

## 2012 NACC NATIONAL CONFERENCE EXHIBIT SPECIFICATIONS

- Dates:** Saturday, May 19 – Tuesday, May 22, 2012
- Location:** Hilton Milwaukee City Center  
509 West Wisconsin Avenue  
Milwaukee, WI 53203  
Phone: (414) 271-7250
- Group rate: \$129 per night (plus tax).  
Please specify you are attending the *National Association of Catholic Chaplains Conference* to receive the special conference rate.  
April 23, 2012 is the last guaranteed date to book room reservations at special conference rate. (*You are responsible for making your own hotel reservations if needed.*)
- Parking:** Hilton Milwaukee City Center parking is available at a rate of \$24 overnight. The parking structure is attached to the hotel. There are also several other options for parking close to the hotel. Visit [parkmilwaukee.com](http://parkmilwaukee.com) for more information.
- Exhibit Set-up:** Saturday, May 19: 10:00 a.m. – 1:00 p.m.
- Exhibit Hours:**
- |                   |                       |
|-------------------|-----------------------|
| Saturday, May 19: | 1:30 p.m. – 6:00 p.m. |
| Saturday, May 19: | 7:30 p.m. – 9:30 p.m. |
| Sunday, May 20:   | 8:00 a.m. – 2:30 p.m. |
| Sunday, May 20:   | 4:00 p.m. – 7:00 p.m. |
| Monday, May 21:   | 8:00 a.m. – 5:00 p.m. |
- Exhibit Teardown:** Monday, May 21: 5:15 p.m.
- Anticipated Attendance:** Approximately 400-450
- Exhibit Area:** Exhibit area will be located across from the main Ballroom.
- Security:** The exhibit area is secure however we recommend that you do not leave items of value in the exhibit area during non-exhibit hours.
- Cost:** \$200 for members of NACC and \$300 for nonmembers. Fee is payable by February 24, 2012. This includes one table (skirted), two chairs, and a wastebasket. Also included is attendance at any presentation.

*Note: Additional tables may be available at an additional cost per table – please contact us if you require additional tables.*

**Deadline for inclusion in printed conference materials is Friday, March 2, 2012.**

**Shipping & Handling:** All shipping and handling of boxes and materials will be the exhibitor's responsibility and payment and terms will be between the Hilton Milwaukee City Center and the exhibitor. NACC is not responsible for any additional shipping and handling fees.

When shipping boxes etc. to the hotel, please address them as follows:

**Your Name**

Hilton Milwaukee City Center  
Attention: Gregory Roettgers  
RE: National Association of Catholic Chaplains 2012 Conference  
509 West Wisconsin Avenue  
Milwaukee, WI 53203

**A/V:** You may order needed equipment or electricity access *at your expense*. Please indicate on the enclosed application form your requirements and we will put you in direct contact with the hotel.

**Regulations:** Exhibitors are responsible for breaking down, moving and resetting display each day (if necessary).

Set up must be completed by the official start of the exhibit hours each morning, and breakdown must be completed by the designated times.

**Signs:** Table identification and display signs are the responsibility of the individual exhibitor.

**Contact:** Jeanine Annunziato  
2012 NACC Conference  
National Association of Catholic Chaplains  
4915 South Howell Avenue, Suite 501  
Milwaukee, WI 53207-5939  
Phone: (414) 483-4898  
Fax: (414) 483-6712  
E-mail: [jannunziato@nacc.org](mailto:jannunziato@nacc.org)

Conference Website: [www.nacc.org/conference](http://www.nacc.org/conference)

**Deadline:** **February 24, 2012** --- Application form and appropriate payment, made payable to **NACC**.

**Cancellation Policy:** Cancellations made in writing before March 2, 2012 will receive a 50% refund. No refunds will be issued for cancellations received after that date.

# APPLICATION FOR EXHIBIT SPACE

2012 NACC Annual Conference

Contact Name:	_____	On-Site Contact:	_____
Company:	_____		
Address:	_____		
City, State, Zip:	_____		
Phone:	_____	Fax:	_____
		Email:	_____
Products/Services to be displayed:	_____		
A/V Needs:	_____		
	<i>(A/V rentals will be provided by the hotel and billed to the exhibitor by the hotel)</i>		
Electricity:	<input type="checkbox"/> I request to have electricity access	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	<i>(electricity fees will be billed to exhibitor by the hotel)</i>		

**Check One of the Following:**

- I am a member of NACC and have enclosed a check in the amount \$200.00
- I am NOT a member of NACC and have enclosed a check in the amount of \$300.00

Please make checks payable to **NACC**.

It is understood that the assigned space will be rented at the rate quoted in the letter attached. It is also understood that all space must be paid for in full **on or before February 24, 2012**. If assigned space is not paid for in full by the specified date, it may be reassigned to another exhibitor at the discretion of NACC. We agree to abide by all regulations governing exhibits set forth in the attached letter which is made a part of this contract by reference and fully incorporated herein.

**Hold Harmless Clause:** The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitor's displays, equipment, and other property brought upon the premises of the hotel and shall indemnify and hold harmless the associations, hotel, agents, servants, and employees from any and all such losses, damages, and claims. In addition, the exhibitor acknowledges that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by the exhibitor.

**Cancellation Policy:** Cancellations made in writing **before** March 2, 2012 will receive a 50% refund. No refunds will be issued for cancellations received after that date.

**ACCEPTED BY:**

Authorized Signature: \_\_\_\_\_

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

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

Please return this form and fee to:

National Association of Catholic Chaplains  
Attention: Jeanine Annunziato  
4915 South Howell Avenue, Suite 501  
Milwaukee, WI 53207-5939

Deadline for inclusion in conference printed material is  
March 2, 2012.