



Prospectus for

EXHIBITORS AND SPONSORS

2017 LEPA Conference

**May 1 – May 4, 2017
Golden Nugget Lake Charles
Lake Charles**

LOUISIANA EMERGENCY PREPAREDNESS ASSOCIATION

8550 United Plaza Boulevard • Suite 1001 • Baton Rouge, Louisiana 70809

Toll free (877) 405-5372 • Telephone (225) 408-4757 • Facsimile (225)408-4422 • Email office@lepa.org

Fed Tax ID #: 72-1133968

2017 LEPA CONFERENCE

May 1 – May 4, 2017

Golden Nugget Lake Charles

The Louisiana Emergency Preparedness Association (LEPA) invites you to attend the 38th Annual LEPA Conference with emergency preparedness personnel from all over Louisiana. This year's Conference will be held May 1-4, 2017, at the Golden Nugget Lake Charles in Lake Charles, Louisiana. This is an excellent business opportunity to gain one-on-one contact with decision makers in the emergency preparedness field from all over Louisiana. Based on past years, we expect over 200 registrants to attend.

The cost per 8' x 10' exhibit booth is \$850 when registering by April 1, 2017. This ensures that you will be listed in all convention registration materials. The cost of an additional booth is \$600. The exhibit fee for exhibitors registering after April 8, 2017, will be an additional \$100.00 and there is no guarantee of a listing in the promotional material. Exhibit space will be selected at the time of registration but is subject to change. Clear ceiling height in the exhibit hall is twenty-four (24) feet. If you have a special requirement for a larger area, please contact the LEPA office for assistance.

Two representatives, per 8'x10' space, from each exhibiting company are invited to join us for the breakfast and lunch buffet on Tuesday, May 2nd and for all social functions such as the Hospitality Social and the President's Reception. If additional representatives wish to attend meals and social functions, an additional \$100 fee per representative is required. **The Exhibit Hall this year will be a one day Exhibit Hall and will be held on Tuesday May 2nd from 7:30 AM – 4:00 PM. We will have designated attendee time in the exhibit hall from 10:30 AM – 1:30 PM.**

Food and beverage **SPONSORSHIP** opportunities include two breakfasts, two lunches, four breaks with coffee and soft drinks, the President's Reception, the Membership/Awards Luncheon, and refreshments for Conference breaks and speaker presentations. Recognition of your generosity will be highlighted at the Conference, in our newsletter, and on our website. Exhibitors are also encouraged to donate door prizes. Please contact the LEPA office as soon as possible or fill out and return the enclosed sponsorship/contribution form if your company is interested in sponsoring one of the above activities or donating a door prize. Door prizes are given out throughout the meeting.

Don't delay; send in your form today!

**If you have any questions, please contact LEPA Headquarters at
(877) 405-5372 or (225) 408-4757**

Thank you for your participation and support.

2017 LEPA CONFERENCE EXHIBIT AGREEMENT

Company Name _____

Address _____
Street City State Zip

Telephone () _____ Fax () _____

Contact Person _____ E-mail _____

Representatives attending meeting 1. _____
Full Name First Name or Nickname for badge

2. _____
Full Name First Name or Nickname for badge

_____ exhibit booth size _____ exhibit dimensions
Product, service or item to be exhibited

Tentative Exhibit Schedule:

Exhibit Setup 1:00 pm to 5:00 pm, Monday, May 1, 2017

Exhibits Open 7:30 am to 4:00 pm, Tuesday, May 2, 2017

Exhibits Breakdown 4:00 pm to 6:00 pm, Tuesday, May 2, 2017

Exhibit Fee: The cost of one 8'x10' booth prior to April 1, 2017, is \$850.00. The cost for additional booth space is \$600.00 per 8'x10' space prior to April 1, 2017. After April 8, 2017, all exhibit fees are an additional \$100.00. The exhibit fee covers up to two representatives at a time who are welcome to participate in the social events. Additional representatives are welcome to attend for a fee of \$100.00 per representative. If an exhibitor is sponsoring a speaker, the exhibitor representatives may attend the sponsored session at no additional charge.

Exhibit Services Contractor: Exhibit booths and amenities will be provided by Clark Services. An exhibitor packet will be sent by Clark Services offering additional furniture rental and service. Internet services must be arranged through the Golden Nugget.

