

NEW ENGLAND LEAD CONFERENCE

Hosted by the New England Lead Coordinating Committee

NOVEMBER 1, 2017
NASHUA COURTYARD MARRIOTT & EVENT CENTER
NASHUA, NH

EXHIBITOR, ADVERTISING & SPONSORSHIP OPPORTUNITIES

For questions, please contact:
Lori Walter
Phone: 603-573-3306
Email: lwalter@jsi.com



INTRODUCTION

We invite you to be a part of the second New England Lead Conference taking place on November 1, 2017 in Nashua, NH. Hosted by the New England Lead Coordinating Committee, the conference will include a variety of educational sessions focusing on lead prevention, policy, model programs, outreach, the EPA's Renovation, Remodeling and Repair Rule (RRP), lead abatement, compliance, and the economics of lead poisoning.

Who Will You Reach?

We anticipate approximately 175 people to be in attendance. The target audience for this conference is:

- HUD Grantees
- Advocacy groups
- Building Inspectors
- Municipal Officials
- Health Officers
- State program staff
- Community Partners
- Certified Lead Professionals
- Contractors
- Health and safety professionals
- Training Providers

Conference Agenda

8:00-9:00	Registration and Exhibits
9:00-9:15	Welcome
9:15-10:00	Opening Plenary
10:00-10:15	Break and Time to Visit with Exhibitors
10:15-11:15	Concurrent Breakout Sessions
11:15-11:30	Break and Time to Visit with Exhibitors
11:30-12:30	Concurrent Breakout Sessions
12:30-1:45	Lunch and Exhibits
1:45-2:45	Concurrent Breakout Sessions
2:45-3:00	Break
3:00-3:30	Closing Plenary and Raffles

About the New England Lead Coordinating Committee

The New England Lead Coordinating Committee (NELCC) is a regional consortium of state and tribal agencies that are working to eliminate lead poisoning, especially in children. NELCC develops regional projects and promotes the exchange of information, ideas, materials, and programs among its member agencies, federal agencies, and other organizations working to eliminate lead poisoning throughout New England.

JSI Research & Training Institute (JSI) or otherwise known in NH as the Community Health Institute (CHI) is the organization providing conference and fiscal management under the direction of the NELCC.

How to Participate

To take advantage of the outlined opportunities, please complete the enclosed Exhibitor, Sponsorship, and Advertising Contract. You may also complete your contract electronically by visiting www.newenglandlead.org/new-england-lead-conference.

OPPORTUNITIES

EXHIBIT

Exhibit space is a standard 6'x30" table with a table cloth, 1 chair, internet access and a listing in the event program and on the event website.

- **For-profit Businesses \$325**
Includes ONE registration for your company's representative. Additional representatives must register at the discounted registration rate of \$75.
- **Non-profit or Governmental Agency \$0**
Representatives must register and pay the \$75 attendee registration fee.

Enhancements for your exhibit space:

- **Electricity for table \$25**

SPONSOR

- **Luncheon Sponsor \$1,000**
Includes:
 - An exhibit space (see inclusions above)
 - Recognition during the welcome address
 - Quarter page, color ad in event program
 - Announcement in event program with logo
 - Sign at lunch room entrance
 - Two complimentary registrations
- **Plenary Sponsor \$750**
Includes:
 - An exhibit space (see inclusions above)
 - Recognition during the welcome address
 - Announcement in event program with logo
 - One complimentary registration
- **Coffee Break Sponsor \$550**
Includes:
 - An exhibit space (see inclusions above)
 - Sign at coffee break
 - Announcement in event program
 - One complimentary registration

You will receive information on how to register your representative(s), submit your logo, and ad if applicable with your confirmation email.

ADVERTISE

Advertise in the event program. The full-color program will be distributed to all conference participants.

Ads must be submitted in electronic format: eps, pdf, or jpeg files preferred. Deadline to receive ads is October 13th.

