

## EXHIBITOR & SPONSOR CONTRACT

### SPONSOR

- Premier Sponsor: \$15,000
- Partner Sponsor: \$10,000
- Supporter Sponsor: \$5,000

### SPONSORSHIP ENHANCEMENTS

- Hotel Room Drop
  - Inside Room: \$4,000
  - Outside Room: \$3,000
- Elevator Door Wraps:
  - \$3,000/each     \$10,500
  - Two for \$5,000
- Glass panels coming down the escalators:
  - \$2,500 for single side     \$4,500 for double sided
- The column at the base of the escalator near the ballroom: \$2,500
- Pop Up banner at various locations: \$1,500
- Conference App Banner Ads: \$1,000
- Conference App Push Notification: \$1,000
- Item drop on General Session Tables: \$1,000
- Dedicated Social Media Post: \$500

### TOTAL DUE:

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### PAYMENT

An invoice for your confirmed contracted purchase amount will be provided in no more than 3 business days from the time of receipt of completed contract. Payment is due in full at time of contract. Payments can be made via check, ACH or credit card.

A 3% surcharge will be applied on all credit card transactions, which is not greater than our cost of acceptance. No surcharge is applied to payments made via ACH.

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Authorized By (Please Print)

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Authorized Signature

### GENERAL INFORMATION

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Company Name

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Key Contact Name

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Title

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Address

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City

State

Zip

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Phone

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E-mail

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Company's Primary Line of Business

### PROGRAM LISTING AND SIGN INFORMATION

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Company Name (List name exactly as it should appear in the program and on your booth sign.)

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Address

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City

State

Zip

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Phone

### Company Website

We agree to abide by all rules and regulations governing the convention, as printed in the sponsors and exhibitor's prospectus and this application. Acceptance of this application by the National Association of Benefits and Insurance Professionals constitutes a contract.

Email contracts with payment information to: Contact Danielle Lucifero, Account Executive  
Danielle.lucifero@wearenci.com

## RULES AND REGULATIONS

### EXHIBIT MOVE-IN AND MOVE-OUT

Exhibit personnel will be allowed to set up on Sunday, February 25, 2024, from 10:00 a.m. until 3:00 p.m. All exhibits must be set up by 3:00 p.m. on Sunday, February 25.

Exhibitors must pack and move out materials no sooner than 12:00 p.m. and no later than 4:00 p.m. on Tuesday, February 27, 2024.

### ELIGIBILITY

Companies whose proposed exhibit of products or services conforms with the purposes of the NABIP Capitol Conference will be eligible to apply for booth space. NABIP reserves the right to reject or dismiss any exhibit deemed undesirable.

### PROTECTING OF THE EXHIBIT FACILITY

Nothing shall be tacked, posted on, nailed, or otherwise attached to the walls, floors or other parts of the exhibit hall or furniture. Any damage caused to the facility or furnishings will be billed to the exhibitor. Packing, unpacking and assembly of materials may be done only in designated areas and in conformity with the directions of the exhibit manager, Hyatt Regency Capitol Hill, or the convention decorator.

### DEFAULT OCCUPANCY

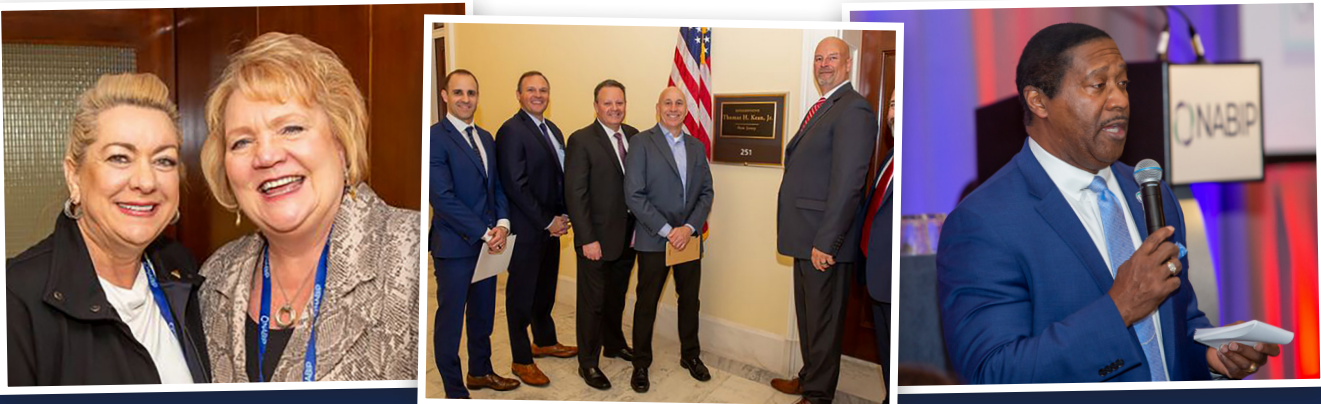
All exhibitors must be set by 3:00 p.m. on Sunday, February 25. Any exhibitor failing to occupy space by the appointed hour is not relieved of the obligation to pay for such space at the full rental price, but NABIP has the right to utilize such spaces to eliminate blank space in the exhibit hall.

