



# Exhibitor Contract/Registration Form

NATIONAL INDIAN COUNCIL ON AGING

2014 BIENNIAL CONFERENCE SEPTEMBER 3 – 6, 2014

SHERATON PHOENIX DOWNTOWN, PHOENIX, AZ

**EXTENDED  
DEADLINE  
JULY 31, 2014**

PLEASE TYPE OR PRINT CLEARLY

EXHIBITOR INFORMATION

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Fax: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Badge Name 1: \_\_\_\_\_ Badge Name 2: \_\_\_\_\_  
(We must have names when you submit contract)

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Tribe/Organization: \_\_\_\_\_

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

### COVENANT

Application and acceptance of the application constitutes a contract to use the space assigned by the National Indian Council on Aging, Inc. (NICOA). NICOA retains the right to assign and/or change exhibit locations for unavoidable problems due to circumstances beyond the control of the parties involved. NICOA reserves the right to refuse exhibit space to any applicants whose exhibit is deemed not to be in the best interest of the Organization. The Exhibitor indemnifies and agrees to hold harmless NICOA and the Sheraton Phoenix Downtown, their officers, directors, employees, and agents from and against any actions, losses, costs, damages, claims, and expenses (including attorney's fees) arising from any damage to property or bodily injury to Exhibitor, his agents, representatives, employees by reason of the Exhibitor's occupancy or use of exhibition facilities. Exhibitor agrees not to deface or damage the Sheraton Phoenix Downtown property. In accordance with these rules and regulations governing exhibits for the 2014 Conference, September 2 – 6, 2014, the undersigned makes application for exhibit space and encloses the full fee for each space requested. Sale of food items is prohibited

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PLEASE NOTE	EXHIBITOR SCHEDULE		
When signed Exhibitor Contract and <b>PAYMENT</b> is received, you will receive your packet from NICOA's Conference Coordinator. This packet will include information on shipping, ordering of electricity, etc. Convention expenses are used to defray NICOA operating cost. Therefore, it is NICOA's policy <b>NOT TO REFUND</b> Exhibitor Contract fees for any reason including cancellation. Do not mail forms after July 31, 2014. Faxed copies of form and/or payment do not constitute payment. You will receive a confirmation of registration.	<b>Move-In/Set-Up:</b>	<b>10:00am – 8:00pm</b>	<b>Tue, Sept 2, 2014</b>
	<b>Exhibit Hours:</b>	<b>7:00am – 8:00pm</b>	<b>Wed, Sept 3, 2014</b>
	<b>Exhibit Hours:</b>	<b>7:00am – 8:00pm</b>	<b>Thurs, Sept 4, 2014</b>
	<b>Exhibit Hours:</b>	<b>7:00am – 8:00pm</b>	<b>Fri, Sept 5, 2014</b>
	<b>Exhibit Hours:</b>	<b>7:00am – 3:00pm</b>	<b>Sat, Sept 6, 2014</b>
	<b>Move Out:</b>	<b>3:00pm – 5:00pm</b>	<b>Sat, Sept 6, 2014</b>

### PLEASE CHECK EXHIBITOR CATEGORY

\_\_\_\_\_ \$400 American Indian Merchandise & Arts & Crafts

\_\_\_\_\_ \$500 Tribe / Tribal Enterprise

\_\_\_\_\_ \$600 Non-Profit Organization

\_\_\_\_\_ \$700 Government / Federal Agency

\_\_\_\_\_ \$800 Corporate / For Profit Entities

**ONLY REGISTERED ATTENDEES CAN ATTEND the Cultural Dinner, Honoring Luncheon, and spiritual Breakfast, due to limited seating**

Exhibitor registration fee includes use of one exhibit sign, a 10 x 10 area, a table, two chairs, and two conference registrations providing access to any activities or meals furnished on site for the two (2) designated people exhibiting.

### WHERE TO SEND THIS FORM AND PAYMENT BEFORE DEADLINE OF **JULY 31, 2014**

#### PLEASE SEND FORM AND PAYMENT TO:

FAX or EMAIL Exhibitor Form and Credit Card Form

[info@nicoa.org](mailto:info@nicoa.org)

National Indian Council on Aging, Inc.

Attn: 2014 NICOA Conference

10501 Montgomery Blvd. NE, Suite 210

Albuquerque, NM 87111

#### FOR INFORMATION CONTACT:

Randella Bluehouse

Phone: (505) 292-2001

Fax: (505) 292-2001

Email: [info@nicoa.org](mailto:info@nicoa.org)

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Payment Received: \$ \_\_\_\_\_

Check Number: \_\_\_\_\_ Notes: \_\_\_\_\_

All funds received in connection with the 2014 Conference will be used to offset conference cost and further the mission of NICOA.