



*P.O. Box 1043
Concord NH 03302-1043*

*Massachusetts
New Hampshire
Rhode Island
Vermont
Maine*

Dear Vendor,

Please find the 2010 Vendor registration contract enclosed for the joint New England Division of the IAI and the North East Association of Forensic Science meeting that will be occurring on November 9-12th in Manchester, VT. According to our records, you participated last year and we would enthusiastically like to extend a formal invite to this year's fall conference. Please note that due to the "joint" nature of the conference, there are a few changes. Space is limited but, we have set aside enough room to accommodate all of last year's conference goers. You will notice that the table fee has gone up due to the nature of the conference and we are extremely sensitive to this, but after much conversation and negotiation, we feel that at the end of the day, you will get a return in your investment. Also, please keep in mind that traditional sponsorships for conference events are still available and we would encourage you to indicate this on the form if you desire to participate.

This conference is projected to have a very good turnout as it will encompass a broader geographic community with increased representation from agencies and laboratories. The program is looking to be exciting and I encourage you to return the registration form as soon as possible. One other note regarding the tables that is not listed in the registration form is the ability to split tables. This is an option which would lower the fee for those that may not need a full table and have an applicable partner in mind.

Please return the relevant material and check to the address listed on the contract and feel free to ask any questions of our NEDIAI vendor liaison representatives also listed. I hope that you will share in the excitement of the nature of this conference and trust that you will also enjoy all of your participation.

Sincerely yours,

Jason Covey
2010 NEDIAI president



EXHIBIT BOOTH CONTRACT AND ADVERTISING AGREEMENT



Northeastern Association of Forensic Scientists
and
The New England Division of the International
Association for Identification

First Annual Joint Meeting

The Equinox Resort & Spa, Manchester, VT
Meeting Dates: November 8th through November 12th, 2010
Exhibit Dates: November 10th and 11th **TWO FULL DAYS**

Make checks payable to **NEDIAI**. Please keep a photocopy for your records and send this form to:
P.O. Box 1043

Concord NH 03302-1043

Cost of Exhibit Space: \$800.00 per booth¹.

Space cannot be assigned until the payment is received.

DUE DATE for all forms is October 18th, 2010

Please Print or Type legibly your organizations information as you want it to appear in the 2010 NEDIAI/NEAFS Annual Meeting Program Booklet.

Exhibiting Firm: _____

Address: _____

City, State, and Zip: _____

Telephone: _____ Amount Enclosed: _____

Exhibitor Contact _____ Telephone _____

Exhibitor Contact Email _____

Company Representative(s) that will be attending: _____

Company Description (25 words or less-NEDIAI has the right to modify descriptions if they do not meet this requirement):

If you are interested in expanding into sponsoring an session, food or social event. Please check here

Space Requirements: Number of booths needed _____ Desired Booth Location Wall Aisle

NOTE: BOOTH LOCATION WILL BE DECIDED ON A FIRST COME, FIRST SERVED BASIS UPON PAYMENT. The use of additional tables for equipment or other uses is prohibited. If additional space is required for set-up the purchase of an additional booth space is required. This will be strictly enforced as space is limited.

The undersigned agrees to abide by all terms, conditions and regulations set forth on both sides of this contract.

Print Name _____ Title _____

Signature _____ Date _____

¹ Each booth includes: Approximately 64+ sq. ft. of floor space with one 6' by 2 ½' table, set-up and dismantle days, general lighting, standard heating or air conditioning, electricity, two chairs, and a luncheon ticket. Not included: drayage, labor, cleaning service, gas or water.

AGREEMENT

This information is provided for the guidance of all exhibitors participating in the 2010 Exhibit sessions of the Northeastern Association of Forensic Scientists and New England Division of the International Association for Identification Joint Meeting. Each exhibitor hereby agrees to abide by these regulations.

INSTALLATION OF EXHIBITS (Note: Set-up will not be permitted the morning of November 10th unless there are extreme circumstances decided upon by the Corporate Liaison).

November 9th, 2010: 6:00 p.m. – 8:00 p.m.

