



# Keeping It Real 2010 Conference

Street Level Intervention Strategies for Addiction, HIV/AIDS, and Hepatitis

**October 4-6, 2010**

Marriott Baltimore Inner Harbor Hotel at Camden Yards

## EXHIBIT REGISTRATION

Fax or email completed form to Kathleen Hauck, Fax No. 301-565-3390 or email [khauck@danyaoinstitute.org](mailto:khauck@danyaoinstitute.org) by **September 1, 2010** to be included in the printed conference program. Exhibit registrations after this date are welcome, but may not be included in the conference program. If paying by check please send exhibit registration form and fee to

### ***Keeping It Real 2010 Conference***

The Danya Institute  
8737 Colesville Road, Suite 300  
Silver Spring, MD 20910-3921.

## WHO SHOULD EXHIBIT

Exhibits are open to federal and state agencies, public and private corporations and foundations, national and local HIV/AIDS organizations, HIV/AIDS service organizations and community based organizations. Exhibitors should be interested and engaged in HIV/AIDS prevention and care.

## EXHIBIT LOCATION

### **Baltimore Marriott Inner Harbor at Camden Yards**

110 South Eutaw Street  
Baltimore, MD 21201  
Tel. 410-962-0202

## EXHIBIT FEES

For-profit organizations: \$600 per exhibit  
Non-profit organizations: \$400 per exhibit  
Federal Government Agency: Free

## EXHIBIT SET-UP

Monday, October 4, 2010, 6:30 am to 7:30 am

Exhibits must be installed and ready for display by 7:30 am on Monday, October 4, 2010.

If you wish to set up the evening before (Sunday, October 3, 2010) please let us know so we can make those arrangements with the hotel. We suggest that you only set up your exhibit booth beforehand and wait until Monday morning to put your materials out on the table.

## **EXHIBIT HOURS**

Monday, October 4, 2010 – 7:30 am to 5:00 pm.

Tuesday, October 5, 2010 – 7:30 am to 5:00 pm.

Wednesday, October 6, 2010 – 7:30 am to noon

## **EXHIBIT SHUT-DOWN**

Wednesday, October 6, 2010 – conference ends at noon.

Exhibits must be dismantled immediately following the 12:00 p.m. closing of the conference on Wednesday, October 6, 2010. All exhibit materials must be removed by 2:00 p.m.

## **EXHIBIT SPACE ASSIGNMENTS**

Conference staff will assign exhibit space on a first-come, first-served basis, after registration and payment is received.

## **CONFIRMATION**

Each paid exhibitor will receive an e-mail confirmation prior to the conference. Please submit an e-mail address on the registration form to receive exhibitor updates from conference staff.

## **STANDARD EXHIBIT BENEFITS**

- One, 30" x 6' draped table
- Organization identification sign tent card
- One chair
- **One paid attendee registration** (includes badge plus materials)
- Organization listing in the conference program and on the conference website

## **EXHIBIT CONTENT**

Exhibits and all associated displays, demonstrations and promotional activities must be suitable and support the overall conference goal and objectives.

## **ADDITIONAL SERVICES OR EQUIPMENT**

Additional services or equipment (e.g., electricity, telephone service, lighting, furniture, Internet access) are not covered by the exhibit registration fee. If your exhibit requires services or equipment other than what already exists, please indicate this on the registration form. There will be additional fees for electricity and internet connection. All requests for these services must be done in advance of arrival at the exhibit site. We will not be responsible for making these arrangements on site.

## **SHIPPING AND RECEIVING**

Packages may be delivered directly to the hotel for arrival no earlier than Wednesday, September 29, 2010. To ensure that materials are sorted and delivered properly, please include the following information on all packages:

## **Baltimore Marriott Inner Harbor at Camden Yards**

110 South Eutaw Street

Baltimore, MD 21201

Tel. 410-962-0202

Event Manager for Keeping It Real 2010 Conference

No. of box ( i.e. 1 of 2, 2 of 2, etc.).

**Shipping and handling of exhibit materials is the sole responsibility of the exhibitor.**

### **SECURITY**

Security of exhibits and/or exhibit materials is the sole responsibility of the exhibitor. No uniformed or non-uniformed security will be provided.

### **SUBLETTING**

The subletting, assignment, or apportionment of the whole or any part of the exhibitor's space, by an exhibitor, is prohibited.

### **INSURANCE**

It shall be the responsibility of each exhibitor to maintain insurance coverage against injury to persons or damage to or loss of property or to meet its obligations under this agreement, in such amounts as the exhibitor shall deem adequate.

### **CARE OF BUILDING**

Exhibitors will be held responsible for any damage done to the building, equipment, or decorations by them or their employees. Nothing shall be posted, nailed or screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. Anything in connection therewith necessary or proper for the protection of the building, equipment or furniture will be at the expense of the exhibitor.

### **INDEMNIFICATION**

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the hotel premises and will indemnify, defend, and hold harmless the Keeping It Real 2010 Conference/Danya Institute, Inc. and the Hotel, its owner, its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.

### **CANCELLATION/REFUNDS**

Send cancellation/refund requests to Kathleen Hauck by September 1, 2010. Refund requests received prior to this date will be returned less a \$100 processing fee. The Keeping It Real 2010 Conference will not refund exhibit registration fees for any reason after September 1, 2010.



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## Exhibitor Registration Form

Please print or type all information requested and make a photocopy for your records.

Organization Name (Exactly as it will appear on printed materials and booth signage).

Street Address

City/State/Zip

Telephone

Fax

Email

Web Address

### Contact Information:

Contact Person/Title

Name of person who will be onsite exhibiting (this will be used for the name badge)

Company/Organization (complete if different from above information)

Street Address

City, State, Zip

Telephone

Fax

Email

