



Nuclear Suppliers Association

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TO: NSA Members
RE: NEI Health Physics Forum

FROM: DeeDee McNeill
DATE: April 19, 2010

The NEI Health Physics Forum will be held July 26-28, 2010 at the Sheraton Sand Key Hotel, Clearwater Beach, FL. *NSA dues must be current for participation and all debts to the association must be paid.*

Exhibit Information

Please return the attached Application and Contract indicating who will be attending from your company. Once exhibit space has been assigned, a copy of your contract will be emailed or faxed back to you with the booth assignment. Please include your fax number and email address on the contract and the number of persons from your company who will be attending the NSA sponsored receptions and lunch. **Tentative schedule:**

Monday, July 26	Exhibit Set-up	12:00pm – 5:00pm
	Exhibitor Registration:	3:00pm – 6:00pm
	Opening Reception:	6:00pm – 7:30pm
Tuesday, July 27	Exhibit Hours:	9:00am – 4:30pm
	AM Break	10:00am – 10:30am
	Lunch	12:00pm – 1:30pm
	PM Break and Passport Drawing	3:00pm – 3:30pm
	Happy Hour:	5:00pm – 6:00pm
Wednesday, July 28	Exhibit Hours:	9:00am – 10:30pm
	AM Break	10:00am – 10:30am
	Tear-Down:	immediately after AM Break

Golf Outing

Sunday, July 25 - Rick McCormick and John Arrowsmith will be coordinating the golf outing. Details to be announced.

Hotel Information

Hotel reservations should be made directly with the Sheraton Sand Key at (888) 625-5144 or (727) 595-1611. The group rate is \$160 (single/double occupancy). Please be sure to mention the NEI Health Physics Forum when making your reservations. The **cutoff date for reservations** at the group rate is **June 24, 2010**.

Please contact reservations at the Sheraton Sand Key regarding suites. ***Suites must be closed during NSA sponsored events and NEI technical sessions.***

Passport Drawing

To increase attendee traffic to booths, NSA "Passports" will be used at this meeting. Each NEI attendee will be given a Passport containing the name of every exhibiting company. While visiting booths they will gather signatures from exhibitors on their "Passports". When 95% of the exhibitors have signed the passport, it can be dropped off at a designated area in the Exhibit Hall and will then be included in ***the drawing for gifts donated by individual companies. The drawing will be held at the PM Break on Tuesday.***

When purchasing the gift your company will be donating, please be sure it does not exceed \$100.00 in value. The names of all exhibiting companies will be included on the Passport unless otherwise requested.

Booth Personnel

Exhibit fees will cover up to 2 badges for each booth. Additional badges can be purchased for \$500 per badge. Use a separate sheet for ordering extra badges and add the additional amount due to the exhibit fee. Extra badges will be available for purchase at the door by cash, check, Visa or MasterCard.

Badges for non-working spouses or children are complimentary. Please indicate "spouse" or "child" if you're requesting one of these badges. ***Only officially badged NSA exhibitors and NEI attendees will be admitted to the exhibit area.***

Display Services

The following booth equipment is included with each size booth: One (1) 6' skirted table, 2 folding chairs, an ID sign and (1) wastebasket. Please note the *exhibit room is carpeted*. The decorating company (TBA) will email the person indicated on the contract application a link to their website for downloading forms for services after a booth has been assigned.

NSA Annual Membership & Board of Directors Meetings

Annual Membership Meeting - Tuesday, July 27, 11 a.m. in the Exhibit Hall.

Board of Directors Meeting - Tuesday, July 27, TBA.

