

LOUISIANA EMERGENCY PREPAREDNESS ASSOCIATION

8550 United Plaza Boulevard • Suite 1001 • Baton Rouge, Louisiana 70809

Toll free (877) 405-5372 • Telephone (225) 408-4757 • Facsimile (225) 408-4422 • Email office@lepa.org

Fed Tax ID #: 72-1133968

2008 LEPA/GOHSEP WORKSHOP

JUNE 2 – JUNE 5, 2008

Holiday Inn Select

The Louisiana Emergency Preparedness Association (LEPA) invites you to kick off hurricane season with emergency preparedness personnel from all over Louisiana at the 2008 LEPA/GOHSEP (Governor's Office of Homeland Security and Emergency Preparedness) Workshop. This year's workshop will be held June 2-5, 2008, at the Holiday Inn Select in Baton Rouge, Louisiana. This is an excellent business opportunity to gain one-on-one contact with decision makers in the emergency preparedness field from all over Louisiana. Based on past years, we expect over 200 registrants to attend.

The cost per 10' x 10' exhibit booth is \$700 when registering by April 30, 2008. This ensures that you will be listed in all convention registration materials. The cost of an additional booth is \$500. The exhibit fee for exhibitors registering after April 30, 2008, will be an additional \$100.00 and there is no guarantee of a listing in the promotional material. Exhibit space will be allotted on a first-come, first-served basis. Clear ceiling height in the exhibit hall is eighteen (18) feet. If exhibiting vehicles, portable structures, or large equipment, an area outside in the parking lot may be designated. If exhibiting tents, portable structures, or large equipment inside the exhibit hall, select a space sufficient in size to accommodate the item and provide with your exhibit agreement the actual dimensions of the exhibit item. If you have a special requirement for a larger area, please contact the LEPA office for assistance. Exhibitors will have the opportunity to exhibit 11:00 a.m. until 3:30 p.m. on Tuesday, June 3rd and 8:00 a.m. until 3:30 p.m. on Wednesday, June 4th.

Two representatives, per 10'x10' space, from each exhibiting company are invited to join us for the breakfast and lunch buffets on Tuesday, June 3rd and Wednesday, June 4th, and for all social functions, such as the Hospitality Suite, the President's Reception and the Awards Banquet. **In addition, the "Evening Social with Exhibitors" will be held Tuesday, June 3rd at 5:00 until 6:30 p.m.** If additional representatives wish to attend meals and social functions, an additional \$100 fee per representative is required.

Food and beverage sponsorship opportunities include two breakfasts, two lunches, four breaks with coffee and soft drinks, the President's Reception, the Awards Banquet, and refreshments for workshop breaks and speaker presentations. Exhibitors are also encouraged to donate door prizes. Please contact the LEPA office as soon as possible or fill out and return the enclosed sponsorship/contribution form if your company is interested in sponsoring one of the above activities or donating a door prize. Door prizes are given out throughout the meeting.

Don't delay; send in your form today!

**If you have any questions, please contact Lisa at LEPA Headquarters at
(877) 405-5372 or (225) 408-4757.**

Thank you for your participation and support.

2008 LEPA/GOHSEP WORKSHOP EXHIBIT AGREEMENT

Company Name _____

Address _____
Street City State Zip

Telephone (____) _____ Fax (____) _____

Contact Person _____ E-mail _____

Representatives attending meeting 1. _____
Full Name First Name or Nickname for badge

2. _____
Full Name First Name or Nickname for badge

_____ Product, service or item to be exhibited exhibit booth size exhibit dimensions

Tentative Exhibit Schedule:

Exhibit Setup 2:30 pm to 5:30 pm, Monday, June 2, 2008

Exhibits Open 11:00 am to 3:30 pm, Tuesday, June 3, 2008, and 8:00 am to 3:30 pm, Wednesday, June 4, 2008

Exhibits Breakdown 3:30 pm to 5:00 pm, Wednesday, June 4, 2008

Exhibit Fee: The cost of one 10'x10' booth prior to April 30, 2008, is \$700.00. The cost for additional booth spaces are \$500.00 per 10'x10' space prior to April 30, 2008. After April 30, 2008, all exhibit fees are an additional \$100.00. The exhibit fee covers up to two representatives at a time who are welcome to participate in the social events. In addition, the "Evening Social with Exhibitors" will be held Tuesday, June 3rd at 5:00 until 6:30 p.m. Additional representatives are welcome to attend for a fee of \$100.00 per representative. If an exhibitor is sponsoring a speaker, the exhibitor representatives may attend the sponsored session at no additional charge.

