

Exhibitor Application & Contract
1st Annual Eastern Regional Healing Touch Conference
Sponsored by Healing Touch Program

October 9th and 10th, 2009
Best Western Albany Airport Inn – Albany, New York

Contact Information

Company _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-mail _____

Web _____

Contact Person _____

Title _____

Company Representatives (Names for badges):

1. _____ 3. _____

2. _____ 4. _____

Product or Service Listing/Description

Please describe the product(s) and/or service(s) to be exhibited. This description will be used in determining final space assignments. **Maximum: 25 words.** (Send any appropriate brochure, catalogue or photos of products or previous exhibits.)

Payment (pre-payment required)

Exhibit Space

6 foot Table

Exhibit Assignment

Exhibit area is filled on a first-come first-served basis as of the date payment is received in full. HTP reserves the right to assign tables according to the specific needs of the conference. Submission of an application does not guarantee acceptance as an exhibitor. Full payment must accompany the Application & Contract.

Please see Terms & Conditions

HTPA Member	Non-Member
\$125.00	\$150.00

Exhibit Price \$ _____ HTPA Member # _____

Two badges will be included with booth. Badges do not include meals.

Optional Meal Plan-1 lunch and an evening snack \$ 35.00.00/person \$ _____

Total Paid \$ _____

Check ***Please make checks payable to Healing Touch Program***

Credit Card:

Visa M/C Discover # _____ Exp. Date _____

Billing Address (if different from above):

Name on card _____ Signature _____

I, the undersigned, as authorized agent of the above-named company, agree to adhere to the specified terms and conditions of this contract (as described on the next page of this application) and understand I am responsible for ensuring all other company representatives in my booth do the same. I acknowledge that HTP reserves the right to accept or reject this application. **I have read and understand the cancellation policy.**

Authorized Signature _____ Date _____

Print Name _____

Print Title _____

Exhibitor Terms & Conditions

1. Exhibit Specifications

Each exhibit space will include one table (standard 6'), and two chairs.

2. Displays/Signs

All displays are to be professional and attractive. Any space that does not meet the standards of HTP will not be invited back. Music or other audio/visual sound without earphones is not allowed. Open flames are strictly prohibited. Diffusion of aromatherapy must be monitored at all times. All banners and signs must be within the specifications of the space configurations. (Banners allowed on table front and table top only). Exhibits should be installed so they do not project beyond the space allotted or obstruct the view of, or interfere with, other exhibits.

3. Show Hours

The exhibits will be open during the following hours:

Friday, October 9, 2009: 5:00 p.m. – 9:00 p.m.

Saturday, October 10th, 2009: 8:30 a.m. – 5:00 p.m.

Set-up is Friday, 10/09/09 from 3:30 p.m.- 5:00 p.m. Exhibitors are required to check in at HTP Exhibitor Registration on 10/09/09 by 4:00 p.m. Late check-ins require prior approval. HTP reserves the right to reassign the table space if the check-in is missed. Exhibit set-up must be completed by 5:00 p.m. If at any time during show hours the booth is left unattended, exhibitors must secure all valuables and attempt to give HTP staff notification prior to leaving. Neither HTP nor the Best Western Albany Airport Inn will be held responsible for any loss or damage incurred to exhibits left unattended. Break-down is Saturday, 10/10/09 from 5:00 p.m.- 6:00p.m.

4. Registration/Name Badges

Exhibitors are issued badges for personnel staffing the exhibit. All other guests of the exhibitor are required to register as attendees.

5. Lodging & Meals

Meals and lodging are not included in the cost of exhibit space.

6. Eligibility to Exhibit

HTP reserves the right to determine acceptability of applications for exhibit space based on criteria including, but not limited to: overall benefit of product/service to attendees; congruency of product/service with the mission, philosophy and intentions of HTP and objectives of conference; overall variation of products/services exhibited; space constraint of exhibit area.

