



CONTRACT FOR EXHIBIT/VENDOR SPACE
2019 Membership Assembly – October 10-11, 2019
Capitol Plaza Hotel, Topeka, KS

REGISTER:

REGISTRATION DEADLINE: September 6, 2019

Online: https://www.regonline.com/2019KSNAMembershipAssemblyExhibitors

Mail: KSNA Membership Assembly, C/O 3340 American Ave., Suite F, Jefferson City, MO 65109

Name of Organization: (Please type or print)

Address:

City/State/Zip:

Representative Exhibiting and Receiving Correspondence:

Title: Email:

Daytime Phone: Fax:

Email Address for Confirmation:

Additional Representatives Attending:

SPACE AND SERVICES: Exhibits held October 11, 2019

Exhibitor fees include ONE 6 ft. table top display, 1 chair, and ONE lunch ticket. Additional representatives in attendance will need to purchase an extra ticket.

- Corporate Exhibitor - \$400.00
Non-Profit Exhibitor - \$250.00
1 Electrical Outlet - \$45.00
Additional luncheon ticket - \$25.00 # needed

PAYMENT:

Total Amount Enclosed

- Check (Payable to the Kansas State Nurses Association)
Charge to: Mastercard, VISA, American Express, Discover, Mastercard Debit, VISA Debit

Card # Exp Date: CVV:

Billing Address, City & State: Billing Zip:

Card Issued to: (Please type or print)

Cardholder Email: (If different than registrant email)

Terms & Conditions - Please review and sign below

- Space provided on a first-come basis. Booth space is limited, and businesses are encouraged to send reservations as soon as possible. Final deadline to reserve space is September 6, 2019.
Make checks payable to KSNA and mail to KSNA c/o Midwest MSD, 3340 American Ave, Suite F, Jefferson City, MO 65109. KSNA's Federal Tax ID number is 48-0290653.
Registration is available online through the KSNA website or by completing and submitting this form to the Midwest MSD office for processing.
You may begin setting up in your assigned location at 7:00 a.m. on Friday, October 11. Your booth must be ready for attendees by 7:45 a.m. on Friday, October 11.
You are fully responsible for payment of all damages to property owned by the convention facility, their owners/managers which results from any act or omission of exhibitor/vendor. In addition, you agree to defend, indemnify, and hold harmless the convention facility, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates from any damages or expenses arising from or out of exhibitor's/vendor's occupancy and use of the premises, convention facility, or any part thereof. The exhibitor/vendor will not hold KSNA liable for any damage to exhibits/products or any injury to employees or agents of the exhibitor/vendor.
Special Services: The exhibitor/vendor booth fee DOES NOT include any additional equipment/special services that the exhibitor may request of the hotel: placement of display equipment/items, room/booth decorations and related services, labor (i.e. carpenters, electricians, etc.), security, lighting, gas, water, extension cords, storage of displays and daily cleaning services. Any additional equipment or special services, other than those listed above under Rules for Exhibitors/Vendors will be paid by the business representative signing this contract.
Refund/Cancellation Policy: We encourage you to send a qualified substitute if you cannot attend. Exhibit fees, less a \$25.00 enrollment processing fee, will be refunded to exhibitors who cannot attend and notify the KSNA/Midwest MSD office in writing of the cancellation before September 6, 2019. No refunds will be made after September 6, 2019. There will be no refunds due to inclement weather.

I have read and agree to the terms and conditions Signature: Date:

Questions? Contact the KSNA office - Voice: 785.233.8638 • FAX: 573.636.9576