

Exhibitor Prospectus

15TH ANNUAL

NH

**EMERGENCY
PREPAREDNESS
CONFERENCE**

June 4, 2019 | Manchester, NH

WWW.NHEMERGENCYPREPCONFERENCE.COM

About the Event and Why You Should Exhibit

The NH Emergency Preparedness Conference is an annual event that brings together emergency responders from across our state to explore a wide spectrum of emergency management topics. It aims to promote and strengthen interdisciplinary partnerships to increase NH's ability to mitigate, prepare for, respond to, and recover from all hazards.

The goal of the NH Emergency Preparedness Conference is to offer a program that provides NH's emergency planners and responders with the opportunity to:

- **learn new ideas and practices** to meet emergency preparedness challenges,
- **hear lessons learned** from previous planning, response, mitigation, and recovery efforts; and
- **connect** with key individuals and organizations across the emergency preparedness spectrum.

Now in its 15th year, attendance at the NH Emergency Preparedness Conference has grown to more than 800 participants and 50 exhibitors. The event provides excellent opportunities for training and networking with local experts and practitioners from:

Emergency Services – Local, county, state and federal law enforcement, fire, emergency management, dispatch, EMS, and military.

Municipal/County/State/Federal Government – Government leadership, corrections, health officers, building and code enforcement, and public works.

Health Care/Behavioral Health/Public Health – Health care providers such as hospitals, primary and specialty care providers, behavioral health providers, home care providers, long term care, and public health professionals.

Human/Social Services – Children/youth/senior service providers, family services, disabilities services, and other community services and faith based organizations.

Business/Critical Infrastructure Partners –Retail, transit, small business, media, banking, telecommunications, utilities and agriculture.

Education/Child Care – Public and private K-12, higher education, and child care providers.

“This conference is a testament to the level of collaboration in New Hampshire between all levels of government and public-private sector interaction.” — Past Exhibitor

Exhibit Fees, Inclusions & Details

Booth Rental Fees

Standard Space 8'x10'

\$375 Businesses

\$0 Nonprofits and State & Federal Agencies*

Oversized Space 8'x20'

\$600 Businesses

\$200 Nonprofits and State & Federal Agencies

What Do Exhibitors Receive?

- ◆ 6' covered rectangular table with two chairs in an 8' deep x 10' wide space. Oversized spaces include 2 tables, and 4 chairs.
- ◆ Back wall drape with booth identification sign.
- ◆ Free Wi-fi.
- ◆ Access to the general sessions and breakout educational sessions.
- ◆ Conference materials, lunch and refreshments throughout the day.
- ◆ Listing in the exhibitor guide and on the website.
- ◆ List of attendees with contact information (of those who consent).
- ◆ The opportunity to speak with over 800 people throughout the day.

Electricity

Standard electrical outlets (10 amp, 1200 watts) are provided for \$75 and must be reserved in advance. Electricity requested after May 20th or onsite is not guaranteed to be accommodated.

Exhibit Hall Times

The exhibit hall is open from 7:15am-3:30pm

You will see the most traffic during the times below.

7:15am-8:15am During Registration

10:30am-11:00am Refreshment Break

12:15pm-1:45pm Lunch Break

3:00pm-3:30pm Refreshment Break

Continental breakfast, coffee, and refreshments throughout the day are served in the Exhibit hall to attract more traffic during breaks. The agenda and times are subject to change.

**Nonprofits and State & Federal Agencies are subject to approval by the NHEPCPC. Nonprofits and State & Federal Agencies who reserve space and cancel after May 3, 2019 or who fail to occupy their reserved space will be invoiced \$150.*

RESERVE SPACE NOW!
www.NHEmergencyPrepConference.com

For questions or more information contact
Jodie Wisherd 603-573-3356 or EPConference@jsi.com
WWW.NHEMERGENCYPREPCONFERENCE.COM



Exhibitor Rules & Regulations

Attendee Contact Information

Exhibitors will be provided with a list of attendees. For those attendees that granted permission, their contact information will also be provided. Exhibitor agrees not to distribute or sell any contact information obtained from the attendee or the attendee list.

