



NATIONAL ORGANIZATION OF VETERANS' ADVOCATES,
INC. (NOVA)
1775 Eye Street, NW, Suite 1150
Washington, DC 20006
1-877-4VETADVOCATES
www.vetadvocates.org

TO: Prospective Exhibitors
FROM: Meghan McNamer

Thank you for your interest in exhibiting at our next conference. Our Fall 2019 Conference will be held on September 12-14, 2019 at the Hilton Portland Downtown. The Hilton Portland Downtown is located at **921 SW Sixth Avenue, Portland, OR 97204.**

Enclosed please find an Exhibitor Application, Appendix I, and NOVA Rules for Exhibitors, which when signed by you and returned and accepted by NOVA, shall be a written contract to which you agree to be legally bound. We must receive a signed copy of Appendix I and the Rules from you before we can process your Exhibitor Application.

Upon receipt of your signed Application, Appendix I, NOVA Rules for Exhibitors, and payment of the exhibitor fee, we will notify you as to our ability to accommodate you. If we approve your Application, you will receive notification. If we do not approve your Application, we will promptly inform you and return your payment.

The deadline for NOVA's receipt of your Exhibitor Application is **Friday, August 16, 2019** or the date on which exhibitor space is filled, whichever comes first. NOVA will assign exhibitor table space at our discretion.

Cancellation Policy: Should you need to cancel your reservation, we will need to receive such request in writing by **Friday, August 9, 2019**. At that time, we will refund you 75% of your fee paid. If cancellations are not received by this date, no refund will be offered, and we will still include your information in our promotional materials to conference attendees and NOVA members.

EXHIBITOR APPLICATION

Company:

Individuals who will be at the exhibitor table.

1. _____
2. _____
3. _____
4. _____

If more than 2 people are listed, you MUST reserve two tables.

Address:

City, State, Zip:

Telephone: _____

Email: _____

Webpage: _____

Describe what service and/or product you propose to exhibit (**please type**):

If you offer a discount to NOVA members or conference attendees, please describe here and we will include this information in our materials:

Please indicate your product classification (choose only one):

Leads

Software

Publishing

Medical

Other (please specify) _____

NOVA EXHIBITOR FEES

The NOVA Exhibitor fee includes your table(s) and chair(s), complimentary internet access, complimentary power outlet, admission to NOVA reception and social hour, and all meals provided by NOVA.

I am requesting exhibit space for my organization:

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

- One day – \$750.00
- Two days - \$1,000.00
- Three days - \$1,200.00

Two (2) 6-foot draped tables and four (4) chairs:

- One day - \$900.00
- Two days - \$1,300.00
- Three days - \$1,650.00

MULTIPLE EVENT DISCOUNT

To qualify for a multi-event discount, you must commit to 2 or more future events and pay for both events in advance.

I am applying for a 10% discount of the registration fee and pre-paying for 2 conferences:

1. _____ 2. _____

I am applying for a 15% discount of the registration fee and pre-paying for 3 conferences:

1. _____ 2. _____ 3. _____

I will need access to electrical outlets:

- Yes
- No

Is your organization a 501(C)(3)?

- Yes
- No

If, you answered yes, your organization is entitled to a 15% discount of the registration fee.

NOVA SPONSORSHIP FEES

We are eager to work with you and help you publicize the resources you have available more effectively. By sponsoring one of the following events/items we offer at a NOVA Conference, your brand is sure to capture the attention of our attendees.

The list below is just a sample of some of the sponsorship opportunities available, contact us for more!

- Power Strip Sponsor: \$4,000
- Breakfast Sponsor: \$2,500
- Morning/Afternoon Break Sponsor: \$1,000
- Reception Sponsor: \$TBD
- Cookies Sponsor: \$700
- Name Badge Sponsor: \$2,500 [Booked for Portland]

As noted, the list above is just a sample of some of the sponsorship opportunities available, we are happy to work within our sponsor's budgets to find creative and new opportunities. Contact us for more!

PLEASE NOTE

Please carefully read over the below information, Appendix I, and NOVA Rules for Exhibitors. Your signature below indicates you have read over and accept the policies and rules and understand that failure to comply could result in dismissal from the venue without refund.

EXHIBITOR INFO

EXHIBITOR HOURS are as follows:

Thursday, September 12, 2019: 7AM to 5PM
Friday, September 13, 2019: 7AM to 5PM
Saturday, September 14, 2019: 7AM to 4PM

NOVA accepts no responsibility for exhibitors' equipment. Exhibitors are responsible for overnight storage of any equipment. We will email you with shipping instructions a few weeks prior to the conference.