Synopsis of NSA Events (July 25-28, 2010)

- Golf Outing: Sunday, July 25, information to be announced
- Opening Reception: Monday, July 26, 6:00 - 7:30 p.m. in the Exhibit Hall
- Coffee Breaks: Tuesday morning and afternoon; and Wednesday morning in the Exhibit Hall
- Lunch: Tuesday, July 27, 12:00 p.m. in the Exhibit Hall
- Passport Drawing: Tuesday, at the PM Break
- Happy Hour: Tuesday, 5:00 – 6:00 p.m.
- Breakdown: Wednesday, July 28, 10:30 a.m. or immediately following the morning break

NEI HEALTH PHYSICS INFORMATION FORUM MEETING

Sheraton Sand Key
Clearwater Beach, FL
July 26-28, 2010

Application and Contract for Exhibit Space

Booth Choices: 1st _____ 2nd _____ 3rd _____ 4th _____

Competitors: _____

Exhibitor's Firm Name: _____

Street Address: _____

City & State: _____ Zip: _____

Telephone: (____) _____ Fax: (____) _____ Email: _____

Booth Personnel: Indicate names as they should appear on badges. **Two (2) badges only are included in the exhibit fee. Additional badges will be made available for \$500/badge.** Include the charge for additional badges with your exhibit fee.

Name: _____ Name: _____

Name: _____ Name: _____

Complimentary badges will be issued for a non-working spouse or child. Please note " Spouse" or " child" when requesting this type of badge. Use a separate sheet if necessary.

For planning purposes please indicate the **number of persons** from your Company **who will be attending the NSA receptions and lunch** _____

Cost of Space: 8' (deep) x 10' (wide) booth - \$1,600.00
Sorry, no booth sharing, only one company per booth will be allowed

Exhibit space will be allocated on a **first-come, first-served basis according to the date on which the exhibitor's payment is received.** Whenever possible, space will be allocated according to the exhibitor's choice, but the final arrangement will be determined by Nuclear Suppliers Association in such a way as to produce the most advantageous grouping of the exhibits shown. By signature below we agree to the conditions, rules and regulations set forth on the reverse side of this form and which are made part of this contract. We enclose our remittance of \$_____. Please make checks payable to Nuclear Suppliers Association and mail to the address at the bottom on this page.

Please sign and **return** this agreement. A copy will be faxed or emailed to you upon acceptance and signature by an authorized representative of the Nuclear Suppliers Association.

Signature of Applicant: _____

Mail to:
Nuclear Suppliers Association
PO Box 1354
Westerly, RI 02891

Fax or email to:
(401) 637-4822 (fax)
nsanews@charter.net

Credit Card Payment (Visa or MasterCard):
Credit Card Number: _____
Exp. Date: _____
Name on Card: _____
Billing Address: _____

ACCEPTED BY NSA: _____ Date: _____ Booth No.: _____

RULES AND REGULATIONS

1. **Dates and Hours of Exhibits:** The Exhibit area will be open free of charge to badged attendees of the meeting as follows:

Monday, 7/26/10	12:00 - 5:00 pm (Exhibitor set-up)
" "	3:00 - 6:00 pm (Exhibitor registration)
" "	6:00 - 7:30 pm (NSA Reception at Exhibits)
Tuesday, 7/26/10	12:00 - 1:00 pm (NSA Lunch at Exhibits)
" "	5:00 - 6:00 pm (NSA Happy Hour at Exhibits)
Wednesday, 7/28/09	10:30 am (Breakdown at 10:30 am or immediately following am break)
2. **Installation and Dismantling:** Exhibit space will be accessible to exhibitors for setting up displays after 12:00 pm, Monday, July 26, 2010, and are to be ready for display by 5:00 pm the same day. Packing and removal can begin after the am break on Wednesday, July 28, 2010 and should be completed as soon as possible. Security services will not be in place on Wednesday.
3. **Standard and Special Equipment:** Standard 8' x 10' booths are 8' deep, 10' wide. Standard booth equipment consists of draperies with 8' high backgrounds and 3' high side rail dividers, a 6' skirted table, 2 folding chairs, a wastebasket and a 7" x 44" identification sign. These items are included in the booth charge. Additional equipment or services may be obtained from the decorating company (TBA). Once your exhibit application is processed, the decorating company will provide you with their online kit for exhibit services, shipping, etc. (Note: Exhibit hall is carpeted.)
4. **General Regulations:** Loud-speaking sound displays are prohibited. NSA reserves the right to refuse any exhibit not in good taste or inconsistent with a meeting of this kind. Permission to exhibit equipment with abnormal heights, weights and sizes must be obtained from NSA and Sheraton Sand Key.
5. **Non-Exhibitor Selling:** Every effort will be made by NSA to eliminate vendors attempting to sell products without purchase of exhibit space. All exhibitors and members are asked to report any such efforts to NSA so that appropriate action may be taken.
6. All exhibits and booth materials, particularly drapes, curtains, table, etc., must comply with Federal, State and City fire laws, insurance underwriter and hotel safety regulations and must be flameproof. All packing containers, excelsior and similar materials are to be removed from the exhibition area upon completion of the booth arrangement. The exhibitor is restricted to materials that will pass fire inspection. Decorations of paper, pine boughs, leafy decorations, or tree decorations or tree branches are prohibited. Volatile or inflammable oils, gases, unprotected picture films, other explosives or inflammable matter, or any substance prohibited by the city departments or authorities, will not be permitted in the exhibition areas. Likewise, all electrical work and electrical wiring must be approved and installed in accordance with state and local regulations. Smoking in exhibits may be prohibited. Crowding will be restricted. Exhibits cannot block fire exits and aisles.
7. In their own best interest, and for security, exhibitors shall keep an attendant in their booths during all exhibit hours. No exhibit may be dismantled before the specified time, nor may any part of the exhibit or equipment be removed, once it has been set up, without permission of the NSA.
8. Due to the tremendous value of exhibits, it is impractical and impossible to insure exhibitors' equipment against loss, theft, damage, or breakage. Neither Sheraton Sand Key nor any of its employees or representatives, nor any representative of the NSA will be responsible for any injury, loss, or damage to the exhibitor, the exhibitor's employees, or property, however caused. In addition, the Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of an injury or damages to displays, equipment and other property brought upon the Hotel premises, and shall indemnify, defend, and hold harmless Sheraton Sand Key and its owners, affiliated companies, agents, servants and employees from liability, which might arise from any cause, whatsoever, including accidents or injuries to exhibitors, their agents, or employees. The exhibitor must also assume responsibility for any accident, injury, or property damage to a person viewing his exhibit where such accident, injury or property damage is caused by the negligence of the exhibitor, his agents, or employees. In view of the foregoing, exhibitors are urged to place "extraterritorial" and other coverage on equipment and exhibits and arrange for extended public liability insurance with their regular insurance carrier.
9. Sheraton Sand Key and NSA will cooperate fully, but cannot assume responsibility for damage to exhibitor's property, lost shipments either incoming or outgoing or for moving costs. Any damage due to inadequately packed property is exhibitor's own responsibility. If an exhibit fails to arrive, exhibitor will be, nevertheless, responsible for booth rent and no refund will be made. Exhibitors should carry insurance against such risks.
10. **Care of Building and Equipment:** Exhibitors, or their agents, must not injure or deface the walls, columns, elevators and etc. of the building, booths or the equipment in the booth or any property belonging to Sheraton Sand Key. No signs or other articles may be affixed, nailed, taped or otherwise attached to walls, doors, etc. Likewise, no attachments may be made to floors by nails, screws or any other device that would damage or mar them. When such damage occurs, the exhibitor is liable to the owner of the property so damaged.
11. The NEI membership has agreed to support/attend only NSA sanctioned events at their meetings. NSA sanctioned events have been defined as non-restrictive as to attendance.
12. NEI has determined that awarding of generous gifts (in excess of \$100.00 value) is not an acceptable practice and all NSA members are cautioned that violations of the established NEI/NSA guidelines will not be tolerated.

The foregoing rules and regulations have been formulated by NSA for the best interest of all NSA members. The cooperation of all exhibitors is required.