Sizes		Price
Business Card	With purchase of Exhibit Space	\$50.00
3.5" wide x 2" high	Ad Only	\$100.00
Quarter Page	With purchase of Exhibit Space	\$100.00
3.5" wide x 4.75" high	Ad Only	\$150.00
Half Page	With purchase of Exhibit Space	\$200.00
7.5" wide x 4.75" high	Ad Only	\$275.00

TERMS & CONDITIONS

Exhibit Specifications and Restrictions Exhibitors, sponsors and advertisers shall be restricted to those acceptable by the New England Lead Coordinating Committee (NELCC). Acceptable companies/organizations are those whose products or services must be relevant professionally to lead poisoning and prevention. No subletting or sharing of space is permitted unless prior authorization from JSI Research & Training Institute, Inc. (JSI) and/or NELCC.

Exhibit space is limited to a 6'x30" covered table with one chair. Approximate exhibit space dimensions are 7' wide by 3' deep.

Exhibitor activities, personnel and equipment must be confined to allotted space. No loudspeakers or public address systems are permitted. Personnel, activities, lights or other equipment that may be annoying to adjacent exhibitors shall not be permitted. Small speakers connected to a computer, laptop, or television are allowed permitted volume is kept at a reasonable level as to not disturb adjacent exhibitors or educational sessions taking place in adjacent rooms.

Nothing shall be posted on, tacked, nailed, screwed or otherwise attached to columns, walls, floor, or other parts of the building or furniture. Lighting trusses or any equipment that must be secured to the ceiling is not permitted unless special arrangements have been made with the Nashua Courtyard Marriott & Event Center in which case the exhibitor will be responsible for all charges relating to such engineering and will be liable for any damages caused by such engineering.

The exhibitor must surrender the occupied space in the same condition as it was at the time of the initial occupation.

Exhibit Space Assignment Exhibit space is assigned at the discretion of the NELCC. Space assignment is also dependent on the date which this agreement and payment is received, the availability of space, the amount of space requested, and any special needs of the exhibitor.

Exhibit Installation *November 1st 6:00am to 8:00am*

All exhibits must be set up by 8:00am on November 1, 2017 without exception. Assembly of exhibits during regular conference hours will not be permitted. Refunds will not be granted to exhibitors who do not comply.

Exhibit Dismantling *No sooner than 3:30pm on November 1st*

The official closing time of the exhibits is 3:30pm on November 1, 2017. All exhibit materials must be packed and ready for removal from the exhibit space no later than 5:00pm on November 1, 2017. No packing of equipment or literature or dismantling of the exhibits is permitted until 3:30pm on November 1, 2017.

Banners and Signs Due to the construction of the walls and ceilings of the exhibit space, signs and banners cannot be hung. Signs placed on easels are permitted and must be within the confines of your allotted space.

Unacceptable Exhibits The exhibitor agrees not use any displays that the NELCC determines, in its absolute discretion, will unreasonably endanger the person or property of the attendees or of exhibitors, are in bad taste, are liable to discredit or subject the NELCC or JSI to criticism or legal liability, are inconsistent with the stated purposes of the New England Lead Conference, and the interest and welfare of those in attendance and those which its conference attendees serve, are inimical to the property rights of NELCC, or violate the exhibit space regulations or any other provision of this contract. In the event the NELCC determines at any time that any exhibit may or does violate this contract and the exhibitor is unable or unwilling to correct such violation, JSI under direction of the NELCC may terminate this agreement immediately and forbid erection of the exhibit or may remove or cause the exhibit to be removed at the exhibitor's expense. The exhibitor hereby waives any claim for refund of the exhibit space or other damages arising out of such termination and/or exhibit removal. Any exhibitor who is uncertain as to whether an exhibit is in compliance with all applicable regulations and requirements should contact Lori Walter at 603-573-3306.

FDA Regulations Exhibitors shall comply with all applicable US Food and Drug Administration (FDA) regulations, including, without limitation, FDA restrictions on the promotion of investigational and pre-approved drugs and devices and the FDA prohibition on promoting approved drugs and devices for unapproved uses. Any product not FDA-approved for particular use or not commercially available in the US may be exhibited only if accompanied by easily visible signs indicating the status of the product.

Security and Liability Each exhibitor must provide for the safeguarding of its goods, materials, equipment, and display at all times and at own expense. The exhibit area is not guarded nor does it lock. Neither the NELCC, JSI nor the Nashua Courtyard Marriott & Event Center will be responsible for loss of any material or property of the exhibitor by or for any cause.