Exhibit Services Contractor: Exhibit booths and amenities will be provided by the Holiday Inn Select. An exhibitor packet will be sent by the Holiday Inn Select offering additional furniture rental and service. Electricity and telecommunication services must be obtained through the Holiday Inn Select.

Hotel: LEPA has negotiated room rates of \$90 per night at the Holiday Inn Select located at 4728 Constitution Avenue in Baton Rouge, Louisiana, for the 2008 LEPA/GOHSEP Workshop. Please make your own hotel arrangements directly by calling 800-678-4065. **Be sure to identify yourself as a member of the Louisiana Emergency Preparedness Association to receive the group rate.** Reservations may also be made through the Holiday Inn Select Executive Center's website, www.hiselect.com/execenterbtr. You must provide the **promotion code k36** when making reservations on-line. Please note that reservations must be made by **May 2, 2008**, in order to guarantee the group rate.

Copyright Disclaimer: I have read the section on Copyright Policy on the reverse side of this contract and by signing below indicate that I will not be using any copyrighted materials at the LEPA/GOHSEP Workshop.

By execution of this agreement, Exhibitor agrees to lease space at the LEPA/GOHSEP Workshop. This contract is subject to terms and conditions as stated above and the reverse side. By signature on this contract, Exhibitor agrees to abide by the contract terms and conditions and LEPA Rules and Regulations.

Signature Typed Name and Position Date

Please sign and return this form with payment or credit card information, to:

LEPA
ATTN: Exhibit Coordinator
8550 United Plaza Blvd., Suite 1001, Baton Rouge, LA 70809
Phone (225) 408-4757 or (877) 405-5372; Fax (225) 408-4422

Credit Card Type (please circle) American Express Visa MasterCard Discover Card

Name on Card: _____

Credit Card No. _____ **Exp. Date** _____

For LEPA Use Only	
Date Rec'd _____	Amt. Paid _____
Sequence # _____	Check # _____

CONTRACT TERMS AND CONDITIONS

BOOTH ASSIGNMENT

Space is available on a first-come, first served basis. Booths will be assigned on a first request basis, or randomly if no request is made. **If you wish to be assigned a specific booth, or have a company from which you wish to be separated, please indicate on this form or call Lisa at LEPA Headquarters at (225) 408-4757 or (877) 403-5372.** Specific booths will be assigned over the telephone, subject to receipt of the exhibit agreement and fee at LEPA Headquarters within four (4) working days of the call.

EXHIBIT FEE

Exhibit fee includes a 10' x 10' booth with linens and skirting, one draped table, two chairs, wastebasket, 40" x 6" identification sign and one 110 electrical outlet. If you have special requirements such as exhibiting a vehicle, portable structure, large equipment or elaborate display please contact the LEPA office for details. No utilities or additional furnishings are included in the exhibit fee. All exhibitors will receive a packet from the Holiday Inn Select to secure utilities or other amenities.

PAYMENT POLICIES

Payments are due before April 30, 2008 to assure that your company is listed in the convention materials as an exhibitor. Payments received after this date will not guarantee exhibitors a listing in the meeting program. No one will be allowed to exhibit unless the exhibit fee is paid. The Association reserves the right to cancel and resell any booth space not paid in full by April 30, 2008. Refund policy is stated below.

CANCELLATION OF EXHIBIT SPACE

All booth cancellations must be submitted in writing to LEPA. Prior to April 30, 2008, the entire fee will be refunded. Cancellation after April 30, 2008, and prior to May 15, 2008, will result in a 50% refund of the fee. Exhibitor hereby agrees to forfeit, and the LEPA agrees to withhold the above respective sums from any refund due.

