



Name of Organization

Contact Name

Title

Organization Mailing Address

City

State

ZIP Code

Contact Email

Contact Phone

Exhibitor Table Staff (for badge): First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

**Important Information:**

- Exhibit tables are available on a first-come, first-served basis. Tables are limited to 1 per organization.
- Exhibitors are subject to approval by the conference planning committee.
- Exhibitor load-in is January 24, 2019 – 6:30am – 7:30am. All Exhibit tables must be set and ready to go by 8:00am.
- Exhibitor load-out may begin at 4:00pm upon conclusion of the conference. Please, no early departures.
- Exhibitors are responsible for transporting and setting up all materials.
- The distribution of food and beverage from exhibitor tables is prohibited by the conference facility.
- Breakfast, lunch and breaks **are included for one (1) exhibitor staff member only.**
- The Arizona Department of Health Services, Veer Consulting Conference Management, and the Desert Willow Conference Center are not responsible for exhibitor materials or items left unattended at exhibitor tables.
- The exhibiting organization shall indemnify, defend and hold harmless the Arizona Department of Health Services, including the State of Arizona’s boards, commissions, councils, employees, and agents from and against all claims, actions, liabilities, damages, losses, costs or expenses for personal injury, property damage, and trademark or copyright infringement arising from the exhibitor activity caused, in whole or in part, by the negligence, omission, or other fault of the organization indicated above.
- Exhibitors must provide a copy of their liability insurance by July 15, 2018 to participate. State of Arizona agencies are exempt from this requirement. Please send your proof of liability insurance or questions to [dryder@veerconsulting.com](mailto:dryder@veerconsulting.com).
- Approximately 2 weeks prior to the conference, all exhibitors will receive logistics information and reminders by email.
- The Exhibiting Organization understands and agrees: Exhibitors are subject to fire marshal rules and regulations as required by the venue, conference management and organizing entities. Exhibitor tables consist of one (1) 6-foot rectangular banquet table with standard linen and 2 chairs. Exhibitors acknowledge that exhibitor tables will be placed in public spaces at the conference facility and the Arizona Department of Health Services, conference management and the conference center are not responsible for materials left unattended during the conference. Exhibitors need to provide Arizona Department of Health Services c/o Veer Consulting Conference Management with **proof of liability insurance by December 15, 2018**. State agencies are exempt. Any travel, accommodations, advertisement development, shipping, materials production, etc. in conjunction with exhibiting are the responsibility of the exhibiting organization. Exhibitor tables are offered on a space-available basis.
- **Application Deadline: November 15, 2018**

Authorized Signature

Today’s Date

Please email a copy of this completed form to [dryder@veerconsulting.com](mailto:dryder@veerconsulting.com) or you may fax it to 480-767-9250.  
Thank you.