

Louisiana Public Health Association - 2010 Annual Conference
Exhibit Regulations

Exhibit Representatives

Exhibitor must provide an attendant within exhibit booth/space during the open hours of the educational conference as defined under exhibit date and hours. All exhibitor personnel are to check in with the LPHA Exhibit Chairman upon arrival. Each paid exhibit booth/space will receive 2 tickets for the icebreaker crawfish boil and dance held the first night of the conference. Additional Icebreaker tickets and Award Banquet tickets can be purchased from LPHA Local Arrangements. Social functions sponsored by exhibitors must not be scheduled during exhibit hours and must not conflict with the educational conference meetings/classes.

Liability and Security

Each exhibitor is responsible for safeguarding his/her goods, material, equipment and display at all times. LPHA will provide general security during the day, and the Rivertown Ballroom will be locked by the hotel at the end of each conference day. LPHA is not responsible for the loss of any exhibit.

Hotel Reservations

All exhibitor/participants are responsible for making their own hotel reservations directly with the hotel of their choice. LPHA has reserved a block of rooms at the conference hotel—Hilton New Orleans Airport—at the rate of \$129/single or double; deadline for reservations is c.o.b. March 4, 2010 (call 504 469-5000 or online at www.neworleansairport.hilton.com; provide code **LPH** for conference rate).

Exhibit Booth/Space Assignments

Assignment of exhibit booths and exhibit space will be made on a first-come, first-served basis. LPHA reserves the right to allot space as needed and to either accept/decline all booth requests.

Exhibit Fee

The rental fee for an exhibit booth in the Rivertown Ballroom is \$500, and the rental fee for an exhibit space in the foyer outside the Grand Ballroom is \$300. All fees must be paid prior to the start of the conference.

Fee Refund Policy

Cancellations made after March 1, 2010 will not be refunded.

Shipping and Storage /Contractor Services

Shipping and storage instructions, as well as other hotel services will be in the exhibit kit that you receive directly from the Hilton New Orleans Airport. If you are a late registrant, or have not received your packet, please call the hotel directly for this information.

For questions regarding the Exhibit Regulations, please contact Ross Pottschmidt, Exhibits Chairman at 225 937-8436.