USE OF EXHIBIT SPACE

Exhibit space is assigned on the express understanding that it is to be used solely for the display of the Exhibitor's products and services that the Exhibitor offers for sale to the emergency preparedness industry. Exhibitors are not permitted to sublet any part of their space, or to display merchandise of other manufacturers or dealers where no direct business conditions exist between them.

No exhibit material may extend beyond the boundaries of the exhibit space or exceed the height restrictions for that type of booth. Clear ceiling height in the exhibit hall is 18 feet. Should there be any question as to the obstruction or interference of any exhibit with other exhibits in the area; the LEPA Executive Director will make the final judgment.

COPYRIGHT POLICY

Copyright Laws require the payment of a user fee prior to any performance of copyrighted work (such as music or literature). Exhibitors are responsible for procuring permission to use any copyrighted work that is performed, broadcast or displayed by such exhibitor during the LEPA Workshop. (Exhibitors who contract for space after May 15, 2008 should furnish the proof of payment of user fee within ten (10) working days after receipt of confirmation from LEPA). Should an exhibitor during the LEPA Workshop not use copyrighted work, the exhibitor must sign the Copyright Disclaimer on the Application & Contract.

INSURANCE AND LIABILITY

Exhibitors wishing to insure their property must do so at their own expense. It is recommended that all exhibitors have representatives in attendance at all times when the exhibits are open—especially when exhibits are being set-up or dismantled—to protect them against loss.

It is expressly understood and agreed, and the Exhibitor agrees by accepting this contact, that he/she will make no claim of any kind against the Louisiana Emergency Preparedness Association or its employees for any loss, damage to or destruction of goods while at the Holiday Inn Select in Baton Rouge, Louisiana, or for any damage of any nature or character whatsoever.

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Holiday Inn Select premises and will indemnify, defend, and hold harmless the hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.

It is further agreed that LEPA shall not be liable for any claims or damages of every kind, for injury to or death of any person or persons and for damage to or loss of property, arising out of or attributed directly or indirectly to the operations or performance of Exhibitor, Exhibitor's agents and employees under this agreement.

Should any eventuality cause cancellation of the exhibition, LEPA shall not be liable for any expenses incurred by the exhibitor other than the rental cost of exhibit space less decorating cost. Refund of said rent should be the maximum limit of LEPA's liability to the exhibitor.

CONDITIONS OF CONTRACT

The Louisiana Emergency Preparedness Association retains the right to refuse or reject exhibitors at its sole discretion. The Louisiana Emergency Preparedness Association reserves the right to alter locations of exhibitors or booths shown on the floor plan or dimensions of the booths, if deemed to be in the best interest of the exhibition. The contract is subject to all rules and regulations of the Association and to all conditions under which space at the Holiday Inn Select Baton Rouge, Louisiana, has made available to the Louisiana Emergency Preparedness Association. Exhibitor agrees to abide by all applicable fire, utility, and building codes.

This instrument contains the entire agreement between the parties relating to the rights herein granted and the obligations herein assumed, except as otherwise provided in this instrument. The laws of the State of Louisiana shall govern this agreement.

Service Door

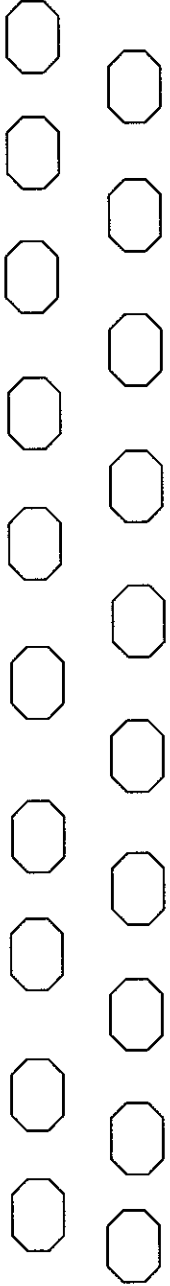
Fire Exit

Food & Beverage Area

Fire Exit

Fire Exit

Fire Exit



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FIRE EXIT

PREMIER III

ATRIUM

PREMIER II

PREMIER I