



Nuclear Suppliers Association

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TO: NSA Members
RE: NEI Radiation Protection Forum

FROM: DeeDee McNeill DeGrowth
DATE: May 25, 2017

The NEI Radiation Protection Forum will be held July 30 – August 2, 2017 at the Royal Sonesta in New Orleans, LA. **Note:** NSA dues must be current for participation and all debts to the association must be paid.

Exhibit Information

Please return the attached Application and Contract indicating who will be attending from your company. Once exhibit space has been assigned, you'll be notified with the booth assignment. Please include your email address on the contract and the number of persons from your company who will be attending the NSA sponsored receptions and lunch. **Tentative schedule:**

Sunday, July 30	Golf Outing	TBD
	Exhibitor Registration (also on Monday)	4:30pm – 8:30pm
	NEI Opening Reception*	6:00pm – 7:30pm
Monday, July 31	Exhibit Set-up	12:00pm – 5:00pm
	Exhibitor Registration	3:00pm – 6:00pm
	Opening Reception	6:00pm – 7:30pm
Tuesday, Aug 1	Exhibit Hours:	9:00am – 4:30pm
	AM Break	10:00am – 10:30am
	Lunch	11:45am – 12:45pm
	PM Break	2:30pm – 3:00pm
	Happy Hour	5:00pm – 6:00pm
Wednesday, Aug 2	Exhibit Hours:	9:00am – 10:30am
	AM Break and Passport Drawing	10:00am – 10:45am
	Tear-Down	after AM Break

*The NEI has invited all vendors to attend their Opening Reception. Please indicate the number attending from your company on the attached Application and Contract.

Golf Outing

TBD.

Hotel Information

Hotel reservations should be made directly with the Royal Sonesta at (504-586-0300). The group rate is \$129. Please be sure to mention the Nuclear Energy Institute (NEI) Radiation Protection Forum when making your reservations. The **cutoff date for reservations** at the group rate is **July 7, 2017** (based on availability).

Please contact reservations at the Royal Sonesta regarding suites. *Suites must be closed during NSA sponsored events and NEI technical sessions.*

Passport Drawing

To increase attendee traffic to booths, NSA "Passports" will be used at this meeting. Each NEI attendee will be given a Passport containing the name of every exhibiting company. While visiting booths they will gather signatures from exhibitors on their "Passports". When 95% of the exhibitors have signed the passport, it can be dropped off at a designated area in the Exhibit Hall and will then be included in *the drawing for gifts donated by individual companies. The drawing will be held at the AM Break on Wednesday.*

When purchasing the gift your company will be donating, please be sure it does not exceed \$100.00 in value. The names of all exhibiting companies will be included on the Passport unless otherwise requested.

Booth Personnel

Exhibit fees will cover up to 2 badges for each booth. Additional badges can be purchased for \$500 per badge. Include additional names on the Application and Contract when ordering extra badges and add the additional amount due to the exhibit fee. Extra badges will be available for purchase at the door by cash, check, Visa or MasterCard.

Badges for non-working spouses or children are complimentary. Please indicate "spouse" or "child" if you're requesting one of these badges. *Only officially badged NSA exhibitors and NEI attendees will be admitted to the exhibit area.*

Display Services

The following booth equipment is included with each 8' x 10' size booth: One (1) 6' skirted table, 2 side chairs, an ID sign and (1) wastebasket. Please note the *exhibit room is carpeted*. The decorating company is Freeman.

NSA Annual Membership & Board of Directors Meetings

Board of Directors Meeting - TBA.

Annual Membership Meeting - Tuesday, August 1st, 11:00am in the Exhibit Hall.

Tentative Synopsis of NSA Events (July 30 - August 2, 2017)

Golf Outing: Sunday, TBD

NEI Reception: Sunday, 6:00–7:30pm

Opening NSA Reception: Monday, 6:00–7:30pm in the Exhibit Hall

Coffee Breaks: Tuesday AM & PM and Wednesday AM in the Exhibit Hall

Lunch: Tuesday 12:00pm in the Exhibit Hall

Happy Hour: Tuesday, 5:00–6:00pm

Coffee Break/
Passport Drawing: Wednesday, at the AM Break

Breakdown: Wednesday, after AM Break

NEI RADIATION PROTECTION FORUM

Royal Sonesta
New Orleans, LA
July 30 - August 2, 2017

Application and Contract for Exhibit Space

Booth Choices: 1st _____ 2nd _____ 3rd _____ 4th _____

Competitors: _____

Exhibitor's Firm Name: _____

Street Address: _____

City & State: _____ Zip: _____

Telephone: (____) _____ Email: _____

Booth Personnel: Indicate names as they should appear on badges. **Two (2) badges only are included in the exhibit fee. Additional badges will be made available for \$500/badge.** Include the charge for additional badges with your exhibit fee.