The exhibitor is responsible for any damage to the exhibit hall, and for any and all claims and demands on account of any injury or death or damage to property occurring in or upon the exhibitor's space or because of the acts of the exhibitor, exhibitor's employees, servants, agents, licensees or contractors; and exhibitor agrees to indemnify and hold harmless NELCC, JSI and the Nashua Courtyard Marriott & Event Center, from and against any and all liability and claims and demands which may arise from

or be asserted in connection with the foregoing undertakings and responsibilities of the exhibitor. Neither the NELCC, JSI nor the Nashua Courtyard Marriott & Event Center, their agents, servants, contractors, or employees, are liable for injuries to any person or for damage to property owned or controlled by the exhibitor, which claims for damages or injuries may be incident to or arise from or be in any way connected with the exhibitor's occupation of display space or the acts or omissions of exhibitor's agents, servants, contractors, or employees, except for claims for damage or injuries caused by or resulting from the negligence of the NELCC, JSI and the Nashua Courtyard Marriott & Event Center and their respective agents, servants, and employees. Exhibitor acknowledges responsibility for obtaining insurance in such amounts deemed appropriate to comply with exhibitor's obligations herein and for exhibitor's own protection.

Fire Safety Regulations No exhibitor shall use any flammable decorations or coverings, and all fabrics or other materials used shall be flameproof. Exhibitors shall not intentionally block any fire exits or aisles.

Contract The application and contract for exhibit space, sponsorship and advertising, when properly executed by the vendor and accepted in writing by the JSI, shall be considered a binding agreement between the parties.

Inability to Perform If the NELCC should be prevented from conducting the conference by any cause beyond their control or if they cannot permit the exhibitor to occupy space due to circumstances beyond its control, the JSI will refund to the exhibitor the amount of the rental fee in full, and the NELCC, JSI shall have no further obligation or liability to the exhibitor.

Payment and Cancellation Terms Payment is due in full with the Exhibitor, Sponsor & Advertising Contract on or before October 27, 2017. There will be no refunds for cancellations.

Checks should be made payable to: **JSI Research & Training Institute, Inc.** and mailed to
Lori Walter, Conference Manager
New England Lead Conference
501 South Street, 2nd Floor, Bow, NH 03304

If for any cause beyond the control of the NELCC, JSI and/or the Nashua Courtyard Marriott & Event Center – such as but not limited to, the destruction of the exhibit facilities by an act of God, the public enemy, authority of the law, fire, or other force of nature – the NELCC, JSI is unable to comply with the terms of the of this agreement and deliver space allotted hereunder, the agreement shall be considered terminated and any payments made hereunder by the exhibitor shall be refunded to the exhibitor, less expenses incurred by JSI to the date of the termination allocable to the exhibitor after proration thereof among all exhibitors.

Contests, Drawings and Giveaways Please contact Lori Walter at 603-573-3306 or lwalter@jsi.com for additional information regarding raffles, drawings and giveaways.

Shipping Instructions Information for shipping materials will be sent to each exhibitor once paid and confirmed. The exhibitor will ship at its own risk and expense, all articles to be exhibited. All shipments must be prepaid. The address on all boxes must include the exhibitor's name, an onsite exhibitor representative's name, and the notation "New England Lead Conference 11/1". Materials may not be received by the Nashua Courtyard Marriott & Event Center prior to October 30, 2017. The Nashua Courtyard Marriott & Event Center reserves the right to assess a fee of which is to be paid directly by exhibitor to the Nashua Courtyard Marriott & Event Center. The NELCC nor JSI will be responsible for these charges.

The exhibitor expressly agrees that any exhibit material remaining in the exhibit area after 5:00pm on November 1, 2017 may be removed and disposed of by the Nashua Courtyard Marriott & Event Center at the expense of the exhibitor and without liability to NELCC, JSI and/or the Nashua Courtyard Marriott & Event Center.

No Smoking Policy Smoking is not permitted in the exhibit hall at any time during move-in, show hours, or move-out by exhibit personnel, exhibit suppliers, or conference attendees.