EXHIBIT HOURS

November 10th, 2010: 10:00 a.m. – 7: 00 p.m.*

November 11th, 2010: 10:00 a.m. – 5:00 p.m.*

REMOVAL OF EXHIBITS

November 11th, 2010: 12:00 p.m. – 4:00 p.m.

*Exhibit halls will be open at 8am for continental breakfast, please feel free to be at your booth earlier than 10 a.m. on these days as attendees will most likely be present.

BOOTH

Booth location spaces will be assigned on a first come, first served basis upon receipt of payment. The NEAFS and/or the NEDIAI reserve the right to make final decisions concerning booth assignment and exhibit layout in the best interests of the overall exhibit and the Joint Meeting. The booth space consists of approximately 8+’ x 8+’ floor space, a 6’ by 2½’ table and two chairs. Exhibitors must specify the company description they wish to appear in the 2010 meeting program booklet by filling in the requested information on the opposite side of this form.

CONDUCT WITHIN EXHIBIT SPACE

All demonstrations, interviews or other activities must be contained within the limits of the exhibit booth. **No exhibitor shall assign, sublet, or apportion the whole or any part of the space assigned to him.** Any equipment or apparatus producing noise or odors found to be annoying to other exhibitors or guests is prohibited. All construction shall be substantial and must conform to the Host Hotel requirements. No exhibit that violates any municipal or state law, rules or regulations including safety codes will be permitted. No combustible materials shall be used. The NEAFS and/or the NEDIAI reserve the right to refuse any applicant exhibit space, as well as curtail exhibits or parts of exhibits, which detract from the character of the meeting. In the event of such restriction or eviction, the NEAFS and/or the NEDIAI is not liable for any refunds or other exhibition expenses.

HOTEL REGISTRATION

As an exhibitor, all representatives will be eligible for the Convention Rate for guestrooms. Convention rate: \$108.90 (\$99.00 per night plus 10% state and local taxes) for a single or double room. Reservations at the group rate will be accepted until October 7th, 2010. Reservations should be

made by calling (877) 854-7625 or via the internet at www.equinoxresort.com

LIABILITY

The Northeastern Association of Forensic Scientists and/or the New England Division of the International Association for Identification, their staff, representatives or agents shall not be responsible for any injury, loss or damage that may occur to the exhibitor, employees of the exhibitor or to the exhibitor’s property from any cause prior to, during or subsequent to the period covered by the Exhibit Contract. The exhibitor agrees to indemnify the above against any such claims. The NEAFS and/or the NEDIAI will not be responsible for any loss or damage of any kind.

BOOTH CLEANING

Exhibitors are responsible for keeping their booths clean and orderly. The Equinox Resort will charge additional fees for clean up of items left at booth after meeting.

BOOTH SPACE CANCELLATION

Should the exhibitor wish to cancel the exhibit space, the following schedule of refunds will apply:

1. If the exhibitor cancels the reservation before October 7th, 2010, the exhibitor will be responsible for 50% of the cost of the total exhibit space reserved.
2. If the exhibitor cancels the reservation on or after October 7th, 2010, the exhibitor will be responsible for 100% of the cost of the total exhibit space reserved.

An exhibitor’s contract will be considered cancelled only if the exhibitor has notified the NEAFS or and/or the NEDIAI of the cancellation in writing to the Corporation Liaison.

ADVERTISING-GENERAL

It is your responsibility to send a .jpg, .gif, .tiff or .pdf format of your ad. The ad should be formatted as you would like them displayed prior to sending them to the Corporate Liaison. The ad may be in color or black & white, but will be printed in grey scale in horizontal format in the program booklet.

ADVERTISING- FOR EXHIBITORS

Exhibitor –Company Description in program, FREE half page advertisement.

Full page: \$100.00 additional: back page-\$150.00 additional (if available).

ADVERTISING-FOR NON-EXHIBITORS

Half Page (6 ½” wide by 4” high): \$150.00

Full Page (6 ½” wide by 9” high): \$200.00

Back Page (6 ½” wide by 9” high): \$250.00 (if available)

Please address all communication concerning the NEDIAI Exhibit and Advertising to:

Tim Burt

E-mail : t.burt@dover.nh.gov

Phone: 603.742.4646