Name: _____ Name: _____

Name: _____ Name: _____

Complimentary badges will be issued for a non-working spouse or child. Please note " Spouse" or " child" when requesting this type of badge. Use a separate sheet if necessary.

For planning purposes please indicate the **number of persons** from your Company **who will be attending the NSA receptions and lunch** _____ **and the Monday NEI Reception** _____

Cost of Space: 8' x 10' booth - \$1,900.00

Sorry, no booth sharing, only one company per booth will be allowed

Exhibit space will be allocated on a **first-come, first-served basis according to the date on which the exhibitor's payment is received.** Whenever possible, space will be allocated according to the exhibitor's choice, but the final arrangement will be determined by Nuclear Suppliers Association in such a way as to produce the most advantageous grouping of the exhibits shown. By signature below we agree to the conditions, rules and regulations set forth on the reverse side of this form and which are made part of this contract. **We enclose our remittance of \$_____.** Please submit payment to the Nuclear Suppliers Association (mail, fax and email information is listed below).

Please sign and **return** this contract. Your booth number will be emailed to you upon acceptance of your application.

Signature of Applicant: _____

Mail to:
Nuclear Suppliers Association
PO Box 1354
Westerly, RI 02891

Fax or email to:
(401) 637-4822 (fax)
nsanews@charter.net

Credit Card Payment (Visa or MasterCard):
Credit Card Number: _____
Exp. Date: _____
Name on Card: _____
Billing Address: _____

ACCEPTED BY NSA: _____ Date: _____ Booth No.: _____

RULES AND REGULATIONS

1. Tentative Dates and Hours of Exhibits The Exhibit area will be open free of charge to badged attendees of the meeting as follows:

Sunday, 7/30/17	6:00 – 7:30 pm (NEI welcome reception) (no Exhibits during this reception)
Monday, 7/31/17	12:00 - 5:00 pm (Exhibitor set-up)
	3:00 - 6:00 pm (Exhibitor registration)
	6:00 - 7:30 pm (NSA sponsored reception)
Tuesday, 8/1/17	10:00 - 10:30 am (NSA sponsored break)
	11:45am - 12:45 pm (NSA sponsored lunch)
	2:30 - 3:00 pm (NSA sponsored break)
	5:00 - 6:00 pm (NSA sponsored happy hour)
Wednesday, 8/2/17	10:00 - 10:45 am (NSA sponsored break and passport drawing)
	10:45 am (Exhibitor tear-down)

2. Installation and Dismantling: Exhibit space will be accessible to exhibitors for setting up displays after 12:00 pm, Monday, July 31, 2017, and are to be ready for display by 5:00 pm the same day. Packing and removal can begin after the am break on Wednesday, August 2, 2017.

3. Standard and Special Equipment: The booths are standard 8' x 10'. Standard booth equipment consists of draperies with 8' high backgrounds and 3' high side rail dividers, a 6' skirted table, 2 side chairs, a wastebasket and a 7" x 44" identification sign. These items are included in the booth charge. Additional equipment, services and/or shipping may be obtained from the decorating company (Freeman) and electrical may be obtained from the hotel. Note: Exhibit hall is carpeted.

4. General Regulations: Loud-speaking sound displays are prohibited. NSA reserves the right to refuse any exhibit not in good taste or inconsistent with a meeting of this kind. Permission to exhibit equipment with abnormal heights, weights and sizes must be obtained from NSA and hotel.

5. Non-Exhibitor Selling: Every effort will be made by NSA to eliminate vendors attempting to sell products without purchase of exhibit space. All exhibitors and members are asked to report any such efforts to NSA so that appropriate action may be taken.

