

NATIONAL CONGRESS OF AMERICAN INDIANS
2018 Mid Year Conference & Marketplace
June 3-June 6, 2018
Kansas City, Missouri

EXHIBITOR CONTRACT

PLEASE READ, INITIAL WHERE INDICATED, AND SIGN AT THE BOTTOM.

EXHIBITOR SCHEDULE

Show Hours: Open to the Public!

Monday, June 4th 9:00AM – 5:00PM

Tuesday, June 5th 9:00AM – 5:00PM

Move-In/Registration Hours:

Sunday, June 3rd 3:00PM – 5:00PM

Monday, June 4th 7:00AM – 9:00AM

Move-Out Hours:

Tuesday, June 5th 5:00PM – 9:00PM

Indian Arts & Crafts Opportunity (Not Required):

Wednesday, June 6th 8AM – Noon

CONVENANT

This application for exhibit space was made and entered by and between The National Congress of American Indians, hereinafter referred to as "NCAI," and "Exhibitor." Application for space and its acceptance constitutes a contract to use the space assigned. NCAI retains the right to assign and/or change exhibit locations for the best interests of the Organization. The Exhibitor indemnifies and agrees to hold harmless NCAI and the Kansas City Marriott Downtown, their officers, directors, employees, and agents, from and against any actions, losses, costs, damages, claims, and expenses (including attorney's fees) arising from any damage to property or bodily injury to Exhibitor, its agents, representatives, employees by reason of the Exhibitor's occupancy or use of the exhibition facilities. In accordance with these rules and regulations governing exhibits for the 2018 Mid Year Conference & Marketplace, the undersigned makes application for exhibit space; attests that the Booth type selected accurately describes the type of business or institution the booth will represent; and encloses the full fee for each space requested.

INITIAL: _____

PHOTO & VIDEO AUTHORIZATION RELEASE

I consent to this photo & video authorization. Therefore, I also grant permission for my name to appear on marketing collateral utilizing electronic and print photos and video footage. Further, I hereby relinquish any interests and rights to photographs and video collateral recorded by NCAI and its partners.

INITIAL: _____

REFUND POLICY

When signed Exhibitor Contract and PAYMENT is received, you will receive your exhibitor packet from NCAI's designated Trade Show Decorator. This packet will include information on shipping, ordering of electricity, phone lines, etc. Convention expenses are used to defray NCAI operating costs. Therefore it is NCAI's policy NOT TO REFUND Exhibitor Contract fees for any reason including cancellation. ***If arts or craft items are left in the trade show booth area after closing of the trade show each day, you do so at your own risk, and NCAI will not be responsible for any thefts, lost items or damage.***

INITIAL: _____

PLEASE NOTE: AMERICAN INDIAN ARTS AND CRAFTS ACT

The Indian Arts and Crafts Act of 1990 (P.L. 101-644) is a truth-in-advertising law that prohibits misrepresentation in marketing of Indian arts and crafts products within the United States. It is illegal to offer or display for sale, or sell any art or craft product in a manner that falsely suggests it is Indian produced, an Indian product, or the product of a particular Indian or Indian Tribe or Indian arts and crafts organization, resident within the United States.

For a first time violation of the Act, an individual can face civil or criminal penalties up to a \$250,000 one or a 5-year prison term, or both. If a business violates the Act, it can face civil penalties or can be prosecuted and fined up to \$1,000,000.

Under the Act, an Indian is defined as a member of any federally or officially State recognized Indian Tribe, or an individual certified as an Indian artisan by an Indian Tribe.

All products must be marketed truthfully regarding the Indian heritage and tribal affiliation of the producers, so as not to mislead the consumer. It is illegal to market an art or craft item using the name of a tribe if a member, or certified Indian artisan, of that tribe did not actually create the art or craft item.

Therefore it is NCAI's policy to reserve Indian Arts & Crafts booths for individual Indians, Indian tribes, legally established Indian Arts and Crafts Organizations, and duly certified Indian artisans which offer or display for sale an Indian product or the product of a particular Indian tribe or Indian arts and crafts organization, as those terms are defined under federal laws and regulations (See, e.g., 25 C.F.R. Part 309). NCAI reserves the right to request documents certifying Indian artisans and proof of a legally established Indian Arts and Crafts Organization prior to reserving an Indian Arts & Crafts booth.

More information: <https://www.doi.gov/iacb/act>

INITIAL: _____

Do you agree to the terms of the contract? If yes, please sign and date. (You must agree to the terms in order to be approved as an exhibitor.)

SIGNATURE: _____ DATE: _____

PRINT NAME: _____

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**Convention Registration Fees
are not included in
Exhibitor Booth Fees**

Agenda Print Deadline: May 3, 2018
Contracts may be accepted after the
deadline date if booth space is available.

EXHIBITOR FORM

PLEASE TYPE OR PRINT CLEARLY.

EXHIBITOR CONTRACT MAY BE DUPLICATED

Contact Person:			Telephone:
Name of Organization/Company/Tribal Exhibitor (For signage purposes):			Fax:
Mailing Address:			On-site Phone # (For emergencies):
City:	State:	Zip Code:	Twitter Handle:
Email:			
Booth Contact Names (1):		(2)	
Website (If provided, this link will be shared publicly):			
Facebook URL:			

EXHIBITOR MUST SELECT BOOTH TYPE BELOW:

FURTHER INFORMATION

- | | | |
|--|---|---|
| <input type="checkbox"/> \$375 Tribe | <input type="checkbox"/> \$450 Non-Profit Organization or Educational Institution | <input type="checkbox"/> \$900 Corporaton |
| <input type="checkbox"/> \$375 Indian Arts & Crafts
(see note on previous page on "Indian Arts and Crafts Act") | <input type="checkbox"/> \$500 Tribal Entrepreneur or Tribal Enterprise | <input type="checkbox"/> \$900 State/Federal Agency |

For questions and additional information, contact Holly Naylor at 202-466-7767 or email hnaylor@ncai.org.

PLEASE PROVIDE A BRIEF DESCRIPTION OF YOUR BOOTH (50 WORDS OR LESS) THAT MAY BE USED PUBLICLY:

PAYMENT

_____ Booth(s) X \$ _____/Booth TOTAL \$ _____	<input type="checkbox"/> Enclosed is a check or money order payable to The National Congress of American Indians. Memo line: Booth Fee.	<input type="checkbox"/> To pay by credit card, please register via www.ncai.org or fax this paperwork with your credit card information to 202-466-7797. Or, call Holly Naylor at 202-466-7767 ext. 229 to pay by phone.
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MAILING INFORMATION

MAIL PAYMENT, FORM, AND CONTRACT TO:

**NATIONAL CONGRESS OF AMERICAN INDIANS
1516 P St. NW
Washington, DC 20005**

FOR NCAI STAFF USE ONLY (Please do not write below this line)

TOTAL PAYMENT RECEIVED: \$	RECEIVED BY:
CREDIT CARD AUTHORIZATION NUMBER:	DATE:
CHECK NUMBER:	<input type="checkbox"/> CV <input type="checkbox"/> W