



20th ANNUAL UTAH NARCOTIC OFFICER CONFERENCE

**August 30th – September 1st
Casa Blanca Resort
950 West Mesquite Blvd.
Mesquite, NV 89027
1-800-459-7529**

APPLICATION AND CONTRACT FOR BOOTH SPACE

The undersigned APPLICANT, agreeing to be legally bound hereby, applies for booth space for the 20th ANNUAL UTAH NARCOTIC OFFICERS ASSOCIATION CONFERENCE described above, subject to terms, conditions and requirements stated herein.

The UNOA, upon its written acceptance of the Application and Contract, is to assign booth space to the Applicant under all of the terms, conditions and requirements in aforesaid.

I will pay \$350 for a booth, \$200 for a second booth, which will be in a secured room. I also agree to donate \$100 worth of items for prizes to give away at the conference. There will be no hallway displays offered this year. For questions concerning vendor space or retail sales, please contact Debbie Findlay at 801-540-4586. It is the vendor's responsibility to maintain their own vendor space and items being offered for retail sales.

Vendors will be offered the same room rate as attendees. It will be the vendor's responsibility to make reservations with the resort. Rooms need to be reserved no later than August 7th, 2011 or you will be charged regular rates. Vendors need to let the resort know they are attending the UNOA conference and use #180155 to receive the special rate.

UNIFORM CONDITIONS FOR EXHIBITING:

- 1. The exhibit area will be available for setting up from 1200 pm to 5:00 pm on Monday August 29th 2011**
- 2. The exhibit area will be opened Tuesday the 30th and Wednesday the 31st all day from 0800 to 1700 and Thursday the 1st from 0800 to 1500 at which time all vendors must break down their displays and be out of vendor room.**
- 3. All scheduled breaks will be held in the exhibit area.**
- 4. Only authorized conference participants, speakers and exhibitors will be admitted in the exhibit area. The names of authorized representatives shall be furnished to the exhibit manager by August 1st, 2011**

5. **The conference committee and hotel management cannot guarantee exhibitors against loss or damage of any kind. All vendors will be responsible for their own booths.**
6. **Exhibitors must refrain from pasting, nailing or otherwise attaching any signs or other display material to the walls, doors, backdrops, etc., in any way that may deface them. Any damage incurred will be paid by the exhibitor.**
7. **Exhibitors should not project beyond the space allotted and should not obstruct the view of, or interfere with the exhibits of others.**
8. **To avoid infringing on others, all interviews, demonstrations, distribution of literature, etc, should be conducted at the exhibitor's table.**
9. **Exhibitors with noisy electrical devices, sound producing movies, or other exhibit or devices, which may interfere with other exhibitors, may be asked to accept specific booth assignments to reduce any interference.**
10. **Special written arrangements with the conference manager should be made in advance if two or more firms wish to exhibit in a single space.**
11. **An exhibitor wishing to release their assigned space prior to August 1st 2011, and after their application has been processed, should do so in writing.**
12. **Only those firms who have engaged exhibit space will be allowed to display advertising material or signs and make solicitations for business.**
13. **Approval by the conference manager should be made in advance if prizes, contests, or drawings are to be used.**
14. **Infractions of these conditions on the part of the exhibitor, or any of his/her representatives, may subject them to dismissal from the exhibitor's hall. In this event, no demand for redress will be made by the exhibitor or representative.**
15. **Space is leased with the understanding that the conference and Casa Blanca will act for the exhibitor only in the capacity of agent, and not as principal. The conference and Casa Blanca assume no liability whatsoever, for the damages resulting from any act of omission or commission in connection with said agency. The exhibitor and representatives hereby release the conference, sponsoring agencies, and Casa Blanca from any or all liabilities for loss ensuing from any cause whatsoever.**
16. **As a vendor, I agree that the Utah Narcotic Officers Association will be held harmless and not liable as the result of any of my actions as a vendor or the sale and subsequent use of any of my material or goods.**
17. **Retails sales will be available this year. No permits will be required from Mesquite City and it's the vendor's responsibility for all applicable sales taxes.**

18. **Additional equipment may also be available from the resort. It is the vendor's responsibility to contact the resort at the above listed number to make arrangements for additional equipment if it is needed.**

Communications and complete applications pertaining to this conference should be addressed to:

**UNOA
PO Box 1211
Orem, UT 84059
ATTN: Vendors**

**Should you have any question please contact Debbie Findlay at:
801-540-4586 (cell)
801-799-3578 (office)**

VENDOR APPLICATION

Management reserves the right to re-arrange the floor plan or relocate booths if necessary. All exhibiting companies must adhere to the exhibit uniformed conditions for exhibiting. Due to limited space, applications must be received no later than August 1st, 2011.

Company: _____

Product or Service to be Displayed: _____

Are you offering retail sales? Yes No

Additional Vendor Space Required Yes No

Company Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Date: _____

Signed By: _____ Position: _____

Type or print name of Signature: _____

PAYMENT AMOUNT ENCLOSED \$ _____

ITEM(s) DONATED _____

Makes Checks Payable to UNOA & Mail with Application to:

UNOA
PO Box 1211
Orem, UT 84059
Phone 801-785-2883
Fax 801-785-2121