### STAFFING OF BOOTHS

As a courtesy to attendees, and as an added security measure, we require that each booth be always occupied by a member of the exhibiting company when the exhibition is open. In addition, all onsite exhibitor promotion and marketing must be completed within each exhibitor's contracted space.

### CONFLICTING MEETING AND SOCIAL FUNCTIONS

To ensure maximum participation in all NABIP activities, exhibiting companies may not schedule meetings or social functions that would encourage the absence of attendees or exhibitors from official functions.



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## RULES AND REGULATIONS continued

### CARE AND USE OF SPACE

The exhibitor must, at his/her expense, maintain in good order the space for which the exhibitor has contracted. Materials shall be shown only in the official area designated by NABIP. Neither exhibitors nor non-exhibiting companies will be allowed to show films or display products or services in suites or other areas during the NABIP Capitol Conference in competition with exhibitors in the Exhibit Hall. Products or literature may be distributed ONLY from within the rented space. Exhibit booths may not be sublet or shared without written permission of NABIP. No food or beverages may be served in your booth without written permission from NABIP.

### SECURITY, LIABILITY, AND INSURANCE

The exhibitor hereby assumes entire responsibility and hereby agrees to protect, defend, indemnify and save the Hotel, its owners, its operator, and each of their respective parents, subsidiaries, affiliates, employees, officers, directors, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by its installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole gross negligence of the Hotel and its employees and agents. The exhibitor and its third-party contractor shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance, insuring and specifically referring to the Contractual liability set forth in this Exhibit Agreement, in an amount not less than \$2,000,000 Combined Single Limit for personal injury and property damage. Small and easily portable articles should be properly secured or removed after exhibition hours. Perimeter security provided by NABIP, and the Hyatt Regency Capitol Hill shall be deemed purely gratuitous on their part and shall in no way be construed to make NABIP and the Hyatt Regency Capitol Hill liable for any loss or inconvenience suffered by the exhibitor. NABIP or its contractors shall not be liable for any failure to deliver space to any exhibitor who has contracted for exhibit space under the terms of this agreement if non delivery is due to any of the following causes: destruction of or damage to the building or the exhibit areas by fire or act of God; terrorist acts; strikes; the authority of law; or any cause beyond its control. NABIP will, however, in the event it is not able to hold an exhibit for any of the above-named causes, reimburse exhibitors pro-rata on any rental fee paid, less any and all legitimate expenses incurred by NABIP for advertising, administration and similar related costs.



## RULES AND REGULATIONS continued

### FIRE REGULATIONS

In accordance with regulations of the local fire department, explosives or combustible materials are not to be displayed. This includes gas, paint, propane, alcohol, turpentine, chemicals, etc. All materials used in the construction of exhibit booths must be non-flammable. No open flames are allowed. All aisles and exits must be kept clear and free from obstructions to comply with fire regulations.

### CANCELLATION

All cancellations of booth space must be received in writing. Cancellations received on or prior to January 1, 2024, will be liable for 25% of the cost of booth space. Cancellations received after January 1, 2024, but prior to February 1, 2024, will be liable for 50% of the cost of booth space. For cancellations received after February 1, 2024, exhibitors are liable for 100% of the cost of booth space. No refunds will be made after February 1, 2024.

These regulations are imposed to ensure the maximum success and safety of the NABIP Capitol Conference, not only for NABIP, but for all exhibiting companies. Any exhibitor violating the regulations may be asked to remove their exhibit immediately with no refund or rental fee. Neither party shall be held liable or responsible to the other party nor be deemed to have defaulted under or breached this Agreement for failure or delay in fulfilling or performing any obligation under this Agreement when such failure or delay is caused by or results from causes beyond the reasonable control of the affected party, including but not limited to fire, floods, embargoes, war, acts of war, insurrections, riots, strikes, lockouts or other labor disturbances; provided, however, that the party so affected shall use reasonable commercial efforts to avoid or remove such causes of nonperformance, and shall continue performance hereunder with reasonable dispatch whenever such causes are removed. Either party shall provide the other party with prompt written notice of any delay or failure to perform that occurs by reason of force majeure.

**Contact Danielle Lucifero, Account Executive**  
**[Danielle.lucifero@wearemci.com](mailto:Danielle.lucifero@wearemci.com)**

