

# 2008 APCO Atlantic Chapter Conference



*A Grand Plan: the Public Safety Big Picture*

October 27-29, 2008

The Mountain View Grand Resort & Spa  
Whitefield, New Hampshire

If you have any questions or need additional information, please contact:  
Tom Andross, Grafton County Sheriff's Dept.  
[tandross@grafftoncountysheriff.net](mailto:tandross@grafftoncountysheriff.net)  
(603)787-2111 Ext 144

## APPLICATION TO RENT EXHIBITION HALL SPACE

	Person Responsible For Contracting Booth Space	Person Responsible for Booth at Conference
Contact Person		
Title		
Company Name		
Street Address		
City, State, Zip		
Telephone Number		
Facsimile Number		
Email Address		
Wireless Number		
Pager Number		

Name to display on Badge 1	
Name to display on Badge 2	

*(Please advise us if you have any special needs and we will make every attempt to handle them for you.)*

Booths are assigned on a first come, first serve basis. Space is limited. Register Early.

Fees:

<b>Booth Rental</b>	<i>Includes Two Full Conference Registrations for booth staff members</i>		
	Prior to September 1, 2008	\$ 500.00	
<b>Full Conference Registration</b>	After September 1, 2008	\$ 600.00	
	Prior to September 1, 2008	APCO MEMBERS	\$ 99.00
		NON-MEMBERS	\$ 139.00
	After September 1, 2008	APCO MEMBERS	\$ 139.00
NON-MEMBERS		\$ 159.00	

Please complete the application and enclose a check, made payable to: "APCO – Atlantic Chapter 2008 Conference" and return to: Tom Andross, Grafton County Sheriff's Department  
3785 Dartmouth College HWY, Box 6  
North Haverhill, NH 03774-4936

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## BOOTH RENTAL INFORMATION

<b>Received Prior to September 1, 2008</b>	<b>\$500.00</b>
<b>Received September 1, 2008 or later</b>	<b>\$600.00</b>
<b>Booth fee includes two conference registrations. Additional registrations may be purchased.</b>	
Number of booths requested	
Total booth fees	
<b>Minimum 25% Deposit required with application</b>	
Deposit amount submitted with application	
Balance due October 1, 2008	

*No exhibitor will be allowed in the conference area prior to receipt of full payment.  
Booths are assigned on a first come, first serve basis. Space is limited. Register Early.*

**Make checks payable to:** 2008-APCO Atlantic Chapter Conference (No credit cards accepted).

**Mail contract and checks to:**

2008-APCO Atlantic Chapter Conference  
Tom Andross, Grafton County Sheriff's Department  
3785 Dartmouth College HWY, Box 6  
North Haverhill, NH 03774-4936

**Booth Selection Choices**

**FIRST**

**SECOND**

**THIRD**

Subject to approval or change  
by Conference Committee

Company: \_\_\_\_\_ Contact Name: \_\_\_\_\_

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

**AGREEMENT:** By submitting this application for booth space, the exhibitor agrees to abide by the rules and regulations, and all amendments thereto and the decisions of the Conference Chairperson. Applicant agrees that if they fail to meet the specified timetable for deposits or payment of desired booth space, their unreserved space may be canceled or moved as the Conference Chairperson deems necessary.

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## Exhibitor Contract / Exposition Rules and Regulations

**These Exhibition Rules are part of the contract between the exhibiting firm and APCO-Atlantic Chapter. The Conference Chairperson shall have the sole authority to interpret and enforce these rules. All matters not covered by these regulations are subject to the decision of the Conference Chairperson. All decisions so made shall be as binding in all parties. The exhibiting firm or its representative who fails to observe these conditions or contract may be excluded from the exposition without refund. Each exhibiting firm agrees to comply with all federal, state and local laws and ordinances applicable to the space leased, and also such rules and regulations as deemed necessary by the Conference Chairperson and/or the exposition facility.**

### 1. Schedule

**Sunday, October 26, 2008**

**2pm – 6pm Vendor area set-up**

**6pm Welcome reception**

**Monday, October 27, 2008**

**7am – 10am Vendor area set-up**

**10am Vendor area inspection-all exhibits must be in place.**

**10am-5pm Exhibits open**

**\* Exclusive exhibits time 10:00am-12:00noon & 3:00pm-5:00pm \***

**6pm Dinner and entertainment**

**Tuesday, October 28, 2008**

**9am-3pm Exhibits open**

**\* Exclusive exhibits time 11:00am-12:00noon & 2:00pm-3:00pm \***

**3pm-6pm Exhibits tear-down\*\***

**6pm Dinner and entertainment**

**\*\* No exhibits may be removed or modified prior to 3:00pm without the express consent of the Conference Chairperson.**

