

EASTERN ATHLETIC TRAINERS' ASSOCIATION, INC.
71st ANNUAL MEETING
January 11-14, 2019
Valley Forge Resort and Casino
610.354.8118

Please review the following prior to signing your contract.
Retain and attach a copy of your contract to this addendum.

HOTEL/EXHIBIT LOCATION:

The 2019 71st EATA ANNUAL MEETING will be located at the Valley Forge Resort and Casino and the exhibits located in The Event Center within the hotel. The Valley Forge Resort and Casino telephone number is 610.354.8118. For room reservations; please refer to the EATA website (www.goeata.org); under the Convention tab you can find the online registration page or you may contact the hotel directly and inform them that you are with the EATA meeting so that you will receive the convention rate of \$155.00 single/double. The meeting block of rooms will be released on December 20, 2018. After that date, rooms will be available on an as-is basis at market pricing. The Valley Forge Resort and Casino is located at 1160 1st AVENUE KING OF PRUSSIA, PA 19406. FREE Parking is available at the resort.

PRICING

A 10' X 10' booth size is \$600.00 and each booth will contain the following: 6' skirted table, two chairs, trash can, draped 3' side rails, and draped 8' back wall. The Event Center is **NOT** carpeted. Each additional, connecting booth space will be \$500.00.

Payment is expected with the return of the contract by December 7, 2018. Payments received after December 1st will be assessed an additional \$50.00 for the first booth.

NOTE: EATA Fed tax exempt I.D. # 22-2370636. A W-9 form is available for those companies who require it, please request a copy: Exhibits@goeata.org

EXHIBIT INFORMATION

- The Event Center is located on the first level with the loading dock.
- The decorating kit includes an order form for electrical requirements which will be connected by Valley Forge Resort service personnel. Should you require extra items such as ice, water, etc...? Please email Bob O'Malley at exhibits@goeata.org
- Drapery color will be Red and White.
- Each booth will have a standard head sign with your company name.

The exposition / decorating company is **General Exposition Services**. Upon registration, an exhibitor's service manual link will be sent to the email listed with registration for any decorating or shipping services you may require.

A link to the online service kit is included on the registration confirmation email.

- All Drayage (shipping) must be sent directly to the General Exposition Services receiving warehouse; shipping addresses will be included within the exhibitor's service kit. The Valley Forge Resort and Casino will not accept any freight. It will be forwarded to the exposition company at your expense.
- The Valley Forge Resort and Casino does allow exhibitors to carry in their own samples provided you do not use dollies, hand trucks, or pallet jacks on the marble tile or carpeted areas outside of the Event Center. All materials must be loaded in through the service entrance which is easily accessible from the loading dock.
- After the hall closes; any booth freight may be return shipped through the General Exposition Services
- Small packages may be shipped through the hotel provided you have your own UPS or FedEx shipping label.
- For any additional items in your booth space, please contact the General Exposition Services.

- Exhibitor Move – in: Friday January 11, 2019 from 2:00 p.m. – 5:00 p.m. After 5:00 by special request.
- Saturday January 12, 2019 from 7:30 a.m. – 9:00 a.m.
- Exhibit Date: Saturday January 12, 2019 from 9:00 a.m. – 3:00 p.m.
- Exhibitor/Capital Move - out: Saturday January 12, 2019 from 3:00 p.m. – 5:00 p.m.

SPECIAL EVENTS FOR EXHIBITORS:

Saturday, January 12th: Cocktails 5:30 – 6:30 PM; Banquet 6:30 – 9:30 PM (times subject to change). We urge all exhibitors to use the two free seats per booth and attend the banquet.

ATTENDEES

The EATA expects to have between 1200 and 1400 attendees for this year’s 71st ANNUAL MEETING. Of these, sixty-five to seventy percent are expected be certified athletic trainers, twenty-five percent are athletic training students and the remainder will be physicians, allied health professionals, speakers and guests. Exhibitors are not included in this estimate. The student program will run concurrently with the exhibit hall until 1:00 PM.

BOOTH ASSIGNMENTS:

The booth assignments will be determined after December 1st. This will be based on the number of vendors at the time. Previous EATA exhibitors will receive priority locations. Exhibitor contracts received after December 1st will be assigned booth space on a first come-first serve basis, with consideration for competitive product lines. The Exhibit Hall is limited to 55 booths: Please register early to ensure you will get a booth for the 2019 ANNUAL MEETING.

EATA POLICIES

CANCELLATIONS:

In the event that you must cancel from our show please note the following refund policy:
NOTIFICATION BY:

November 18, 2018:	AMOUNT OF REFUND 95%
Between November 18, 2018 and December 1, 2018:	AMOUNT OF REFUND 75%

NO REFUNDS WILL BE GIVEN AFTER DECEMBER 1, 2018

SECURITY:

EATA has retained the security services of the Valley Forge Resort and Casino Security Staff. Security will be in attendance from set-up until breakdown. Security will also monitor the entrance during exhibit hours. While EATA makes every effort to secure the area, EATA is not responsible for the safety of the property of exhibitors from theft, fire, accident, vandalism, or other causes. In the event that such a problem occurs, EATA will assist the vendor along with convention hall security.

Note that there will be no security coverage in the exhibit hall until Friday, January 11, 2018 starting at 3:00 PM, so early move-in of your product before 3:00 PM is at your own risk.

PUBLIC POLICY:

The exhibitor is charged with knowledge of all laws, ordinances, and regulations pertaining to health, fire prevention, and public safety according to the city of Valley Forge, PA while participating in this event. Compliance is mandatory and the sole responsibility of the exhibitors.

No combustible decoration, such as crepe paper, tissue paper, cardboard, or corrugated paper will be used at any time. All packing containers, excelsior, wrapping paper, etc., must be removed from the exhibit floor and

may not be stored under tables or behind displays. All muslin, velvet, silk, or cloth decoration must be able to withstand a flameproof test as prescribed by the fire ordinance of Valley Forge, PA. All materials and fluids that are flammable are to be kept in safety containers. Open flames, butane gas, oxygen tanks are not permitted without written authorization from the King of Prussia Fire Department and the Valley Forge Resort and Casino.

LIABILITY AND INSURANCE:

The exhibitor agrees to protect, indemnify, save and keep the National Athletic Trainers' Association, Inc., NATA Districts I & II, and the Eastern Athletic Trainers' Association forever harmless from any damages or charges imposed for violation on any law, whether occasioned by the negligence of the exhibitor or those holding under the exhibitor, as well as to comply with the applicable terms of the agreement between the EATA and the Valley Forge Resort and Casino against the loss, cost damage, liability or expense arising from out of, or by reason of any accident, or other occurrence, to anyone due to exhibitors' use or exhibit space.

Exhibitors are advised to purchase floater insurance to cover the exhibit material against damage or loss, and public liability insurance against injury to another person or the property of others