

# **Louisiana Public Health Association - 2012 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 up to 2 tickets to the Ice-Breaker event and the Awards Luncheon. Additional 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. The exhibits will be in an open area that cannot be secured after hours; however, LPHA will have one room that will be secured after hours and can be used for limited storage. 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—Holiday Inn Lafayette—at the rate of \$89/single or double; deadline for reservations at the discounted rate is c.o.b. February 24, 2012. To make hotel reservations, call 1-800-942-4868 and provide group code **PBH**).

### **Exhibit Booth/Space Assignments**

Assignment of 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 exhibit space requests.

### **Exhibit Fee**

The rental fee for an exhibit booth is \$500 and all fees must be paid prior to the start of the conference.

### **Fee Refund Policy**

Cancellations made after March 5, 2012 will not be refunded.

### **Hotel Shipping and Storage Policy**

Due to limitations in secured storage space, the Hotel will only accept packages as follows: Boxes/packages may be sent for arrival a maximum of 48 hours prior to group arrival and will be marked with the responsible party's name, group name, plus "Hold for Arrival Date of \_\_\_\_\_". All deliveries must be coordinated with Hotel personnel prior to function date. Such items are subject to weight restrictions. There will be a handling charge as follows:

Boxes up to 36" x 24" x 24"	\$2.00 per box
Larger boxes / display cases	\$4.00 per box
Pallets	\$6.00 per box

Charges will be the responsibility of the Exhibitor; additional labor charges may be incurred depending on the size of the shipment, at the discretion of the Hotel. Hotel will not be responsible for any damages or loss to any packages or boxes. Hotel will assist in the return of packages, but will not assume any responsibility of shipping costs or delivery, and items must be packaged and labeled by Exhibitor for return.

**For questions regarding the Exhibit Regulations, please contact Sonja Thomas, Exhibits Chairperson at (504) 931-8256 or Janet Merritt, Business Manager at (225) 324-6989.**