Banners and Signs

Banners may be hung on the pipe and drape provided and must be within the confines of the reserved space.

Contract

The application and contract for exhibit space, when properly executed by the exhibitor and accepted in writing by the CHI, shall be considered a binding agreement between the parties.

Exhibit Installation & Dismantling

Installation

Monday, June 3rd 3:00pm-7:00pm

Tuesday, June 4th 6:00am-7:00am

All exhibits must be set up by 7:00am on June 4, 2019 without exception. Assembly of exhibits during regular conference hours will not be permitted. Final installation details will be emailed to all confirmed exhibitors.

Dismantling

Tuesday, June 4th 3:30pm-4:30pm

Exhibit dismantle may begin immediately upon the close of the exhibit hall at 3:30pm. All

Dismantling *continued*

exhibit materials must be packed and ready for removal from the exhibit space no later than 4:30pm on June 4, 2019. **No packing of equipment or literature or dismantling of the exhibits is permitted until 3:30pm.**

Exhibitor Registration

The exhibitor's badge allows admittance to the exhibit hall, to the general sessions and the breakout educational sessions.

All badges for representatives who are registered in advance will be distributed on-site at Exhibitor Registration. All exhibitor representatives must be registered and must have a badge issued. Substitutions to originally registered representatives are allowable and must be registered at Exhibitor Registration at which time a badge will be created for that individual. Instructions on how to register will be emailed to the exhibitor contact(s) on file

Fire Safety Regulations

No exhibitor shall use any flammable decorations or coverings, and all fabrics or other materials used shall be flameproof. Exhibitors shall not intentionally block any fire exits or aisles.

Exhibitor Rules & Regulations continued

Food Items

Distribution of food and beverage items is prohibited. Individually wrapped candies or mints or small packaged (1oz. or less) candies, nuts, dried fruit, etc. are permissible. If there is any question regarding an item, exhibitor should contact Jodie Wisherd at 603-573-3356. If items being distributed are unacceptable, they be confiscated and will be returned to the exhibitor at the close of the exhibit hall.

Giveaways & Raffles

Giveaways may be distributed from your exhibit booth. Exhibitors who wish to conduct a contest or raffle may do so. Contest, raffle, or drawing rules must be posted at the booth.

Raffles will be announced at the afternoon refreshment break.

Raffle winner's names should be provided to Exhibitor Registration on the form provided in your packet by the specified time. Exhibitors are responsible for ensuring delivery to the winner(s).

Hotel and Parking

Facility name, address, and details will be provided once NH Governor & Council approves the facility contract. The facility will be located in Manchester, NH.

Inability to Perform

If for any cause beyond the control of the NHEPCPC, the CHI and/or the Facility – such as but not limited to, the destruction of the exhibit facilities by an act of God, the public

Inability to Perform *continued*

enemy, authority of the law, fire, or other force of nature, the NHEPCPC, the CHI is unable to comply with the terms of the of this agreement and deliver space allotted hereunder, the agreement shall be considered terminated and any payments made hereunder by the exhibitor shall be refunded to the exhibitor, less expenses incurred by the CHI to the date of the termination allocable to the exhibitor after proration thereof among all exhibitors.

Listing in the Conference Program

A list of exhibitors who apply for space by May 3rd will be published in the Exhibitor Guide to be distributed at the conference.

No Smoking Policy

Smoking is not permitted in the exhibit hall at any time during move-in, show hours, or move-out by exhibit personnel, exhibit suppliers, or conference attendees.

Photographing and Videotaping

Exhibitors may not photograph or video record any other company's exhibit on the exhibit floor; any attendee without written permission; or any educational general or breakout session without the prior written permission of the presenters and the CHI.

Exhibitor Rules & Regulations continued

Payment & Refunds

Payment must be received by May 17th unless other arrangements have been made with the exhibit manager. Refunds will only be given if cancellation is made in writing before May 3rd. No refunds will be granted after that deadline. Cancellations are subject to a \$150 administrative fee. Nonprofits and Federal and State agencies will be billed \$150 for cancellation after May 3rd, or for failure to occupy reserved space.