Hotel: LEPA has negotiated room rates of \$129.00 per night at the Golden Nugget located at 2550 Golden Nugget Blvd. Lake Charles LA for the 2017 LEPA Conference. Please make your own hotel arrangements directly by calling **844.777.4653**. **Be sure to identify yourself as a member of the 2017 LA Emergency Preparedness Association Annual Convention to receive the group rate.** Reservations may also be made through the Golden Nugget website. You must provide the **Group Code LEE30C0** when making reservations on-line. Please note that reservations must be made by **April 15, 2017**, in order to guarantee the group rate.

Copyright Disclaimer: I have read the section on Copyright Policy on the reverse side of this contract and by signing below indicate that I will not be using any copyrighted materials at the LEPA Conference.

By execution of this agreement, Exhibitor agrees to lease space at the LEPA Conference. This contract is subject to terms and conditions as stated above and the reverse side. By signature on this contract, Exhibitor agrees to abide by the contract terms and conditions and LEPA Rules and Regulations.

Signature Typed Name and Position Date

Please sign and return this form with payment or credit card information, to:

LEPA

ATTN: Exhibit Coordinator

8550 United Plaza Blvd., Suite 1001, Baton Rouge, LA 70809

Phone (225) 408-4757 or (877) 405-5372; Fax (225) 408-4422

Credit Card Type (please circle) American Express Visa MasterCard Discover Card

Name on Card: _____

Credit Card No. _____ **Exp. Date** _____

For LEPA Use Only

Date Rec'd _____ **Amt. Paid** _____

Sequence # _____ **Check #** _____

**Join the list of sponsors and contributors for the
38th Annual LEPA Conference!**

Sponsors assist the Association when they sponsor or reimburse LEPA for events. You may also make a monetary donation to be used for the Conference at the discretion of the LEPA Conference Committee. Your donation is greatly appreciated. Finally, you may choose to give to the Association by supplying door prizes to be given out throughout the Conference or bag stuffers for the registration bags (i.e., cups, pens, pencils, magnets, etc.).

Benefits of sponsorship include printed recognition in the official meeting program, recognition in the newsletter and on the website, recognition of sponsors from the podium at various times during the Conference, and a sign with your company's name and logo at the event. You will be recognized according to the amount of your donation. The levels are listed below.

Platinum
(over \$2,500)

Gold
(\$1,501-2500)

Silver
(\$500-\$1500)

Bronze
(under \$500)

Please check the type of sponsorship you wish to participate in, noting event if relevant, and fill out the sponsorship form at the bottom of the page.

Monday, May 2, 2017

___ Golf Tournament (7:30-12:00 p.m.)
___ President's Reception (6:00-9:00 p.m.)

Tuesday, May 3, 2017

___ Breakfast (7:30-8:30 a.m.)
___ Lunch with Vendors (11:30-12:30 p.m.)
___ Morning Break (Time TBD)
___ Afternoon Break (Time TBD)

Wednesday, May 4, 2017

___ Breakfast (7:30-8:15 a.m.)
___ Morning Break (Time TBD)
___ Membership / Award Luncheon (11:30-1:00 p.m.)

Golf Tournament Sponsorships

___ Golf Hole Sponsorship \$100.00 (per hole)

___ **Monetary Donation, unspecified event or program**

Please list amount of donation: _____

___ **Door Prize**

Donated door prize description: _____ Value: _____

Sponsorship Offered By:

NAME: _____	TITLE: _____
COMPANY: _____	
STREET ADDRESS: _____	
CITY: _____	STATE: _____ ZIP: _____
TELEPHONE: (____) _____	FAX #: _____
We wish to sponsor an event as indicated above:	
SIGNATURE: _____	
We must have logos in our office by April 15, 2017 , in order to have them incorporated in the program and signage for the Meeting.	

MAIL TO: Louisiana Emergency Preparedness Association
ATTN: Association Coordinator, 8550 United Plaza Blvd., Suite 1001, Baton Rouge, LA 70809
Telephone: (225) 408-4757 Tax ID#: 72-1133968

LEPA is a 501(C)(3) None Profit Organization

PAYMENT METHOD: ___ Check Enclosed ___ Visa ___ MasterCard ___ American Express

Name on Credit Card: _____ **Signature:** _____

Credit Card No.: _____ Exp. Date: _____ Amount to be Charged: \$ _____

OFFICE USE ONLY: RECEIVED: _____ DATE PROCESSED: _____ CHECK #: _____ AMOUNT: _____ CC AUTH: _____

Please make checks payable to LEPA.

