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**EXHIBIT SPACE APPLICATION**

Event: Emergency Management Conference

Date: Exhibit Dates: June 19-20, 2024

Set-up: June 18, 2024, 5pm-8pm

Tear down: June 20, 1pm-3pm

Exhibit times: Registration/breakfasts, breaks and lunch each day.

Location: DoubleTree at the Entrance to Universal Orlando

Address: 5780 Major Blvd.

Orlando, FL 32819

Due Date: This completed & signed application must be received by May 10, 2024 to be considered

Organization Name: Click or tap here to enter text.

Company Address: Click or tap here to enter text.

Click or tap here to enter text.

Website: Click or tap here to enter text.

Exhibit Contact Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

E-mail Address: Click or tap here to enter text.

Phone: Click or tap here to enter text.

**Gold Level -$5,500**

Prime location for your tabletop exhibit with location close to entrance to exhibit hall

Four full conference registrations

Company acknowledgment on registration area signage & Exhibitor Guide

Company acknowledgment on conference exhibitor web page and Learning Management System

Post-conference attendee mailing list (excludes e-mail addresses and phone numbers)

One-time conference e-mail to attendees sent by JCR

**Silver Level -$3,000**

Tabletop exhibit

Two full conference registrations

Company acknowledgment on registration area signage & Exhibitor Guide

Company acknowledgment on conference exhibitor web page and Learning Management System

Post-conference attendee mailing list (excludes email addresses and phone numbers)

One-time conference email to attendees sent by JCR

Tabletop exhibit includes:

1 – 6’ x 30” draped and skirted table with 2 chairs

1 – Wastebasket

1 – Power Strip (max 15 amp – additional power can be ordered through the hotel)

Basic wifi connection  
\*Table assignments made at the discretion of show management

**Payment:**

Payment is due within one week of your approval of your application via credit card. JCR Customer Service will contact you to take your payment.

JCR Federal Tax ID#36-3521721

**Exhibitor Listing for Exhibitor Guide:**

Organization Name: Click or tap here to enter text.

City & State: Click or tap here to enter text.

Contact Name: Click or tap here to enter text.

Contact Title: Click or tap here to enter text.

Contact e-mail: Click or tap here to enter text.

Website URL: Click or tap here to enter text.

Description for Exhibitor Guide (limit 50 words):

Click or tap here to enter text.

**GENERAL RULES AND REGULATIONS:**

Joint Commission Resources and its authorized representatives are hereinafter referred to as “JCR.”

**Exhibitor Responsibility Clause**:

To the fullest extent permitted by law, the person/legal entity described as “Exhibitor” in this clause and in this exhibitor contract (regardless whether such person/legal entity is also described as “Exhibitor” in this contract) hereby assumes full responsibility and agrees to indemnify, defend and hold harmless **DoubleTree by Hilton at the Entrance to Universal Orlando** (“Hotel”), Hotel’s owner **DoubleTree Orlando: X Fund Properties, LLC**, Hilton Worldwide, Inc., and each of their respective owners, managers, subsidiaries, affiliates, employees and agents (collectively, “Hotel Parties”), as well as **Joint Commission Resources, Inc.** (“Group”), from and against any and all claims or expenses arising out of Exhibitor’s use of the Hotel’s exhibition premises. Exhibitor agrees to obtain and maintain during the use of the exhibition premises, Comprehensive General Liability Insurance, including contractual liability covering the Exhibitor’s indemnity in this clause. Such insurance shall be in the amount of not less than $1,000,000 combined single limit for personal injury and property damage. The Hotel Parties and Group shall be named as additional insured on such policy, and Exhibitor shall supply the Hotel and Group with a Certificate of Insurance at least 30 days prior to the use of the exhibition premises. The Exhibitor understands that neither the Group nor the Hotel Parties maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

**Payment and Refunds**

Once approved, applications received without full payment will not be processed nor will space assignment be made. If written notice of cancellation is e-mailed no later than 60 days prior to conference, your registration fee, less a processing fee of 25% of the entire fee is refundable. All alternate or cancellation information should be emailed to:

jcrsponsorships@jcrinc.com. Refunds will not be issued for cancellations received less than 60 days prior to the conference or for any no-shows. It is expressly agreed by the exhibitor that in the event payment for space rental is not provided within the specified time, or exhibitor fails to comply with any other provisions contained in these rules and regulations concerning his use of exhibit space, JCR shall have the right to reassign the confirmed space location or to take possession of said space and lease same, or any part thereof, to such parties and upon such terms and conditions as it may deem proper. In the event of a default by the exhibitor, as set forth in the previous sentence, the exhibitor shall forfeit as liquidated damages, the amount paid for the space reservation, regardless of whether or not the JCR enters into a further lease for the space involved.

**Space Rental and Assignment of Location**

Exhibit space locations are assigned by JCR. JCR reserves the right to relocate exhibitor's space due to modifications of the exhibit facility, fire code restrictions, or any other reason in the best interest of the overall conference.