**Wednesday, October 29, 2008**

**7am-10am Exhibits tear-down (as necessary).**

## 2. Booths

**\*\*Booth space at this facility is limited. Requests for special requirements will receive due attention but may not be guaranteed\*\*.**

- Booths are 8' x 10' each with 8' back-drop and 3' high side rails.
- Rental fee includes one 6' draped table, 2 folding chairs, wastebasket, and 110v electrical drop if requested. No deductions are given for unused items.
- Wireless internet is provided at the property—contact hotel for any special requirements.
- Two full conference registrations are included with each booth space rental. Additional passes may be purchased.
- A preliminary booth layout is attached.
- Assignment of booth space will be held on a first come first served basis.
- The Conference Chairperson reserves the right to relocate exhibit areas for the benefit of the exhibitor, or the betterment of the association.

## 3. Sponsorships

Sponsorships for several events are available. Contact the Sponsorships Chairperson for details and opportunities:

Peter Denutte, NH Department of Safety, [pdenutte@e911.nh.gov](mailto:pdenutte@e911.nh.gov) (603) 271-6911.

Confirmed sponsorships will be listed at the APCO Atlantic conference website:  
<http://www.apco-atlantic.org/nh08/nh08sponsorships.htm>

## 4. Drayage and Exposition Services:

S E R Exposition Services has been selected as the official and exclusive booth decoration and booth services provider. An exhibitor kit will be provided to each confirmed exhibitor.

Contact information: Charisse Radziewicz, 358 New Street, Worcester, MA 01605  
Tel (508)757-3397, Fax (508)757-9136, [cradziewicz@serexpo.com](mailto:cradziewicz@serexpo.com)

## 5. Terms

### Payments:

- All payments for this conference are due in full by October 1, 2008. **PRE-PAYMENT IS REQUIRED.** APCO-Atlantic Chapter will not be responsible for delivery delays or loss.
- No contract will be in force until signed by the exhibitor, deposit received and confirmed by the 2008 Chapter Conference Committee.

### Cancellation:

- Exhibitor space may be canceled up to September 1, 2008. Refunds of previous payments cannot be made for cancellations after September 1, 2008. In case the exhibition is not held for any reason whatsoever, the rental and lease of space to exhibitor shall be terminated, in which case the claim limit shall be the pro rata amount paid.

- Cancellation refund requests must be made in writing to the Conference Exhibits Chairperson.

### Payment or Set-Up Failure:

**-In the event the exhibitor fails to install their display within the time limit set for the opening of the exhibition, or fails to pay the space rental at the time specified, the Conference Chairperson shall have the right to take possession of said space and resell same or any part thereof.**

## **6. Exhibit Area**

### **Installation and Removal of Exhibits:**

**-All displays must be erected and open for viewing by the date and hour of the official inspection by the Conference Chairperson. Goods received after the opening of the exhibition must be delivered to the booth at pre-arranged times other than official exhibit hours.**

**-Goods and materials used in any display (except bona fide samples), may not be removed from the exhibit hall or any area before the exhibition has been officially closed without the prior approval of, and with an official pass issued by, the Conference Chairperson. The deadline for removal of all materials from the exhibit hall will be enforced.**

**-It is the sole responsibility of each exhibitor to have materials packed, identified and cleared for shipment at such time. The Conference Chairperson reserves the right, with no liability whatsoever for damage, spoilage or loss, to dismantle, dispose of, store and clear from the premises any display material, goods, property or merchandise of any exhibitor who has failed to comply with the above requirement, or in order for such work to be done at the sole expense of the exhibitor.**

### **Access :**

**-At all times, every person, including temporary workers must wear an identifiable and acceptable 2008 Atlantic Chapter Conference badge.**

**-No admittance into the exhibit hall will be allowed outside of the designated hours, unless specifically granted by the Conference Exhibits Chairperson. Except when special permission is granted by the Conference Exhibits Chairperson, everyone must vacate the exhibit area within one-half hour after the official closing time of the exhibit.**