CONTRACT TERMS AND CONDITIONS

BOOTH ASSIGNMENT

Space is available on a first-come, first served basis. Booths will be assigned on a first request basis, or randomly if no request is made. **If you wish to be assigned a specific booth, or have a company from which you wish to be separated, please indicate on this form or call LEPA Headquarters at (225) 408-4757 or (877) 405-5372.** Specific booths will be assigned over the telephone, subject to receipt of the exhibit agreement and fee at LEPA Headquarters within four (4) working days of the call.

EXHIBIT FEE

Exhibit fee includes a 8' x 10' booth with linens and skirting, one draped table, two chairs, wastebasket, 44" x 7" identification sign and one 110 electrical outlet. If you have special requirements such as exhibiting a vehicle, portable structure, large equipment or elaborate display please contact the LEPA office for details. No additional furnishings are included in the exhibit fee. All exhibitors will receive a packet from Clark Services to secure other amenities.

PAYMENT POLICIES

Payments are due before April 1, 2017 to assure that your company is listed in the convention materials as an exhibitor. Payments received after this date will not guarantee exhibitors a listing in the meeting program. No one will be allowed to exhibit unless the exhibit fee is paid. The Association reserves the right to cancel and resell any booth space not paid in full by April 1, 2017. Refund policy is stated below.

CANCELLATION OF EXHIBIT SPACE

All booth cancellations must be submitted in writing to LEPA. Prior to April 1, 2017, the entire fee will be refunded. Cancellation after April 1, 2017, and prior to April 1, 2017, will result in a 50% refund of the fee. Exhibitor hereby agrees to forfeit, and the LEPA agrees to withhold the above respective sums from any refund due.

USE OF EXHIBIT SPACE

Exhibit space is assigned on the express understanding that it is to be used solely for the display of the Exhibitor's products and services that the Exhibitor offers for sale to the emergency preparedness industry. Exhibitors are not permitted to sublet any part of their space, or to display merchandise of other manufacturers or dealers where no direct business conditions exist between them.

No exhibit material may extend beyond the boundaries of the exhibit space or exceed the height restrictions for that type of booth. Clear ceiling height in the exhibit hall is 24 feet. Should there be any question as to the obstruction or interference of any exhibit with other exhibits in the area; the LEPA Executive Director will make the final judgment.

COPYRIGHT POLICY

Copyright Laws require the payment of a user fee prior to any performance of copyrighted work (such as music or literature). Exhibitors are responsible for procuring permission to use any copyrighted work that is performed, broadcast or displayed by such exhibitor during the LEPA Conference. (Exhibitors who contract for space after April 14, 2017 should furnish the proof of payment of user fee within ten (10) working days after receipt of confirmation from LEPA). Should an exhibitor during the LEPA Conference not use copyrighted work, the exhibitor must sign the Copyright Disclaimer on the Application & Contract.

INSURANCE AND LIABILITY

Exhibitors wishing to insure their property must do so at their own expense. It is recommended that all exhibitors have representatives in attendance at all times when the exhibits are open—especially when exhibits are being set-up or dismantled—to protect them against loss.

It is expressly understood and agreed, and the Exhibitor agrees by accepting this contract, that he/she will make no claim of any kind against the Louisiana Emergency Preparedness Association or its employees for any loss, damage to or destruction of goods while at the L'Auberge du Lac in Lake Charles, Louisiana, or for any damage of any nature or character whatsoever.

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the L'Auberge du Lac premises and will indemnify, defend, and hold harmless the hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.

It is further agreed that LEPA shall not be liable for any claims or damages of every kind, for injury to or death of any person or persons and for damage to or loss of property, arising out of or attributed directly or indirectly to the operations or performance of Exhibitor, Exhibitor's agents and employees under this agreement.