Security and Liability

Each exhibitor must provide for the safeguarding of its goods, materials, equipment, and display at all times and at own expense. The exhibit hall is locked but not guarded. Neither the NHEPCPC, the CHI nor the Facility will be responsible for loss of any material or property of the exhibitor by or for any cause.

The exhibitor is responsible for all damage to the exhibit hall, and for any and all claims and demands on account of any injury or death or damage to property occurring in or upon the exhibitor's space or because of the acts of the exhibitor, exhibitor's employees, servants, agents, licensees or contractors; and exhibitor agrees to indemnify and hold harmless the NHEPCPC, the CHI and the Facility, from and against any and all liability and claims and demands which may arise from or be asserted in connection with the foregoing undertakings and responsibilities of the exhibitor. Neither the NHEPCPC, the CHI nor the Facility, their agents, servants, contractors, or employees, are liable for injuries to any person or for damage to property owned or controlled by the exhibitor, which claims for damages or injuries may be incident to or arise from or be in any way connected with the exhibitor's occupation

Security and Liability *continued*

of display space or the acts or omissions of exhibitor's agents, servants, contractors, or employees, except for claims for damage or injuries caused by or resulting from the negligence of the NHEPCPC, the CHI and the Facility and their respective agents, servants, and employees. Exhibitor acknowledges responsibility for obtaining insurance in such amounts deemed appropriate to comply with exhibitor's obligations herein and for exhibitor's own protection.

Shipping Instructions

Shipping information will be sent upon confirmed space to the contact person listed on the form.

Space Assignment

Exhibit space is assigned at the discretion of the exhibit coordinator and NHEPCPC. Space assignment is also dependent on the date which this agreement is received, the availability of space, the amount of space requested, and any special needs of the exhibitor.

Specifications and Restrictions

Exhibitors shall be restricted to those acceptable by the NHEPCPC. Acceptable exhibitors are companies whose products or services must be relevant to mitigation, emergency preparedness, response and/or recovery and/or related products and/or services.

Space is limited to an 8' deep x10' wide space with a 6'x30" covered (not skirted) table with two chairs. State and Federal agencies and non-profit organizations requesting additional square footage will be granted the additional space based on space availability only.

Exhibitor Rules & Regulations continued

Specifications and Restrictions *cont.*

Exhibitor activities, personnel and equipment must be confined to allotted space. No loudspeakers or public address systems are permitted. Personnel, activities, lights or other equipment that may be annoying to adjacent exhibitors shall not be permitted. Small speakers connected to a computer, laptop, or television are allowed permitted volume is kept at a reasonable level as to not disturb adjacent exhibitors.

Nothing shall be posted on, tacked, nailed, screwed or otherwise attached to columns, walls, floor, or other parts of the building or furniture. Lighting trusses or any equipment that must be secured to the ceiling is not permitted unless special arrangements have been made with Facility in which case the exhibitor will be responsible for all charges relating to such engineering and will be liable for any damages caused by such engineering. Anything in connection therewith necessary or proper for the protection of the building, equipment, or furniture will be at the expense of the exhibitor.

The exhibitor must surrender the occupied space in the same condition as it was at the time of the initial occupation.

Unacceptable Exhibits

The exhibitor agrees not use any displays that the NHEPCPC determines, in its absolute discretion, will unreasonably endanger the person or property of the attendees or of exhibitors, are in bad taste, are liable to discredit or subject the NHEPCPC, or the State of New Hampshire, to criticism or legal liability, are

Unacceptable Exhibits *continued*

inconsistent with the stated purposes of the conference and the interest and welfare of those in attendance, or violate the exhibit space regulations or any other provision of this contract. In the event the NHEPCPC determines at any time that any exhibit may or does violate this contract and the exhibitor is unable or unwilling to correct such violation, the CHI under direction of the NHEPCPC may terminate this agreement immediately and forbid erection of the exhibit or may remove or cause the exhibit to be removed at the exhibitor's expense.

The exhibitor hereby waives any claim for refund of the exhibit space or other damages arising out of such termination and/or exhibit removal. Any exhibitor who is uncertain as to whether an exhibit is in compliance with all applicable regulations and requirements should contact the exhibit manager at 603-573-3356.