

**PADONA's 31st Annual Convention – April 3-5, 2019**  
**HOTEL HERSHEY - HERSHEY, PENNSYLVANIA**  
**EXHIBIT SPACE CONTRACT**

\_\_\_\_\_  
Company Name Above (Please Type or Print All Information)

\_\_\_\_\_  
Description of Company Products or Services Above ↑ / Address below ↓:

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Name, Telephone Number & E-mail Address of Person to Receive Confirmation Materials Above

List Representative(s) and titles  
who will Operate Exhibit Booth  
(Limited to 2 people) \_\_\_\_\_  
\_\_\_\_\_

**EXHIBITOR SPACE FEES (50% Deposit Must Accompany Contract):**

Registration **with Deposit** after August 1, 2018

**Balance must be received by January 4, 2019 to guarantee exhibit space**

Agency Members \$2,600.00\_\_\_\_\_

Non Agency Members \$2,900.00\_\_\_\_\_

Please Complete The Following Information Concerning Your Display:

\_\_\_\_ Table Top Display      \_\_\_\_ Floor Standing Display      \_\_\_\_ Large Medical Equipment \*

\*Large medical equipment displays will be limited to the first ten exhibitors.  
After 10 are reached, exhibitors will be restricted to a table top or floor standing display.

Exhibit Fee Includes One Six Foot Table, Table Skirt, Two Chairs, Identifying Sign and No Telephone or Internet Connection.  
The hotel will charge exhibitor directly for the use of their electrical extension cords or power strips.

Please specify what type of equipment will be used with the electrical outlet and voltage:  
\_\_\_\_\_

**CANCELLATION POLICY:** Cancellations will not be accepted for refunds after January 4, 2019. Any exhibitor canceling after this date is liable to pay the full exhibit rental fee. Cancellations received prior to January 4, 2019 shall receive a 50% refund.

**SECURITY AND LIABILITY:** Hotel security will be provided during the non-exhibit hours. However each exhibitor must make provisions to safeguard their goods from the time they are placed in the area until they are removed at the end of the convention. Space is leased with the understanding that PADONA and the contracted hotel assume no liability whatsoever for damages, for any act of omission or commission in connection with said agency, and that the exhibitor and his representative hereby releases PADONA and contracted hotel from any or all liability for loss ensuing from any cause whatsoever. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save PADONA and contracting hotel and their employees and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises, except to the extent that such claims, losses or damages is caused by the negligence or willful misconduct of PADONA or contracting hotel and their employees and agents.

**PAYMENT IN FULL NOT RECEIVED BY JANUARY 31, 2019 RENDERS CONTRACT NULL AND VOID.**

Printed Name, Title and Signature of Authorized Representative for above named company:

\_\_\_\_\_  
(Print or Type Name & Title Above)

\_\_\_\_\_  
(Signature Above)

Telephone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_ Date: \_\_\_\_\_

Note: All unsigned contracts will be returned. **Please make all checks payable to PADONA (Federal Tax I.D. 23-2520948)**

**To pay by credit card (preferred), simply complete the credit card authorization on the reverse side of this form and fax with contract to (856)780-5149 (no cover sheet required) or e-mail to [cjones@padona.com](mailto:cjones@padona.com)**

All contracts with payment by check are to be forwarded to the following address:

**PADONA · Candace Jones, Administrative Director · 3631A Adelaide Drive · Mount Laurel, NJ 08054**

**For additional information contact: Candace McMullen, Executive Director at [cmcmullen@padona.com](mailto:cmcmullen@padona.com)**