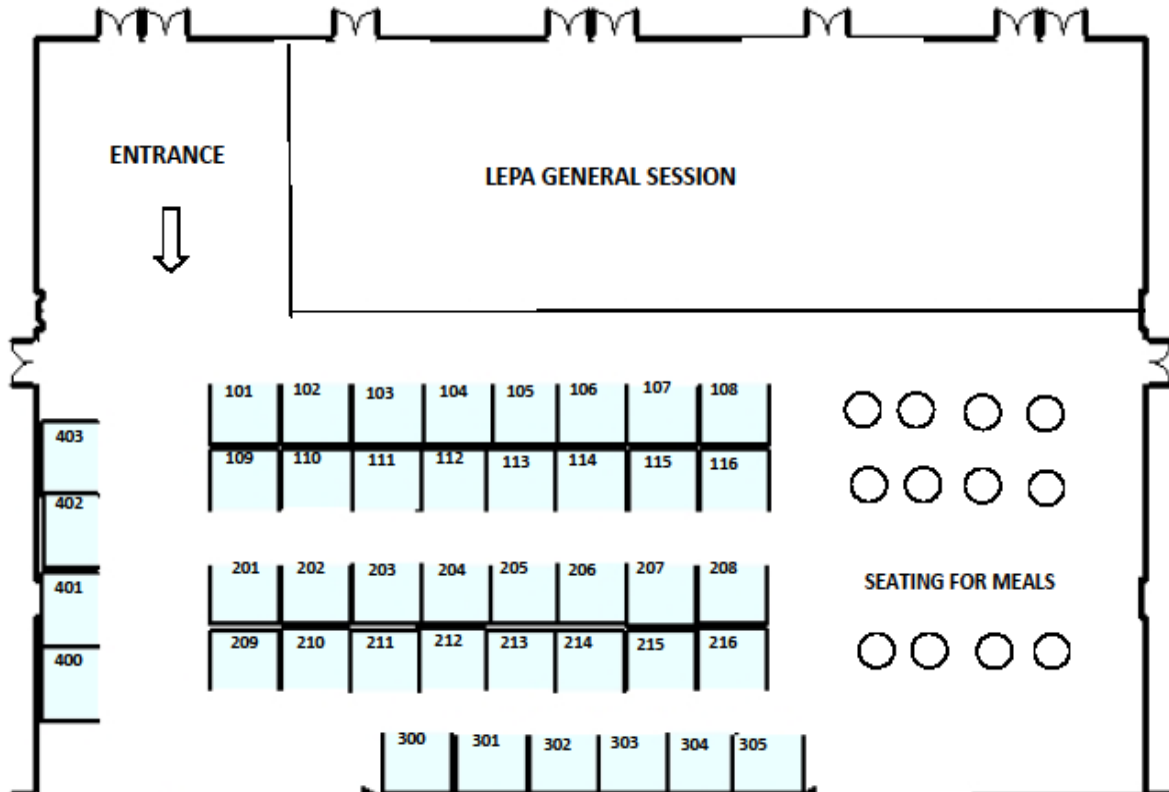
Should any eventuality cause cancellation of the exhibition, LEPA shall not be liable for any expenses incurred by the exhibitor other than the rental cost of exhibit space less decorating cost. Refund of said rent should be the maximum limit of LEPA's liability to the exhibitor.

CONDITIONS OF CONTRACT

The Louisiana Emergency Preparedness Association retains the right to refuse or reject exhibitors at its sole discretion. The Louisiana Emergency Preparedness Association reserves the right to alter locations of exhibitors or booths shown on the floor plan or dimensions of the booths, if deemed to be in the best interest of the exhibition. The contract is subject to all rules and regulations of the Association and to all conditions under which space at the L'Auberge du Lac Lake Charles, Louisiana, has made available to the Louisiana Emergency Preparedness Association. Exhibitor agrees to abide by all applicable fire, utility, and building codes.

This instrument contains the entire agreement between the parties relating to the rights herein granted and the obligations herein assumed, except as otherwise provided in this instrument. The laws of the State of Louisiana shall govern this agreement.

2017 LEPA CONFERENCE
EXHIBIT HALL



JOIN LEPA NOW

APPLICATION FOR MEMBERSHIP

Check One:

- Individual Membership (\$75/year) Student Membership (\$20/year)
 Corporate Membership (see below)

CORPORATE MEMBERSHIP DUES

# OF EMPLOYEES	ANNUAL DUES	ELIGIBLE MEMBERS
1-100	\$180	2
101-250	\$360	4
251-500	\$720	8
501-1000	\$1080	12
Over 1000	\$1440	16

NAME: _____

TITLE: _____

ORGANIZATION: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PARISH: _____ PHONE#: _____

FAX#: _____ CELL#: _____

EMAIL: _____

Primary Areas of Interest: (Check those that apply.)

- Communications and Warning
 Shelter and Evacuation
 Law Enforcement
 Hazardous Materials
 Emergency Management
 Fire Services
 Radiological and Nuclear
 Military
 Public Works and Utilities
 Public Information and Education
 Health and Emergency Medical
 Other _____

Send application to:

**LOUISIANA EMERGENCY
PREPAREDNESS ASSOCIATION**
8550 United Plaza Blvd., Suite 1001
Baton Rouge, LA 70809
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