



# 2024 NWPMA Conference

## Vendor Information Packet

### **Gold Sponsor Ad Sizes for Agenda:**

All ads are in color. The deadline for submission of advertisement and 'Presentation Room' time slot and presentation title will be Friday, October 4<sup>th</sup>, 2024.

5 1/4 (w) by 2 (h) inches.

Artwork is requested in electronic 'jpeg' format at 200 dpi.

### **Booth Information:**

#### **Booth Size:**

6' x 6' or 8' X 8'

#### **Booth Includes:**

One 6' table, with skirt & two chairs.

Power is available, you must provide your own UL listed, grounded extension cord.

Internet or Audio/Video service **must** be arranged directly with the Best Western Plus Hood River Event manager.

#### **Set Up Hours:**

12:00 PM - 4:30 PM      Tuesday, November 5<sup>th</sup>, 2024

#### **Show Hours:**

8:00 AM - 4:30 PM      Wednesday, November 6<sup>th</sup>, 2024

8:00 AM – 4:00 PM      Thursday, November 7<sup>th</sup>, 2024

#### **Networking Social:**

4:30 PM - 7:00 PM      Wednesday, November 6<sup>th</sup>, 2024

#### **Breakdown:**

After 3:00pm      Thursday, November 7<sup>th</sup>, 2024

### **Vendor Presentation Room:**

The Vendor presentation room will be made available in one hour time slots on a first come basis at the time of registration. The intent of the room is to give the vendors another avenue to promote their products or services. This can be accomplished with software demonstrations, presentations on vendor chosen topics, small group meetings, etc. The title, presenter, time and location will be listed on the web site agenda and the conference program. For additional information or questions contact Becca McConnaughey at

[rmcconnaughey@spkanecounty.org](mailto:rmcconnaughey@spkanecounty.org).

## **Security:**

Equipment security is not provided by Northwest Pavement Management Association, the hosting agency, or the hotel. Please secure your equipment at the conclusion of the day.

## **Conference Refund/Cancellation Policy:**

Registrants unable to attend will receive a refund of the paid registration fee, less a \$50 processing charge, provided the cancellation is received no later than Friday October 4<sup>th</sup>, 2024. **\*\*\*No refunds will be given for cancellations received after Friday October 4<sup>th</sup>, 2024.**

## **Hotel Information:**

The Northwest Pavement Management Association has reserved a block of rooms at Best Western Plus Hood River Inn – 1108 E Marina Way Hood River, OR 97031  
Website for direct booking at group rate:

[https://www.bestwestern.com/en\\_US/book/hotel-rooms.38121.html?groupId=1G5JD2B6](https://www.bestwestern.com/en_US/book/hotel-rooms.38121.html?groupId=1G5JD2B6)

The Best Western Plus Hood River Inn is offering a special group rate. To receive this rate, click on the website above or call 800-828-7863 and reference the NWPMA conference for the group code when booking.

## **Terms and Conditions:**

### **For Exhibit Space**

The order for booths, assignment of space, and the full payment of rental charge constitute a contract for rental of the space assigned. Exhibitor failing to occupy space is not relieved of the obligation to pay the full rental price.

### **Assignment of Space**

The Northwest Pavement Management Association will assign exhibit space on a first come, first served basis. The Northwest Pavement Management Association reserves the right to make final space assignment or change the space assignment after the acceptance of the application should it be in the best interest of the show.

### **Cancellation or Withdrawal**

Upon giving written notice, an Exhibitor may cancel or withdraw from the Northwest Pavement Management Association Conference prior to October 4<sup>th</sup>, 2024. Paid registration fees will be refunded less a \$50 processing charge. After October 4<sup>th</sup>, 2024, no refund will be given. The date upon which the notice of cancellation is received at Northwest Pavement Management Association shall apply as the official date of cancellation. The Northwest Pavement Management

Association has the right to resell the space vacated upon notification of cancellation.

### **Termination of Exhibit**

If the premises where the Northwest Pavement Management Association Conference is to be housed are destroyed or damaged; or the Northwest Pavement Management Association

Conference fails to take place as scheduled; or is relocated or interrupted and discontinued; or access to the premises is prevented or interfered with by reason of any strike, lockout, injunction, act of war, act of God, or emergency declared by any government agency; or for any other reason, this contract may be terminated by the Northwest Pavement Management Association. In the event of such termination, the Exhibitor waives any and all damages and claims for damages and agrees that the sole liability of the Northwest Pavement Management Association shall be to return the Exhibitor's rental payment.