Food Items Distribution of food and beverage items is prohibited. Individually wrapped candies or mints or small packaged (1oz. or less) candies, nuts, dried fruit, etc. are permissible. If there is any question regarding an item, exhibitor should contact Lori Walter at 603-573-3306. If items being distributed are unacceptable, they be confiscated and will be returned to the exhibitor at the close of the exhibit hall.

Photographing and Videotaping Exhibitors may not photograph or videotape any other company's exhibit in the exhibit area; any attendee without written permission; or any educational general or breakout session without the prior written permission of the presenters and JSI.

Hotel and Travel Information The NELCC has established a group rate of \$108 plus 9% tax per night at the Nashua Courtyard Marriott & Event Center, 2200 Southwood Drive, Nashua, NH. Exhibitors and sponsors are responsible making their own overnight lodging arrangements before October 10, 2017. After which, the group rate is no longer guaranteed.

Reservations may be made by calling 603-880-9100 and referencing the New England Lead Conference or visit <http://bit.ly/2gKJDJE> to make your reservation online.

Attendee Contact Information Upon registration, attendees are asked for their permission to publish and distribute their name, titles, agencies, and their contact information. Exhibitors will be provided with a list of attendees that have granted permission to distribute their name, title and agency and if permission was granted, their contact information. Exhibitors are responsible for obtaining attendee contact information from each attendee that they shall have contact with if the information is not provided on the attendee list. Exhibitor agrees not to distribute or sell any contact information obtained from the attendee or the attendee list.

LOCATION & PARKING

Nashua Courtyard Marriott & Event Center
2200 Southwood Drive
Nashua, NH 03063-1802

There is ample free parking at this venue.

Questions?
Contact Lori Walter at 603-573-3306
lwalter@jsi.com

www.NewEnglandLead.org

New England Lead Conference

Thursday, November 1, 2017 ■ Nashua Courtyard Marriott & Event Center ■ Nashua, NH

Exhibitor, Sponsor & Advertising Contract

Submit by October 20th to guarantee all benefits and inclusions.

I. Acknowledgement of Terms & Conditions

I have read the terms and conditions in the Exhibitor, Sponsorship and Advertising Opportunities and on behalf of the company named below, agree to abide by all terms and conditions.

II. Company Information *(as is should appear in the conference program)*

Company Name:

Address (street, city, state, zip):

Phone: Website:

Company Description:

III. Exhibit Booth Contact *(the main contact person as it relates to this contract, payment & exhibit space)*

Contact First & Name:

Contact Title: Contact Email:

Contact Phone:

Contact Electronic Signature X Date:

IV. Exhibit Space/Sponsorship *refer to page 3 for a complete list of inclusions.*

Exhibit Space Only: \$0 Not-for-profit or State Agency Exhibit Table \$325 For-profit Business Exhibit Table

Sponsorship: \$1,000 Luncheon Sponsor \$750 Keynote Sponsor \$550 Coffee Break Sponsor
(Sponsorships include an Exhibit table.)

Other notes/requests: *(Note: We will make every attempt to honor your request.)*

Exhibit space for For-Profit Businesses and all Sponsorships include complimentary registration for a company representative(s) based on sponsorship level. You will be provided with the registration link and discount code to use when this form is received.

V. Enhancements to Exhibit Space *refer to page 3 for a complete list of inclusions.*

Electricity \$25

VI. Advertising

Business Card Size	<input type="checkbox"/> \$50 With purchase of exhibit space	<input type="checkbox"/> \$100 Ad only
Quarter Page Size	<input type="checkbox"/> \$100 With purchase of exhibit space	<input type="checkbox"/> \$150 Ad only
Half Page Size	<input type="checkbox"/> \$200 With purchase of exhibit space	<input type="checkbox"/> \$275 Ad only

VII. Payment

Add sections IV through VI = Total Due \$

Check (enclosed or forwarded separately) Purchase Order/Invoice PO#
 Credit Card – you will be sent a link to pay via credit card to the contact email address supplied above.

Please make checks payable to: JSI Research & Training Institute

Please return this completed form by October 20th to:

Lori Walter, New England Lead Conference
501 South Street, 2nd Floor, Bow, NH 03304
Phone: 603.573.3306 ~ Email: lwalter@jsi.com

You will receive confirmation within 5 business days of our receipt of this form. Please call if you have not received confirmation.