

**HEALTH EDUCATION COUNCIL/ BREAK FREE ALLIANCE 2012 CONFERENCE**  
*Promising Practices to Eliminate Tobacco Related Disparities: The Power of Communities*

**EXHIBITOR RULES**

**CONTRACT FOR FLOOR SPACE**

When received with your payment by the Health Education Council (HEC) your signed application for space constitutes a contract for the right to use the exhibit space at the HEC/Break Free Alliance Promising Practices 2012 Conference set for **April 17-18, 2012** at the **Sheraton New Orleans** – [www.sheratonneworleans.com](http://www.sheratonneworleans.com).

**SPACE DESCRIPTION**

All exhibit space packages include the following a 10'x10" or 8"x10" **Table Top** exhibit space, a 6-foot table, draped and skirted, two chairs and a wastebasket. **This is not a Pipe & Drape exhibit.** All exhibits must fit within the assigned space. Additional needs are to be ordered directly through the host hotel via the attached paperwork and returned to them by **April 4, 2012**.

**ASSIGNMENT OF SPACE**

HEC/Break Free Alliance reserves the right to make changes at any time in the location, size, display, limits, etc., of any exhibit if this is in the best interest of the exhibit program. **A floor plan is available on the website:**

<http://healthedcouncil.org/ExhibitorFloorPlan.pdf>

**Please select your 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choices. Every effort will be made to accommodate your selections and will be made on a first-paid, first-served basis.**

**EXHIBIT CONDUCT**

Any other exhibitor shall not infringe upon the rights and privileges of an exhibitor. HEC/Break Free Alliance reserves the right to restrict exhibits that may be objectionable or to order the removal of any portion of an exhibit that in its judgment is detrimental or detracts from the general order of the exhibits. This applies to persons, advertising, soliciting or anything of a similar nature.

**EXHIBITOR BADGES**

Exhibitor personnel must register and wear HEC identification badges while exhibiting or attending conference events. Personnel must check in at conference registration prior to entering the exhibit hall. **Exhibiting firms must provide the names of their personnel who will be attending the meeting prior to the opening of the meeting.**

**CONFERENCE AND EXHIBITS INFORMATION**

Please call Katherine Winans CMP, Conference Coordinator at 775/267-0539 or email at [kwinans@healthedcouncil.org](mailto:kwinans@healthedcouncil.org).

**EXHIBITOR SCHEDULE**

**Tuesday – April 17**

8:30 a. – 11:00 a. Exhibit Setup

All exhibits must be set up by 11:00 for banquet staff to set for lunch.

12:30 p. – 1:30 p. Lunch in Exhibit Hall

2:45 p. – 3:15 p. Refreshment Break in Exhibit Hall

5:00 p. – 5:30 p. 1<sup>st</sup> Prize Drawing in Exhibit Hall

5:30 p. Exhibit Hall closes

**Wednesday – April 18**

8:00 a. – 8:45 a. Continental Breakfast in Exhibit Hall

10:15 a. – 10:45 a. 2<sup>nd</sup> Prize Drawing in Exhibit Hall

11:00 a. – 1:00 p. Exhibit Teardown

All exhibits must be out of the hall by 1:00p.

**FIRE SAFETY REGULATIONS**

No combustible material such as paper, cardboard, or corrugated paper shall be used at any time for construction or decoration. All decorations must stand a flameproof test as prescribed by the local fire department.

**SECURITY**

Security will be provided from 5:30 p.m. Tuesday, April 18 to 8:00 a.m. Wednesday April 18.

**LIABILITY**

Neither HEC nor the Sheraton New Orleans assumes responsibility for damage or loss of any kind. Exhibitors are urged to protect their property against fire and theft.

**GREEN**

We encourage exhibitors to evaluate what they bring to the event based on whether it is recyclable, reusable or waste. We are expecting 350-400 attendees. Your effort to reduce waste from your exhibit will assist in our goal to maintain a minimal footprint.

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*Please sign, date and return a copy of this with your application and payment.*

Company: \_\_\_\_\_

Authorized signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**HEC Tax ID #68-0249296**