### **Types of Exhibitors**

Only Exhibitors offering products, equipment and/or services that are related to the interests and education of Northwest Pavement Management Association members may obtain exhibit space at the Exhibit. The Association reserves the right to determine, in its sole

discretion, the eligibility of any Applicant to be an Exhibitor. Exhibitors must exhibit only products, equipment and/or services provided by them in their regular course of business.

### **Solicitation in the Exhibit Hall**

The aisles and other space in the Exhibit Hall area are not leased to the Exhibitors and shall be under the control of the Northwest Pavement Management Association. All displays, interviews, convocations, distribution of literature, lectures, or any other type of activity shall be conducted inside the space contracted for. Vendor Representatives standing in the aisles or in front of the exhibit booths belonging to other Vendors for advertising purposes is strictly prohibited. Nothing shall be posted on, tacked, nailed, screwed, or otherwise attached to walls, floors, or other parts of the building or furniture. Signs, rails, etc. will not be permitted to intrude into or over aisles.

### **Exhibit Standards**

Northwest Pavement Management Association shall have the right to review, in advance of the meeting, exhibits and exhibit materials. Northwest Pavement Management Association shall have the right to prohibit on site, or in advance of the meeting, any exhibit, parts of an exhibit, or exhibit materials or handouts, that, in its opinion, is/are not suitable to or in keeping with the character or purpose of the show. Questionable exhibits shall be modified at the request of the NWPMA Executive Board member. NWPMA Executive Board member reserves the right to interpret and remove from the show program materials, advertising, or literature which they feel would be in bad taste if such materials were displayed. This includes themes or shows that are sexually explicit, feature nudity, or display any other content of distasteful or objectionable nature. It also includes inappropriate costumes, attire, or behavior of exhibitors.

### **Solicitation by Non-Exhibitors and Non-Registered Attendees**

People connected with non-exhibiting concerns are prohibited from any dealings, exhibiting, or solicitation within the Exhibit Hall area or exhibition facilities. Exhibitors are urged to report immediately any violations of this rule to a NWPMA Executive Board member.

### **Indemnifications**

Exhibitor agrees to protect, save, and keep the Northwest Pavement Management Association forever harmless from any damages or charges imposed for violation of any law or ordinance, by the negligence of the Exhibitor, as well as strictly comply with the applicable terms and conditions contained in the agreement between the Vancouver Hilton and the Northwest Pavement Management Association regarding the exposition premises. And, further, Exhibitor shall at all times protect, indemnify, save, and keep harmless the Northwest Pavement Management Association and any of its Executive Board Members and subcontractors against and from any and all loss, cost damage, liability or expense arising from or out of or by reason of said Exhibitor's occupancy and use of the Exhibit Hall premises or a part thereof. The Northwest Pavement Management Association will exercise responsible care for the protection of Exhibitor's material and displays. However, the

Exhibitor on signing the contract expressly releases the Northwest Pavement Management Association and the Vancouver Hilton from, and agrees to indemnify same against, any and all claims for such loss, damage, or injury. Exhibitors desiring to carry insurance on their exhibits will place it at their own expense.

### **Shipping**

Exhibitor agrees to ship property to be exhibited at his or her own risk and expense. All shipments must be prepaid and sent directly to the contracted show decorator. Further information will be forwarded upon receipt of signed contract.

### **Amendments to Regulations**

Any and all matters and questions not specifically covered by the articles in this contract shall be subject to the decision of the Northwest Pavement Management Association. The aforementioned items covered by this contract may be amended at any time by the Northwest Pavement Management Association in the interest of the show, and notice thereof shall be binding on Exhibitor equally with the foregoing rules set forth in this contract.

### **Responsibility**

It is the responsibility of the Exhibitor to be fully familiar with these rules and regulations and to see that each member of the company attending

the Northwest Pavement Management Association Conference, either as Exhibitor personnel or registrant or both is familiar with these rules and regulation.