



2019 CARRA Exhibit Request

Company: _____

Primary Contact Name: _____

Address: _____

Phone: _____ Email: _____

Exhibit Hours:

- Wednesday, April 10: Set up 6:00 pm – 9:00 pm
- Thursday, April 11: Set up 7:00 am – 12:00 pm, opening 12:00 pm -7:00 pm
- Friday, April 12: 7:00 am – 6:00 pm
- Saturday, April 13: 7:00 am – 6:00 pm, dismantle 6:00 pm – 9:00 pm

Name and titles of people authorized to work your exhibit; address & phone, if different from above:

1. _____
2. _____

Please check all that apply (double click on box to add check):

- Items for distribution will be provided
- We will require one 6 foot standard table (table covering provided by hotel)
- We will require one 6 foot standard table but will provide own table covering
- We will need access to an electrical outlet (all cords, extension cords must be provided by exhibitor)
- We will have a free standing exhibit and do not need a table.

Additional Details:

- There is limited space available for free standing exhibits (prior approval is required)
- Set Up: Exhibitors must be set up by Thursday, April 11 by 12:00 pm
- All electrical cords, extension cords, power strip, etc. must be provided by the exhibitor, equipment ordered on site will be at the cost of the exhibitor.

Hold Harmless Clause

CARRA cannot accept liability for exhibits, displays, merchandise or other materials left in the meeting display space provided. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising from the exhibitor's activities on the Hotel premises and any injury or damage to any display, equipment, property or person. The exhibitor will indemnify, defend and hold harmless CARRA or their board, volunteers and employees from any and all such losses, damages and claims.

Authorized Company Representative	Title	Date
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Please submit completed Exhibitor Form to Jena Kendall, jkendall@carragroup.org by **March 8, 2019**. Exhibit space is extremely limited. If we do not hear from you by March 8, we will not be able to provide a table for you.