6. All exhibits and booth materials, particularly drapes, curtains, table, etc., must comply with Federal, State and City fire laws, insurance underwriter and hotel safety regulations and must be flameproof. All packing containers, excelsior and similar materials are to be removed from the exhibition area upon completion of the booth arrangement. The exhibitor is restricted to materials that will pass fire inspection. Decorations of paper, pine boughs, leafy decorations, or tree decorations or tree branches are prohibited. Volatile or inflammable oils, gases, unprotected picture films, other explosives or inflammable matter, or any substance prohibited by the city departments or authorities, will not be permitted in the exhibition areas. Likewise, all electrical work and electrical wiring must be approved and installed in accordance with state and local regulations. Smoking in exhibits is prohibited. Crowding will be restricted. Exhibits cannot block fire exits and aisles.

7. No off-site or hotel security will be provided. In their own best interest, and for security, exhibitors shall keep an attendant in their booths during all exhibit hours. No exhibit may be dismantled before the specified time, nor may any part of the exhibit or equipment be removed, once it has been set up, without permission of the NSA.

8. Due to the tremendous value of exhibits, it is impractical and impossible to insure exhibitors' equipment against loss, theft, damage, or breakage. Neither the Royal Sonesta nor any of its employees or representatives, nor any representative of the NSA will be responsible for any injury, loss, or damage to the exhibitor, the exhibitor's employees, or property, however caused. In addition, the Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of an injury or damages to displays, equipment and other property brought upon the Hotel premises, and shall indemnify, defend, and hold harmless Royal Sonesta and its owners, affiliated companies, agents, servants and employees from liability, which might arise from any cause, whatsoever, including accidents or injuries to exhibitors, their agents, or employees. The exhibitor must also assume responsibility for any accident, injury, or property damage to a person viewing his exhibit where such accident, injury or property damage is caused by the negligence of the exhibitor, his agents, or employees. In view of the foregoing, exhibitors are urged to place "extraterritorial" and other coverage on equipment and exhibits and arrange for extended public liability insurance with their regular insurance carrier.

9. c and NSA will cooperate fully, but cannot assume responsibility for damage to exhibitor's property, lost shipments either incoming or outgoing or for moving costs. Any damage due to inadequately packed property is exhibitor's own responsibility. If an exhibit fails to arrive, exhibitor will be, nevertheless, responsible for booth rent and no refund will be made. Exhibitors should carry insurance against such risks.

10. Care of Building and Equipment: Exhibitors, or their agents, must not injure or deface the walls, columns, elevators and etc. of the building, booths or the equipment in the booth or any property belonging to the Royal Sonesta. No signs or other articles may be affixed, nailed, taped or otherwise attached to walls, doors, etc. Likewise, no attachments may be made to floors by nails, screws or any other device that would damage or mar them. When such damage occurs, the exhibitor is liable to the owner of the property so damaged.

11. The NEI membership has agreed to support/attend only NSA sanctioned events at their meetings. NSA sanctioned events have been defined as non-restrictive as to attendance.

