

**ADMINISTRATIVE ADJUDICATION**  
**A "CAPITOL" IDEA**  
***FACT, FICTION, PROOF IN THE 21<sup>ST</sup> CENTURY***



**NATIONAL ASSOCIATION OF ADMINISTRATIVE  
LAW JUDICIARY:  
ANNUAL CONFERENCE 2007**

**EXHIBITOR REGISTRATION FORM**

**CONFERENCE HOTEL: WASHINGTON PLAZA HOTEL,  
10 THOMAS CIRCLE, WASHINGTON, DC 20005**

**OCTOBER 16 – 20, 2007**

SPONSORED BY



MARYLAND AND DISTRICT OF COLUMBIA  
ASSOCIATION OF ADMINISTRATIVE ADJUDICATORS  
AMERICAN UNIVERSITY  
WASHINGTON COLLEGE OF LAW



## EXHIBITOR REGISTRATION FORM

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

On site contact (if different from the above) \_\_\_\_\_

### **EXHIBIT SPACE (will be secured after hours)**

Tables will be 6 ft x 2.5 ft. Please indicate your needs as follows:

Own booths?  Yes  No

Electrical outlet?  Yes  No

## RULE AND REGULATIONS

### **Application for Exhibitor Space**

All fully completed applications for Exhibitor Space at the Conference shall be submitted to:

Jennifer Dabson, Director

Office of Special Events and Continuing Legal Education

American University Washington College of Law

4801 Massachusetts Avenue, NW, Washington, DC 20016

Product Description and Services. Please describe in a brief paragraph

---

---

---

---

All Vendors shall relate to the activities of the Conference and shall not detract from the general character of the Conference. Accordingly the Planning Committee for the 2007 NAALJ Conference reserves the right to reject an exhibitor application, which it feels at its sole discretion, is not appropriate for the Conference.

**Payment of \$500 to accompany this form**

*Checks should be made payable to Washington College of Law or please complete the following credit card information*

**CHARGE FEES (circle one)**

Visa     Master Card     American Express

Card No. \_\_\_\_\_

Exp. Date \_\_\_\_\_ Amount \_\_\_\_\_

Billing Zip Code \_\_\_\_\_

Signature \_\_\_\_\_

**Application Deadline**

The deadline for the exhibitor's application shall be August 1, 2007.

**Standard Exhibitor Area**

Each exhibitor area (table) shall consist of a table approximately 6ft x2.5ft.

**Shipment of Boxes to the Hotel**

Boxes to be sent to the Conference Office (Lincoln Room), 10 Thomas Circle, Washington, DC 20005 (marked for the attention of Neil Alexander) with boxes marked clearly for NAALJ 2007 Conference. The hotel representative is Gwendy Aupig, Sales Department

**Display Setup/ Dismantling**

All exhibitors shall complete their table display setup by 12 pm on Tuesday October 16, 2007. All displays must be dismantled from the exhibitor area no later than 10 am on Saturday October 20, 2007.

**Prohibited Posting**

No decoration, poster, sign or similar items shall be posted on, tacked on, nailed, screwed or otherwise attached to a column, wall, floor or any other part of the building or furniture.

**Hold Harmless**

Exhibitors shall hereby protect, save and hold the Washington College of Law, their respective employees, agents, contractors, and sub contractors harmless from any and all claims for loss, costs, liability, expense or any other claim arising from, out of and/or by reason of the exhibitor's occupancy and use of the exhibition premises or exhibition table of any part thereof during the course of the Conference.

SIGNED \_\_\_\_\_