



National Printing Ink Research Institute  
 581 Main Street, Suite 502 ▪ Woodbridge, NJ 07095  
 phone: 732-855-1525 ▪ fax: 732-855-1838  
 email: [napim@napim.org](mailto:napim@napim.org) ▪ website: [www.napim.org](http://www.napim.org)

June 2008

Dear Potential Tabletop Exhibitor:

The **52<sup>nd</sup> NPIRI Technical Conference** will be held at Loews Ventana Canyon Resort, Tucson, Arizona September 23-25, 2008. The tabletop exhibit will be open on Tuesday, September 23<sup>rd</sup> from 5:00 pm to 7:30 pm with a reception being held concurrently. Dine on your own after the reception.

Participants will be limited to one table and no more than two representatives. The exhibit's purpose is to provide ink companies' technical people an additional opportunity to interface with their technical counterparts, from raw material suppliers as well as instrument and equipment manufacturers.

The fee for each tabletop includes standard 110 volt electrical connections. Please make your selection below:

Member\*      Non-Member\*  
 \$500       \$700      with electrical hookup

**Space is limited - reservations will be on a "first received with payment basis" for each member and non-member category.**

Shipping details and other information will be made available after receipt of your reservation and payment.

**To reserve your space, return a copy of this letter to NAPIM with payment. Indicate payment method below:**

The above prices already include a 4% discount for payment by check.  
 Should payment be made by credit card, please add 4% credit card fee to the total.

VISA     AMX     MASTER CARD

Card Number \_\_\_\_\_ Exp. \_\_\_\_\_

Total Tabletop fee + 4% credit card usage fee = **TOTAL AMOUNT** \$ \_\_\_\_\_

--- OR ---

**CHECK** (payable to NAPIM) is enclosed \$ \_\_\_\_\_

**PRINT COMPANY NAME TO APPEAR ON SIGN:** \_\_\_\_\_

Booth will be staffed by: (name) \_\_\_\_\_ Phone: \_\_\_\_\_

(name) \_\_\_\_\_ Phone: \_\_\_\_\_

**DECLARATION:**

We hereby accept the attached rules and regulations for participation as per copy enclosed.

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Date: \_\_\_\_\_

**52<sup>nd</sup> NPIRI TECHNICAL CONFERENCE**  
**TABLETOP EXHIBIT**  
*Rules & Regulations*

**1. TABLETOP CHARGES**

The tabletop exhibit will be held at Loews Ventana Canyon Resort, Tucson, AZ on Tuesday, September 23, 2008. The size of each booth will be 10 ft x 8 ft. The tabletop rental is:

- \$500 (member) \$700 (non-member) includes standard 110volt electrical outlet for each booth.

**2. QUALIFICATIONS FOR EXHIBITS**

The exhibit is intended for suppliers of raw materials, instrumentation and equipment to the printing ink industry. A maximum of two (2) people can staff the exhibit and only one exhibit per company/division. Exhibitors cannot share chairs or tables.

**3. TABLETOP HEIGHT AND CONSTRUCTION RESTRICTIONS**

- (i) Standard table with exposure on one side. Small product samples or lightweight equipment, scale models, and literature are appropriate. Free standing floor displays are not permitted. Battery-powered and lighted displays or exhibits are permitted, as are computer demonstrations, VCR's, and televisions. (Rental costs are extra and can be arranged through Janet Ciravolo at NAPIM – ph: 732-855-1525 or napim@napim.org).
- (ii) **Tabletop display cannot exceed the height of four feet. If display exceeds the four-foot maximum, NPIRI may ask that it be dismantled.**
- (iii) Table assignments will be made by NPIRI avoiding conflicts among vendors. Assigned table positions can only be changed by NPIRI.
- (iv) Displays, banners, or signs cannot be affixed to the back wall, curtains, side rails, or front table. Exhibitor cannot offer liquor or entertainment.
- (v) No balloons or other helium-inflated items are allowed.
- (vi) NPIRI retains sole discretion and authority in the placement, arrangement, and appearance of all displays.
- (vii) No audio above conversation level.

**4. TABLETOP RENTAL COVERS:**

- Sign with company's name (maximum 21 letters)
- General lighting
- One table with 2 chairs
- One wastebasket
- Refreshments from 5:00 PM - 7:30 PM

..... OVER

**5. 52<sup>nd</sup> NPIRI TECHNICAL CONFERENCE -2008**

The schedule will contain the list of all tabletop exhibitors. This will be distributed to all exhibitors and attendees.

**6. PAYMENT TERMS**

- (i) Exhibit rental fee in full is to be submitted to NAPIM along with the registration form enclosed.
- (ii) Payment may be made either by check made payable to NAPIM or by MasterCard, Visa or American Express (4% credit card usage fee added.)

**7. CANCELLATION**

- (i) In the event the exhibitor cancels the exhibit space by August 1, 2008, 100% of the amount paid will be refunded.
- (ii) If cancellation is received after August 1, 2008, no refund will be made.

**8. PARTICIPATION**

Acceptance of participation and exhibits will be at the sole discretion of NPIRI.

**9. ALLOCATION OF SPACE**

- (i) Tabletop space is assigned on a “first come” basis. NPIRI will assign space only after receipt of the completed registration form along with payment.

**10. POSSESSION OF SPACE**

Access to display area will begin at 12:00 Noon. Tabletop materials must be removed at 7:30 PM, September 23, 2008 with the end of the exhibit.

**11. SHIPPING**

Address and directions will be forwarded with confirmation of reservation.

**12. GENERAL**

- (i) Space allotted to the approved exhibitor is to be used exclusively by exhibitor for display as approved by NPIRI. Subletting of allotted space is not permitted. Violation of this clause may lead to cancellation of space allotted and forfeiting of space rent paid to NAPIM.
- (ii) Exhibitor must abide by the rules of Loews Ventana Canyon Resort and NPIRI; failure to abide will warrant the tabletop to be closed down in order to avoid any conflict with the local law, regulations, or any undesirable situation.
- (iii) In the event of postponement/abandonment/cancellation of the exhibition, or in case of exhibits not being displayed due to any reason beyond the control of NPIRI, NPIRI shall not be liable for any loss or liability.

**13. EXHIBITOR'S CONTRACT**

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Resort premises and will indemnify, defend and hold harmless the Resort, its agents, servants and employees from any and all such losses, damages and claims.