**-In no case will anyone, other than the exhibitor using a space or Conference staff, be permitted to enter a booth space without the permission of the booth exhibitor or Conference staff. Exhibitors violating this rule may be immediately expelled from the remainder of the conference at the sole discretion of the Conference Chair and without refunds.**

**-Photography by anyone, other than exhibitors taking pictures of their own booths, must be limited to show periods and taken from the aisle. In no case shall pictures be taken inside another vendor's booth.**

### **Attendance:**

**-Exhibit space must be staffed by exhibiting firms' representatives during all times when the exhibition is officially open. The firms' representatives are required to wear exhibitor badges at all times.**

### **Miscellaneous:**

**-If for any reason the Conference Chairperson deems it necessary to change the location of the conference/exhibits, APCO-Atlantic Chapter reserves the right to reassign all booth space, as the Association deems best.**

**-Exhibiting firms' signs identifying activities not part of the overall conference or exhibition shall be permitted only within the exhibitor's booth or a location approved for this purpose by the Conference Chairperson.**

**-In accordance with IRS Revenue Rulings 75.516, 75.517, 75.519 and 75.520, no firm or organization is permitted to engage in direct sales or order taking within the exhibit areas.**

## **7. Liability and Insurance:**

**-Every reasonable precaution will be taken by the Conference Chairperson to protect property during installation, show period, and removal. However, neither APCO-Atlantic Chapter, APCO-International, the Conference Committee, nor the Conference Chairperson will be responsible for or guarantee to the exhibitor the safety of exhibit material or other personal property against fire, accident, theft or loss, or destruction from any cause whatsoever. The Conference Chairperson has taken all reasonable precautions against loss and will provide security service throughout the duration of the conference. However, the exhibitor assumes all responsibility for damage or loss to his/her exhibits and for damage caused by his/her exhibit to the property or rights of other parties, including injury to the Mountain View Grand Resort and Spa.**

**-Small and valuable material is to be packed away each night. If insurance is desired, it is the responsibility of the exhibitor.**

**-All property of the exhibitor will remain in his/her custody and control in transit to, from, and within the confines of the exhibit hall, subject to the rules and regulations of the exhibition.**

**-Exhibitors are advised to carry appropriate liability insurance against the personal injury and property of others.**

**-The furnishing of watchmen by the conference is deemed to be a courtesy to the exhibitor and shall not be understood or interpreted by exhibitors as a guarantee against loss or damage to exhibits during this event.**

## **8. Resort area**

**-The Conference Chairperson reserves the right to restrict displays which because of noise, methods of operation, or materials, become objectionable, and to prohibit or remove any displays which, in the opinion of the aforementioned, detract from the general character of, or the appearance of, the exhibition.**

**-Exhibits which include the operation of noise making apparatus must be operated so that the noise resulting there from will not annoy or disturb adjacent exhibitors and their visitors, and must be approved by the Conference Chairperson. Demonstrations found to be objectionable because of noise levels, or blocking traffic flow, may be shut down.**

**-The Conference Chairperson may require an exhibitor to make changes in its exhibit if, in the Conference Chairperson's opinion, the exhibit does not conform with prevailing standards of good taste or interferes with the rights of other exhibitors. If a demonstration results in spectators in the aisle or in neighboring booths, the Conference Chairperson may request modification or elimination of the presentation.**

**-No exhibitor shall assign, sublet, or share the space without the consent of the Conference Chairperson. Exhibitors must display goods manufactured or dealt in by them in their regular course of business, unless otherwise approved by the Conference Chairperson.**

**-Exhibiting firms' hospitality suites or other activities that would attract attendees may not be open during any official conference event. Solicitations for contributions by exhibitors must be pre-approved.**

**-Each exhibitor is charged with full knowledge and compliance with all laws, ordinances and regulations pertaining to health, fire prevention and public safety as related to the exhibition facility.**

## **9. Variations:**

**All requests for variations in the APCO-Atlantic Exhibition Rules and Regulations must be received in writing by the Conference Chairperson at least 30 days prior to the first move-in date. No variation of any kind will be permitted without the prior written approval of the Conference Chairperson. This approval or disapproval will generally be responded to within 30 days of its receipt, but in no case later than 30 days prior to the exhibit opening. Sketches and/or engineering drawings illustrating the variation should accompany such requests when appropriate.**