7. Contents/Usage of Exhibit Space

All products/services available for sale must be detailed on the Exhibitor Application & Contract. If not, HTP reserves the right to demand products/services information be removed from the exhibit. This is to protect the interest of all exhibitors and maintain the product mix of the show. Exhibit space is to be used solely by the exhibitor whose name appears on the contract. The subletting or assignment of space is prohibited. All business and sales activities must be conducted within the confines of the exhibit, during the times specified. Scheduled set-up, exhibit and breakdown times are subject to change. No advertising/sales/marketing materials may be displayed or distributed in any other part of the exhibit hall or hotel premises. Infraction will be considered cause for dismissal of exhibitor without refund. Interfering in any way with the business or exhibit space of another exhibitor is strictly prohibited and will be considered cause for dismissal of said exhibitor without refund.

8. Fire & Safety

Exhibitors must comply with all rules, regulations and codes relating to fire and safety. This conference is designated a non-smoking event. Smoking is not permitted in meeting rooms, exhibit hall or any other HTP-sponsored activity.

9. Security

It is the responsibility of the exhibitor to secure all valuables before retiring for the evening. Exhibitors acknowledge that space is locked at night. **However, all goods and/ or equipment are solely the responsibility of the exhibitor. Neither HTP nor the hotel is responsible for the replacement of lost or stolen goods.**

10. Cancellations

All cancellations must be submitted in writing. A cancellation fee of \$50 will be retained for all cancellations prior to October 1, 2009. After October 1, no refunds will be given. All cancellation fees retained by HTP under this contract are deemed fully earned and made in consideration for expense incurred by HTP for lost or deferred opportunity to provide exhibit space to others. In the event the conference facility becomes unusable due to acts of GOD, strikes, fire, terrorism or any other cause not within the control of HTP, the exhibitor releases HTP from all claims, damages, etc. which may be consequences thereof.

11. Indemnification

The exhibitor assumes complete responsibility and agrees to hold HTP and the Best Western Albany Airport Inn harmless from any and all claims, suits, liabilities, demands, damages, or other costs of any kind which might result from any action or failure to act of the exhibitor or any agent, representative, personnel, etc. during or related to exhibition at this event, including but not limited to claims of damage or loss, harm or injury to the person or property of the exhibitor or any of its agents employees or other agents.

HTP or Best Western Albany Airport Inn will not maintain insurance covering exhibitor property and therefore it is the sole responsibility of the exhibitor to obtain insurance for such purpose.

Exhibitors are encouraged to carry All Risk Insurance. HTP shall not be responsible for any damage or loss of exhibitors' material.

12. Photo Consent

The exhibitor agrees to grant HTP privileges to photograph the exhibit setup and any interaction between exhibit staff and conference attendees. The exhibitor grants HTP permission to use any photographs obtained from the conference in future promotions and print advertising.

13. General Services

Please contact Billy Courtney: conference@healingtouchprogram.com or 210-497-5529 for information or questions.

14. Shipping & Exhibit House

To be determined. Please contact HTP in May for more details.

Send Application(s) & Payment to:

Healing Touch Program CONFERENCE

20822 Cactus Loop, San Antonio, TX 78258

Contact: Billy conference@Healingtouchprogram.com

or call (210) 497-5529

Exhibit Hall

Exhibit Space Includes:

- One standard skirted table (standard 6')
- 2 chairs
- Name badges for staff (2)
- Access to conference attendees

Accommodations, Meals & Transportation

The Best Western Albany Airport Inn is providing conference participants with a special room rate of \$76 per night for either a single or double room. Be sure to mention that you are a conference participant to receive this special rate. The hotel is located just 2.5 miles from the Albany International Airport and provides a complimentary shuttle service from the airport. The hotel offers a complimentary breakfast, pool, and onsite restaurant. It is just minutes from a variety of local shops and restaurants on popular Wolf Road. For reservations call 800-780-7234 or 518-458-1000.