

# Palmer Davenport Homecoming Sept 19-21, 2024

## EXHIBITOR BOOTH

### Exhibitor Information:

Company Name			Billing Address	City	State/Province
Company Contact	Phone	Fax	Zip/Postal Code	Country	
Address		City	State/Province	E-mail Address	
Zip/Postal Code	Country		Website		
Brief Description of Services: _____					

### Exhibitor Staff Information: (Names must be submitted by Friday, August 9, 2024)

Name Badge 1	Name Badge 2
Name Badge 3 (Additional \$100)	Name Badge 4 (Additional \$100)

Requests for reasonable accommodations for individuals with documented disabilities must be submitted no later than 30 days before event. Please call toll free 800-452-5032 to make arrangements.

### Payment Information:

Please call (563) 884-5194 to make payment by credit card.

Please make checks payable to Palmer College. Payment in full is expected at the time of registration.

### Booth Information:

Preferred booth number(s):	_____ 1st Choice _____ 2nd Choice
Standard booth space(s) (8 x 10) \$1000:	\$ _____
Additional name badges \$100 per person:	\$ _____
Promotional insert in registration bags \$250: <b>(Information for promotional insert must be sent by or before July 12)</b>	\$ _____
Electricity \$50/outlet:	\$ _____
<b>Grand Total:</b>	<b>\$ _____</b>

### Refunds:

All cancellations must be submitted in writing and refunds will be made as follows:

- 90% of the fee will be refunded if cancellation is received at least 90 days prior to the first day of the Expo.
- 75% of the fee will be refunded if cancellation is received at least 30 days prior to the first day of the Expo.
- No refund will be given if cancellation is made less than 30 days prior to the first day of the Expo.
- Exhibitors who are sponsors will receive the appropriate refund for booth cancellations but sponsorships are non-refundable.

### Equipment Needs:

Booths are 10' Wide x 8' Deep. Please indicate number of tables and chairs in the section below.

6-foot table                      Qty: \_\_\_\_\_

Chairs                                      Qty: \_\_\_\_\_

Other                      Please Specify: \_\_\_\_\_

For additional needs contact Special Events Services at 386-760-6111. Orders must be placed by Friday, August 9, 2024.

The below signature verifies that I have read and agree to the Expo policies.

Signature	Date
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CONTRACT NOT VALID WITHOUT A SIGNATURE.

### Mail Form To:

Continuing Education Department  
1000 Brady Street  
Davenport, IA 52803  
Fax: 563-884-5103



# Palmer College of Chiropractic

## Expo Policies

- **Exhibitors are not allowed to provide chiropractic adjustments to any attendees or guests.**
  - Booths are assigned on a first-come, first-served basis and will be made in the order that applications with full payment are received under the discretion of the Expo coordinator.
  - Information about your company and the products/ services that it offers must be mailed in with your registration and payment.
  - Exhibitor may not assign its rights or duties to any other person and may not sublease its exhibit space without the written consent of the Expo coordinator.
  - Any booth not set up on the scheduled move-in day will not be granted a refund and will not be allowed to exhibit. For security reasons, all exhibitors must check in with the Expo coordinator when moving in. Exceptions will be made at the discretion of the Expo coordinator.
  - Exhibitor is responsible for storage of all empty shipping crates and containers, and exhibitor is responsible for having materials packed, identified and cleared for shipment by the posted time.
  - Booths must be staffed throughout the entire Expo.
  - Booths must be dismantled and cleared from the Expo by the designated move-out time. Exhibitors will not be allowed to dismantle booths until the Expo has closed to the public.
  - Attire in the Expo is business or business casual only. Anyone dressed inappropriately will be asked to leave immediately.
  - Exhibitor conduct must be professional and ethical.
  - The Expo hours may be changed at the discretion of the Expo coordinator. Exhibitors will be notified of these changes.
  - There is to be no solicitation of any kind outside of the Expo or outside of your designated booth space. Display material is allowed within your booth space only and should not interfere or obstruct the view of other booths.
  - The floor plan is based on approximate dimensions and is not warranted to be accurate. The Expo coordinator has the right to modify the floor plan at any time.
  - The Expo coordinator may require a change in a booth if, in the Expo coordinator's opinion, the booth is substandard or interferes with another exhibitor's display. This includes noise reduction or elimination.
  - Distributing materials from non-exhibiting companies is prohibited unless you have written permission from the Expo coordinator.
  - Security guards may be provided at the Expo, but the sole responsibility lies with exhibitor regarding materials in your booth. Palmer College and Palmer Homecoming are not responsible for lost, stolen or damaged merchandise or displays.
  - Exhibitors are responsible for permits, licenses, taxes or duties that may be needed or owed to attend and participate in the Expo.
  - Palmer College and Palmer Homecoming are not liable for lost profits or revenues.
  - Anyone not adhering to the Expo policies and standards will be asked to leave. No refunds will be given to these exhibitors.
  - Exhibitor agrees to indemnify and hold harmless Palmer College and Palmer Homecoming from any and all liability for any damage to person(s) or property caused by or resulting from the operations and actions performed at the exhibit space during the event.
- The below signature verifies that I have read and agree to these policies.
- 
- Company Name
- 
- Representative Signature