

Dear Potential Exhibitor,

On November 3 and 4, 2011, Penn State will present the conference *Strategies: Educational Excellence for Health Care Providers*. The conference will be held at The Nittany Lion Inn in State College, Pennsylvania. We are expecting more than 150 participants.

Among others, the topics for the 2011 conference will include stress reduction through humor; key elements in dementia care; the importance of environmental controls and infection prevention; and updates from NATCEP.

Exhibits are planned for the refreshment break area, near the session rooms, during both days of the conference. This letter invites you to participate as an exhibitor. If you wish to exhibit, please review the following information.

SCHEDULE

Thursday, November 3	8:00–9:00 a.m., Exhibit setup and registration 9:00 a.m.–5:00 p.m., Exhibits are open
Friday, November 4	8:30 a.m.–3:30 p.m., Exhibits are open 3:30–4:00 p.m., Dismantle exhibits

EXHIBITOR SPACE AND FEES

The exhibit fee is \$395 per table and includes a complimentary registration for **one exhibitor per table** (with name badge, conference materials, three refreshment breaks, and lunches on Thursday and Friday), a 6' x 2' topped and skirted table, two chairs, and a vendor sign. The fee for **each additional exhibitor** at the same table is \$325. Exhibitors will be responsible for providing all other materials and equipment. **Large pieces of equipment that do not fit within the table space should not be displayed.**

Conference attendees will have time before and after sessions, and during registration, breaks, and lunches, to browse the exhibits. A list of the exhibitors and their contact information will be provided in the attendees' conference packets.

To register, mail your completed **Exhibitor Registration Form**, signed **Agreement for Exhibitors form**, and payment to Penn State no later than **October 13, 2011**. Refunds will be issued for cancellation if notification is received in writing by **October 13, 2011**. Send your written notice by fax to 814-863-5190 or by e-mail to ConferenceInfo1@outreach.psu.edu. A \$50 administrative fee will be charged for all cancellations. After October 13, no refunds will be issued.

The University may cancel or postpone any course or activity because of insufficient enrollment or unforeseen circumstances or conditions. If a program is canceled or postponed, the University cannot be held responsible for any related costs, charges, or expenses, including cancellation/change charges assessed by airlines or travel agencies.

Please do not hesitate to contact our office at 814-863-5100 with questions.

Sincerely,

Nancy Eckard Stephanie Harter
Conference Planner Exhibit Coordinator

Policies

Conferences and Institutes Policy on Exhibits

The following criteria shall apply to exhibits held in conjunction with educational conferences sponsored by the University.

1. All exhibits must have a recognized educational or public service value to the program participants.
2. Approval for space requirements must be obtained from the director of Conferences and Institutes. If the conference is off-site, approval must be obtained from the facility management.
3. Appropriateness of exhibits shall be determined by Conferences and Institutes and the sponsoring department, college, or division of the University.
4. Conferences and Institutes shall be responsible for completion of all arrangements.
5. All out-of-pocket expenses incurred because of the exhibit must be paid by the exhibitor.
6. On-the-spot solicitation of orders or acceptance of orders by exhibitors is discouraged.
7. Exhibitors shall be expected to adhere to time scheduled as determined by Conferences and Institutes, and to general University rules of good conduct.
8. Exhibits for any University-sponsored conference shall not be installed or erected more than twenty-four hours prior to the authorized exhibit time and should not arrive on the campus or the conference site more than forty-eight hours prior to the opening of the exhibit period. Exhibits must be removed from the conference site within twenty-four hours after the end of the exhibit period unless prior arrangements have been made by the exhibitor for later removal.
9. All exhibitors shall conform to any other specific or existing rules and regulations established by other divisions of the University regarding exhibits in specific buildings on a University campus, with particular emphasis on the exhibitor's responsibility for damage to University property or facilities. In addition, exhibitors may not post signs or exhibit materials on the walls of the facilities.
10. All exhibitors shall be expected to abide by University regulations regarding matters of public interest.
11. Exhibitors shall be solely and completely responsible for all exhibits and for any personal or public liability caused by or arising from the exhibitors' acts or negligent acts, or omissions. The University assumes no responsibility for loss or damage to exhibits from any cause. The cooperating association, exhibitor, or exhibit management shall indemnify and hold harmless the University for any liability, claims, or expenses suffered by the University on account of negligent acts or omissions of the exhibitor. The cooperating association, exhibitor, or exhibit management shall obtain and maintain, during the time the exhibitor participates in the exhibit, public liability and property damage insurance in such coverage and in such amounts as are approved by the University, and is to name the University as an additional insured under such policies of insurance. The exhibitor shall furnish the University with a Certificate of Insurance evidencing such coverage. The exhibitor shall sign an appropriate agreement incorporating the provisions of this paragraph.

**Strategies: Educational Excellence for Health Care Providers
November 3–4, 2011**

**AGREEMENT FOR EXHIBITORS
CONFERENCES AND INSTITUTES**

Name of Exhibitor:

IN CONSIDERATION of participating in an exhibit on the premises of The Nittany Lion Inn, and with the intent to be legally bound, The Pennsylvania State University hereby agrees that all exhibitors will be required to sign a release form as follows:

1. Exhibitor hereby releases, quitclaims, and forever discharges The Pennsylvania State University, its representatives, officers, agents, and employees from any and all liability for loss, damage, theft, destruction, or other harm or injury to any personal property which the Exhibitor places on or about the premises of The Nittany Lion Inn.
2. Exhibitor agrees to indemnify and hold harmless The Pennsylvania State University, its representatives, officers, agents, and employees from and against any and all liabilities, claims, causes of action, damages, loss, or expenses, including responsible attorney fees, caused by or arising out of the acts, negligent acts, or omissions of the Exhibitor.
3. Exhibitor agrees to obtain and maintain, during the time the Exhibitor participates in the exhibit, public liability and property damage insurance to such coverage and in such amounts as are approved by the University, and to name the University as an additional insured under such policies of insurance. Exhibitor shall furnish the University with a Certificate of Insurance evidencing such coverage, which shall be returned with this Agreement.
4. Exhibitor agrees that all personal property shall be removed from the premises of The Nittany Lion Inn on or before 4:00 p.m. on November 4, 2011.

Signature

Date

Print Name and Title

Firm

Address

City

State

ZIP Code