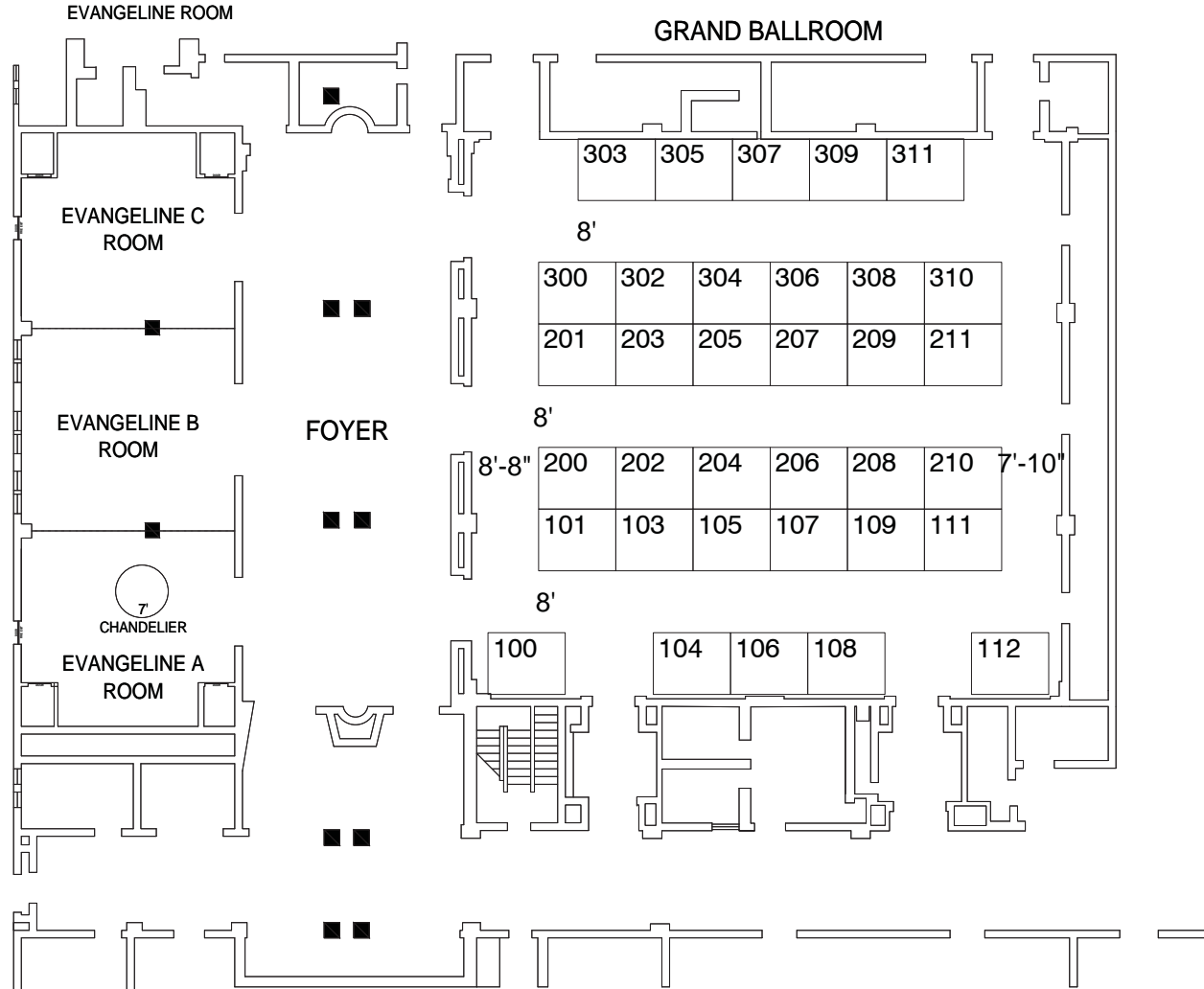
12. NEI has determined that awarding of generous gifts (in excess of \$100.00 value) is not an acceptable practice and all NSA members are cautioned that violations of the established NEI/NSA guidelines will not be tolerated.

The foregoing rules and regulations have been formulated by NSA for the best interest of all NSA members. The cooperation of all exhibitors is required.

NUCLEAR SUPPLIERS ASSN

JULY 31-AUGUST 2, 2017

ROYAL SONESTA - LEVEL 1 - NEW ORLEANS, LOUISIANA



REVISION

Date: 5/8/2017
By: R.WILL SERDC

BOOTH COUNT

Inventory as of 05/08/2017

Dimension #x10'	Size	Qty	SqFt
60	34	2,720	
Totals:			34 2,720

BLDG. LEGEND:

DRAWING INFO

Passport Line Item Number:
#3497579
Facility:
ROYAL SONESTA

Hall / Level:
LEVEL 1
City & State:
NEW ORLEANS, LOUISIANA
Scale: CUSTOM
Job #: FS
AE: NATALIE CIMO
Prod. AE: PRODUCING EXEC
Started: 5/8/2017
Started By: R.WILL SERDC
Prod. Branch: NOLA

FREEMAN

Disclaimer - Every effort has been made to ensure the accuracy of all information contained on this floor plan. However, no warranties, either expressed or implied, are made with respect to this floor plan. If the location of building columns, utilities or other architectural components of the facility is a consideration in the construction or usage of an exhibit, it is the sole responsibility of the exhibitor to physically inspect the facility to verify all dimension and locations.
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