**Use of Space, Subletting of Space**

No exhibitor shall assign, sublet, or share the space allotted with another business or firm unless approval has been obtained in writing from JCR. Exhibitors are not permitted to feature names or advertisements of non-exhibiting manufacturers, distributors or agents in the exhibitor's display, parent or subsidiary companies excepted. Exhibitors must show only goods manufactured or dealt by them in the regular course of business.

**Substitutions, transfers, and cancellation policy**

If you find that you cannot attend, you may send an alternate in your place. Please send us the alternate's full name, title, credentials, address, phone, and e-mail address. JCR reserves the right to cancel or reschedule a program due to unforeseen circumstances. If a program must be cancelled, the application fee will be refunded in full to each exhibitor. You may verify current program status on our web site or by calling JCR Customer Service at 877.223.6866. Neither JCR nor The Joint Commission is responsible for an exhibitor's travel expenses in the event a program is cancelled. Participants are encouraged to purchase refundable tickets in case a program is cancelled or rescheduled.

**Installation and Removal**

JCR reserves the right to fix the time for the move-in of exhibit materials prior to the Show opening and for its removal after the conclusion of the Show. Set-up of all exhibit tables must be fully completed by the opening time of the conference. Any space not claimed and occupied three hours prior to opening, may be resold or reassigned without refund. No exhibitor will be allowed to dismantle or repack any part of his exhibit until after the closing of the Show.

**Displays and Decorations**You may, at your option, purchase insurance to cover your personal property, including decorations, special objects and other property. To the fullest extent permitted by law, JCR and Hotel are not responsible for any loss or damage to property belonging to you or your attendees and do not maintain insurance covering it. All displays and decorations will be subject to our approval and we reserve the right to contract and charge you for hotel staff to provide the labor for any installations or removals of such. Hotel can advise you of any such potential charges upon request.

**Outside Contractors**

Should you elect to utilize outside contractors on Hotel premises during your Event, you must notify us at least 10 days in advance of your Event.  We may require that your outside contractors sign a hold harmless, indemnification and insurance agreement in the form currently in use at the Hotel for similar outside contractors, and provide proof of insurance in amounts acceptable to us (amounts and types of insurance to be determined in our sole discretion based on the type of services the outside contractor will be providing) before the outside contractor will be allowed to provide services on our Hotel premises.  In some instances, despite your use of an outside contractor, Hotel may be required, pursuant to obligations imposed on Hotel by labor unions or collective bargaining agreements, to utilize Hotel labor to provide certain services, and you agree to pay the fees and/or charges associated with these services.

**Conduct of Event**:

To the fullest extent permitted by law, you assume full responsibility for any damage done to our premises during your Event, but only to the extent such damage is caused by you, your employees, guests, agents, and contractors and any damage done resulting from the installation, placement, and removal of your displays, equipment, exhibits, or other items. For purposes of clarity, Group shall not be responsible for damage to guest sleeping rooms or public spaces of the Hotel not occupied by Group; in those instances, Hotel shall seek payment for damage from the responsible guest(s).You also agree that your Event will not create any unreasonable disturbance to other guests or meetings, such as excessive noise, smoke or fog machines, dry ice, confetti cannons, candles, incense, or any activity that generates offensive smells. Hotel reserves the right to end your Event immediately if you do not comply with Hotel’s request to reduce or eliminate any such disturbance, in which case you will remain responsible for payment of all charges related to your Event and no refunds will be issued by Hotel.

**Fire Safety**:

For the safety of persons and property, no fireworks or incendiary devices may be used indoors at the Hotel. All room sets must be in compliance with the local Fire Department regulations, including those pertaining to occupancy load, mandatory aisles, ceiling clearance and fire exits.  Any Event that has vehicle displays, fog machines, fueled cooking demonstrations, lasers, exhibits (including tabletop) or extensive productions with staging and props, must have a certified permit from the local Fire Marshall.  All associated fees for permits, floor plan approval and stand-by fire watch are your responsibility and final approved copies of all such permits must be provided to us at least three (3) days prior to your Event. Should you require any rigging services for this Event, all such services must be arranged through the in-house audio-visual provider or the Hotel and you will be responsible for all costs associated therewith.

**Compliance with the Law**

The exhibitor or its representatives, employees or agents shall comply with all applicable federal, state or local laws, regulations, rules or ordinances, including but not limited to, those pertaining to health, fire prevention and public safety and all applicable rules and regulations of the exhibit hall. JCR has no responsibility pertaining to the compliance with laws as to public policy as far as individual exhibitor's space, materials and operation is concerned. All booth decorations must be flame-proofed and all hangings must clear the floor. Electrical wiring must conform to National Electrical Code Safety Rules. If inspection indicates any exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazard, the right is reserved to cancel all or such part of his exhibit as may be irregular and effect the removal of same at exhibitor's expense. In the event of such restriction or eviction, JCR is not liable for any refunds or rentals or any other exhibit expenses.

**Repair of Damages**

The cost of repairing any damages by the exhibitor, its employees, representatives or agents to the exhibit halls will be billed to and paid by exhibitor. Nothing will be posted on, tacked, nailed, screwed, or otherwise attached to any columns, walls, floors, ceilings, furniture or other property of the exhibit hall without prior written approval.

