



University of the Philippines Nursing Alumni Association International, Inc.
10440 Marklein Avenue Mission Hills, CA 91345

PROVISIONS FOR VENDOR EXHIBITS

**1. PROGRAM TITLE: 45th UPNAAI Annual Convention & Education Conference
 August 2 & 3, 2024**

CONFERENCE DATE: Friday, August 2, 2024

VENDOR HALL: Thursday, _____ August 1, 2024 3 pm to 9 pm
 Friday, _____ August 2, 2024 7 am to 5 pm
 Saturday, _____ August 3, 2024 5 pm to 10 pm

2. SPONSOR (S): _____

3. LOCATION: **The Westin at Virginia Beach Town Center, 4535 Commerce St., Virginia Beach, VA**

4. EXHIBIT AREA:

5. EXHIBIT FEES: \$ 300.00 for 1 day: Initials _____ \$ 600.00 for 2 days: Initials _____
 \$ 150.00 for Thursday if exhibiting for one day : Initials _____
 No Fee for Thursday if exhibiting for both days : Initials _____

FEE INCLUDES: One (1) draped 6-foot table and 2 chairs

PAYMENT SCHEDULE: **Upon signing the contract, an initial deposit of 50% of the total exhibit fee is required by June 1st, 2024 to reserve exhibit space. Full payment of the exhibit fee is due on or before July 1st, 2024.**

Please make checks payable to **UPNAAI**. If full payment is not received by the due date, your space will be made available to other exhibitors and **10% of your deposit will be forfeited.**

7. TABLE TOP ASSIGNMENTS: Location of exhibit spots will be assigned by the Event Staff

8. EXHIBIT INSTALLATION

Thursday, August 1, 2024	3:00 pm - 6:00 pm
Friday, August 2, 2024	6:00 am - 7:15 am
Saturday, August 3, 2024	3:00 pm – 4:00 pm

DISMANTLING: Thursday, August 1, 2024 9:00 pm
 Friday, August 2, 2024 5:00 pm
 Saturday, August 3, 2024 10:00 pm

9. **EXHIBIT HOURS:** Thursday, August 1, 2024 3 pm to 9 pm
Friday, August 2, 2024 7 am to 5 pm
Saturday, August 3, 2024 5 pm to 10 pm

10. **EXHIBIT REGULATIONS:**

Name and addresses of Official Company Representatives must be provided to the UPNAAI Exhibit Coordinator no later than July 1, 2024. A copy of liability insurance must be provided to the UPNAAI Exhibit Coordinator no later than July 1, 2024.

Venue site policies outlined by the official exhibition service must be adhered to. UPNAAI will not be responsible for exhibits that are not in compliance with ADA requirements. Only authorized personnel can move or relocate any equipment in the exhibit area. Authorized exhibition service staff or venue personnel will conduct all electrical hookups and/or disconnections that are assigned to perform this function.

11. **SECURITY:**

Official exhibitor representatives are expected to provide booth coverage (manpower) during the hours specified for viewing of exhibits. Neither venue site nor UPNAAI assumes any responsibility from theft, damage by fire, accident, or other causes for any or all properties and goods owned by the exhibitors. Damage to the site property or premises occurring as a result of any actions by the exhibitors shall be their responsibility, and not UPNAAI.

12. **HOTEL ACCOMMODATIONS:**

Hotel Reservation: 1-800-937-8461 * Identify yourself as part of UPNAAI Nursing Reunion 2024

13. **EXHIBIT COORDINATOR:** Lani Relucio
Chair, Sustainability and Viability Committee
Email at mlarelucio@gmail.com

14. **SHIPPING & RECEIVING:** **Contact VENUE for instructions on Shipping & Receiving**

*Any package to be sent to the hotel must be discussed with Lani Relucio and Jill Anwaar in advance.

*Clearly label: Banquet Use / August 2&3, 2024 / UPNAAI / Jill Anwaar

*Multiple shipments or large packages may be subject to handling fees, please contact Jill Anwaar in advance for pricing.

*Any packages sent more than 2 days prior to the event are subject to storage fees or refusal.

*Any packages left in the hotel more than 2 days after the conclusion of the event will be discarded.

*The hotel is not responsible for any lost or damaged packages sent to the hotel.

Please indicate on the shipment package:

c/o Jill Anwaar, Catering Sales Manager

757-275-7825

757-557-0550

Banquet Use

For Group: UPNAAI

Event: 45th UPNAAI Annual Convention &
Education Conference 2024

Date of Activity: August 2 & 3, 2024



EXHIBIT CONTRACT

Conference Promotional Activity

45th UPNAAI ANNUAL CONVENTION AND EDUCATIONAL CONFERENCE

Friday and Saturday Events

August 2 & 3, 2024

The Westin Virginia Beach Town Center, 4535 Commerce St., Virginia Beach, VA 23462

By filling out this informational form, I / we _____ (indicate name of Exhibitor/Owner/Business Representative) will abide by the stipulations as described in the preceding 2 pages of this contract. Once signed and dated, this agreement becomes binding.

[Please print/type]

Name of Exhibitor/Company: _____

Names of Exhibit Representatives: (1) _____

(2) _____

Office Address: _____

Phone: _____ Fax: _____

Email: _____

Exhibit Fee: \$____.00 (one [1] draped 6 foot table and 2 chairs) [] 1 day [] 2 days

Payment Schedule:

Full payment of the exhibit fee can be made on or before the due date of July 1, 2024
You can also place an initial deposit of \$_____ upon signing this contract to reserve your spot and pay the balance by the due date of July 1, 2024

If full payment is not received by the due date, your space will be made available to other exhibitors and 10% of your deposit will be forfeited.

Mail check and this completed form to: **UPNAAI, Inc.**
c/o Finnette Castaneda(Treasurer)
10440 Marklein Avenue
Mission Hills, CA 91345

By signing this form, I acknowledge that I represent the above organization and will abide and be responsible for all the conditions stipulated in this contract.

Signature

Date

Print Name