if full payment will not be received by UPNAAI by **June 1, 2017**.
7. **TABLE TOP ASSIGNMENTS:** Location of exhibit spots will be assigned by the Event Staff
8. **EXHIBIT INSTALLATION:** Friday, July 28, 2017
6:00 am – 7:15 am

DISMANTLING: Friday, July 29, 2017
5:00pm
9. **EXHIBIT HOURS:** Friday, July 28, 2017 Saturday, July 28, 2017
7:15 am – 5:00 pm 4:30 pm – 12 MN

10. **EXHIBIT**

REGULATIONS: Name and addresses of Official Company Representatives must be provided to the UPNAAI Exhibit Coordinator no later than **July 15, 2017**.

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 during the hours specified for viewing of exhibits. Neither venue site nor UPNAAI assumes any responsibility for 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: **Hyatt Regency of Orange County**
11999 Harbor Blvd., Garden Grove, CA 92840
(714) 750-1234

Hotel Reservation/Passkey Link:
<https://resweb.passkey.com/go/UPNAAIREUNION17>

Corporate room rates: When calling the venue for blocked room rates, mention corporate booking code UPNAAI17 or visit www.upnaai.org and find more information on how to avail of the corporate rate (first come first serve basis).

13. EXHIBIT COORDINATOR: **Debbie Butuyan**
2608 Sunny Shores Dr.
Pearland, TX. 77584
(281) 744-0352

14. SHIPPING & RECEIVING: **Contact Hyatt Regency of Orange County for instructions on Shipping & Receiving Department**

Please indicate on the shipment package:

For Group: UPNAAI
Event: 38th UPNAAI Annual Convention & Educational Conference 2017
Date of Activity: July 28 & 29, 2017

EXHIBIT CONTRACT

Conference Promotional Activity

38th UPNAAI ANNUAL CONVENTION AND EDUCATIONAL CONFERENCE

Friday & Saturday, July 28 & 29, 2017
Hyatt Regency of Orange County
11999 Harbor Blvd., Garden Grove, CA 92840
(714) 750-1234

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: \$250.00 for 1 day of exhibit \$300.00 for 2 days of exhibit
(One [1] draped 6 foot table and 2 chairs will be provided)

Payment Full payment of the exhibit fee can be made on or before the due date of June 1, 2017. Schedule 2016. You can also place an initial deposit of \$150.00 upon signing this contract to reserve your spot, and pay the balance by the due date.

If full payment is not received by the due date, your space will be made available to other exhibitors and your \$150.00 non-refundable deposit will be forfeited. Absolutely no refunds will be made if full payment will not be received by UPNAAI by June 1, 2017.

Mail check and this completed form to: UPNAAI
c/o Merly Abrenica (Treasurer)
7450 Vantage Avenue, North Hollywood, CA 91605
Tel # (818) 384-5064
abrenica@mac.com

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

Signature

Date

Print Name