**Operation of Displays**

JCR reserves the right to restrict the operation of, or evict completely, any exhibit which, in its sole opinion, detracts from the general character of the conference as a whole. All demonstrations or other promotional activities must be confined to the limits of the exhibit space. In the event of such restriction or eviction, JCR is not liable for any refunds or rentals or any other exhibit expenses.

**Distributions**

All demonstrations, distribution of literature or samples, or other activities must be confined to the limits of the exhibitor's space.

**Copyright Licensing**

Exhibitor is solely responsible for obtaining any required licenses to broadcast, perform, or display any copyrighted materials including but not limited to music, video, and software. Exhibitor shall indemnify and hold harmless JCR and facility against cost, expense, or liability which may be incident to, arise out of or be caused by Exhibitor's failure to obtain requisite license.

**Use of Logos**

Use of either party’s names and logos shall be subject to prior written approval.

**Final Approval**

JCR shall, in its sole discretion, make all final decisions, and have complete control over, the design, content, and quality of emails distributed by or sent from JCR on behalf of Exhibitor.

**Disclaimer**

Exhibitor may not expressly state or imply that JCR or The Joint Commission recognizes Exhibitor's expertise as any greater than other suppliers of similar products or services, expresses any opinion whatsoever on whether Exhibitor products do or do not facilitate compliance with The Joint Commission accreditation standards, or endorses Exhibitor or its products or services in any way.

**Social Activities**

Exhibitor agrees to withhold sponsoring hospitality suites/rooms or other functions during official show activities, including exhibit hours, social functions, educational seminars and any other related activity scheduled by JCR.

**Suggested Attire**

Business casual attire is suggested. Due to the variation in room temperatures and personal preferences, we recommend that you dress in layers for your comfort.

**Injury, Loss, and Damage**

All property of the exhibitor remains under his custody and control in transit to and from the exhibit hall and while it is in the confines of the exhibit hall. Neither JCR, its service contractors, the management of the exhibit hall or hotel nor any of the officers, staff members or directors of any of the same are responsible for the safety of the property of exhibitors from loss, theft, damage by fire, accident, vandalism or other causes, and the exhibitor expressly waives and releases any claim or demand he may have against any of them by reason of any damage to or loss of any property of the exhibitor. JCR will not be responsible for any injury, loss or damage that may occur to an exhibitor's employee or property for any cause whatsoever. JCR will not be liable for any injury, loss, or damage which may be sustained by any person who may be on the premises leased to an exhibitor or watching, observing or participating in any demonstration or exhibit of exhibitor.

**Indemnification**

Exhibitor agrees that it will indemnify, defend, and hold harmless JCR, and its officers, directors, agents, employee, and owners from and against any and all third party demands, claims, damages to persons or property, losses, and liabilities, including attorneys' fees and court costs (collectively "Claims") arising out of or caused by exhibitor's, or its officers, directors, agents, employees, contractors, patrons, guests, or licensees, acts, omissions, negligence or misconduct in connection with the provision and use of Exhibit Hall as contemplated by this Agreement.

**Impossibility**

The performance of the Agreement by either party is subject to acts of God, war, government regulation, disease, disaster, fire, strikes, civil disorder, curtailment of transportation facilities preventing or unreasonably delaying at least 25% of attendees and guests from appearing at event, or other similar cause beyond the control of the parties making it inadvisable, illegal or impossible to hold the conference. This Agreement may be terminated without penalty for any one or more of such reasons by written notice from one party to the other.

**Americans with Disabilities Act**

Exhibitors acknowledge their responsibilities under the Americans with Disabilities Act (hereinafter "Act'') to make their booths accessible to disabled persons. Exhibitor shall also indemnify and hold harmless JCR, and facility against cost, expense, liability or damage which may be incident to, arise out of or be caused by Exhibitor's failure to comply with the Act.

**Waiver**

No waiver of any breach by either party hereto of any term, condition, or obligation hereunder shall be deemed a waiver of the same or similar breach thereafter.

**Other Regulations**

JCR shall have full power to interpret, amend and enforce these Rules and Regulations, provided exhibitors receive notice of any amendments. Each exhibitor and Its employees agree to abide by the foregoing Rules and Regulations and by any amendments or additions hereto. Exhibitor or their representatives who fail to observe these Rules and Regulations of contract or who, in the sole discretion of JCR, conduct themselves unethically may immediately be dismissed from the exhibit area without refund.

We have read and agree to abide by all rules and regulations governing the exposition as printed on the following page/s, hereof and which are a part of this application. Acceptance of this application by Joint Commission Resources constitutes a contract. JCR reserves the right in its sole discretion to accept or reject any application for space.

Proof of Insurance as per the Exhibitor Responsibility Clause (page 2) must be provided upon approval of this application

Authorized Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: Click or tap here to enter text.

E-mail: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap here to enter text.

**Please complete & return ALL PAGES to:** [**jcrsponsorships@jcrinc.com**](mailto:jcrsponsorships@jcrinc.com)