The deadline for NOVA's receipt of your Exhibitor Application is **Friday, August 16, 2019** or the date on which exhibitor space is filled, whichever comes first. NOVA will assign space at our discretion. NOVA will assign exhibitor tables in the exhibitor area at the hotel based on our discretion and in compliance with hotel rules.

All exhibitors must make a diligent effort not to mislead the public with any advertising and/or website which may cause a reasonable person to believe that the exhibitor has any affiliation with NOVA or the Department of Veterans Affairs.

By applying to exhibit, if you, your company, or any employees of your company provide legal assistance to veterans, survivors, or dependents in claims or appeals for disability benefits before the Department of Veterans Affairs, you are attesting that you are in compliance with the Department's rules and regulations governing accreditation, representation, and the charging/collection of fees.

By submitting an Application for exhibit space, the applicant releases NOVA and its agents from any and all liabilities to applicant, its agents, or its employees that may arise or be asserted as result of submission of an Application or of participation in this exhibit. NOVA determines the eligibility of any company or product for exhibit in its sole discretion.

An acceptance of an application does not imply endorsement by NOVA of an applicant's products nor does NOVA warrant, either expressly or by implication, the efficacy of the products displayed at the exhibit, nor does rejection imply lack of merit of product or manufacturer or producer. This Application for space (only when accepted by NOVA with notice of space assignment) constitutes a contract for the right to use the space, but not to sublease it. NOVA may cancel Exhibitor's space (and restrict Exhibitor's access to the conference) at any time for any reason. A cancellation for violation of the Rules of Exhibitors will forfeit any fees paid as liquidated damages to NOVA.

APPENDIX I

Protection of the **Hilton Portland Downtown** and NOVA

The Exhibitor assumes the sole and entire responsibility and liability for losses, damages, and claims arising out of or related to the exhibit and exhibitor's activities on the Hilton Portland Downtown ("Hotel") premises and will indemnify, defend and hold harmless NOVA, the Hotel, its agents, servants, and employees from any and all such losses, damages, and claims. Neither NOVA nor the Hotel will be responsible or liable for any claims, loss or damages arising directly or indirectly from the NOVA conference exhibit or exhibitor's activities on the Hotel premises.

The Exhibitor understands that neither NOVA nor the Hotel maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

Release; Waiver of Liability

Exhibitor, for and on behalf of itself, its employees, agents, and invitees, and each other, releases and waives any and all claims, demands or actions against NOVA, the Hotel and their respective officers, directors, employees, volunteers and agents resulting from or relating to the NOVA conference, the exhibit, exhibitor's activities or presence at the Hotel premises, or any act or omission of exhibitor, its employees, agents and invitees. In addition, exhibitor agrees to hold harmless and indemnify NOVA, the Hotel, their respective officers, directors, employees, volunteers and agents, and each of them from any and all claims, demands or actions arising out of or as a result of the NOVA conference, exhibit, exhibitor's activities or presence of at the Hotel premises, or any act or omission on the part of exhibitor, its officers, directors, employees, agents or invitees, and each of them.

Responsibility

NOVA shall assume no responsibility nor shall exhibitor look to NOVA for any losses, direct or indirect, which may occur as a result of any act or omission, whether intentional or negligent, on the part of NOVA, its officers, employees, volunteers, and agents.

NOVA shall have the right to cancel the exhibits without liability if NOVA has to cancel the conference or due to a *force majeure* event or circumstance.

NOVA Member Lists

NOVA does not make its membership lists available for commercial purposes and does not sell its lists to merchants nor to any businesses or organizations.

Seminar Attendees

NOVA prepares a list of seminar attendees for educational use by the attendees, and for the use of NOVA's Board and administrators and Seminar Committee. It is **STRICTLY PROHIBITED** for anyone receiving a copy of the list of seminar attendees to give, or redistribute the list to anyone else, to sell or republish the list, or to use the list for direct solicitation of seminar attendees.

NOVA RULES FOR EXHIBITORS

1. All exhibitor personnel must remain within six feet of their assigned tables when approaching soliciting attendees of the Conference, or otherwise conducting business.
2. I will comply with requests from NOVA staff to lower the volume or turn off audio equipment when the sound is disturbing educational programming or other exhibitors.
3. Try not to block the view of others with your banners, screens or other display items.
4. I will not sublease or otherwise permit another exhibitor or vendor to share my space.
5. **I shall not, in the 3 days preceding, during, and the 3 days following the national conference, arrange or conduct any workshops, seminars, course or other educational sessions on the Hotel premises that compete with the conference or its sessions.**

I have reviewed the above exhibitor information. I have reviewed the polices in Appendix I. I have reviewed the NOVA Rules for Exhibitors. Those at my exhibitor table and I will comply with them. I understand that our failure to comply could result in my dismissal from the venue without refund.

Signature: _____

Title: _____

Date: _____