EASTERN ATHLETIC TRAINERS’ ASSOCIATION, INC.  
60th ANNUAL MEETING  
January 11 – 14, 2008  
Valley Forge Convention Center, Radisson Hotel, Scanticon Conference Center, Valley Forge, PA  

Please review the following prior to signing your contract.

HOTEL/EXHIBIT LOCATION:

The 2008 60th EATA ANNUAL MEETING will be located at the Radisson Hotel and Scanticon Conference Center. The exhibitor space will be located in Valley Forge Convention Center. The Hotel(s) telephone numbers for room reservation are 877-783-5459 (Radisson Hotel) or 610-267-1500 (Scanticon). Both hotels are attached to the convention center and share a reservation center. Please contact the hotel directly and inform them that you are with the EATA meeting so that you will receive the convention rate of $139.00 single / double. The meeting block of rooms will be released on December 18, 2007. After that date, rooms will be available on an as is basis. The Marriott Copley Square Hotel is located at 1180 First Ave, King of Prussia, PA.

EXHIBIT INFORMATION

1. Valley Forge Convention Center is located on the ground floor attached to the Radisson Hotel and Scanticon Conference Center.
2. The exposition/decorating company is General Exposition Services and the contact person is: Jake Freas, Tel.: (610) 495-8866; Fax: (610) 495-8870.
3. All Drayage must be sent directly to General Exposition Services; the Valley Forge Convention Center will not accept any freight unless authorized by GES. It will be forwarded to the exposition company at your expense. Exhibitors wishing to carry or dolly their own booth display onto the floor may do so from the loading dock during exhibitor set-up hours on Saturday 2:00 – 6:00 PM or Sunday 7:00 – 9:00 AM.
4. Payment of $450.00 is expected with the return of the contract by December 1, 2007. Each additional, connecting booth space will be $350.00. Payments received after December 1st will be assessed an additional $50.00.

      NOTE: EATA Fed tax exempt I.D. # 22-2370636.
5. The booth size will be 10’ X 10’ and each booth will contain the following:
   6’ skirted table, two chairs, trash can, draped 3’ side rails, and draped 8’ back wall.
   The decorating kit includes an order form for electrical requirements which will be connected by Valley Forge Convention Center, not GES, service personnel. Should you require extra items such as ice, water, etc…? Please call Bob O’Malley.
6. Drapery color will be navy blue and white. The exhibit hall is not carpeted.
7. Each booth will have a standard head sign with your company name and booth number.
8. For any additional items in your booth space, please contact General Exposition Services.
9. Set up times: Saturday, January 12, 2008: 2:00 – 6:00 PM and Sunday, January 13th: 7:00 – 9:00 AM
10. Exhibit times will be: Sunday January 13, 2008: 9:00 AM – 4:00 PM.
11. Breakdown time: Sunday January 13, 2008: 4:00 – 6:00 PM. There will be no breakdown prior to 4:00 PM.
12. Special events for exhibitors:
   *Saturday, January 12th: Cocktails 5:30 – 6:30 PM; Banquet 6:30 – 8:30 PM
   (We urge all exhibitors to use the two free tickets / booth and attend the banquet.)
   Sunday, January 13th; Exhibit hall will be open from 9:00 AM – 4:00 PM with dedicated exhibit times for ATC’s: 9:00 – 9:30 AM and 12:30 – 1:30 PM.

ATTENDEES

The EATA expects to have between 850 and one thousand attendees for this year’s 60th ANNUAL MEETING. Of these, sixty-five to seventy percent are expected be certified athletic trainers, twenty percent are student athletic trainers and the remainder will be physicians, allied health professionals, speakers and guests. Exhibitors are not included in this estimate. Please remember students are our future.
BOOTH ASSIGNMENTS:

The booth assignments will be published on the www.goaeta.org website after December 1st. Booth assignments are based on previous history with EATA and sponsorship agreements with NATA. Exhibitor contracts received after December 1st will be assigned booth space on a first come-first serve basis, with consideration for competitive product lines. The Exhibit Hall is limited to 75 booths: Please register early to ensure you will get a booth for the 2008 ANNUAL MEETING.

EATA ACKNOWLEDGEMENTS AND POLICIES

CANCELLATIONS:

In the event that you must cancel from our show please note the following refund policy:

<table>
<thead>
<tr>
<th>NOTIFICATION BY</th>
<th>AMOUNT OF REFUND</th>
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<tbody>
<tr>
<td>November 25, 2007</td>
<td>100%</td>
</tr>
<tr>
<td>Between November 26, 2007 and December 1, 2007</td>
<td>75%</td>
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NO REFUNDS WILL BE GIVEN AFTER DECEMBER 1, 2007

SECURITY:

EATA has retained the security services of the Valley Forge Convention Center Security Staff. Security will be in attendance from set-up until breakdown. Security will also monitor the entrance during exhibit hours. While EATA makes every effort to secure the area, EATA is not responsible for the safety of the property of exhibitors from theft, fire, accident, vandalism, or other causes. In the event that such a problem occurs, EATA will assist the vendor along with convention hall security.

Note that there will be no security coverage in the exhibit hall until Saturday, January 12, 2008 starting at 2:00 PM, so early move-in of your product before 2:00 PM is at your own risk.

PUBLIC POLICY:

The exhibitor is charged with knowledge of all laws, ordinances, and regulations pertaining to health, fire prevention, and public safety according to the township of Upper Merion while participating in this event. Compliance is mandatory and the sole responsibility of the exhibitors.

No combustible decoration, such as crepe paper, tissue paper, cardboard, or corrugated paper will be used at any time. All packing containers, excelsior, wrapping paper, etc., must be removed from the exhibit floor and may not be stored under tables or behind displays. All muslin, velvet, silk, or cloth decoration must be able to withstand a flameproof test as prescribed by the fire ordinance of the township of Upper Merion, PA. All materials and fluids that are flammable are to be kept in safety containers. Open flames, butane gas, oxygen tanks are not permitted without written authorization from the Upper Merion Fire Department and the Valley Forge Convention Center.

LIABILITY AND INSURANCE:

The exhibitor agrees to protect, indemnify, save and keep the National Athletic Trainers’ Association, Inc., NATA Districts I & II, and the Eastern Athletic Trainers’ Association forever harmless from any damages or charges imposed for violation on any law, whether occasioned by the negligence of the exhibitor or those holding under the exhibitor, as well as to comply with the applicable terms of the agreement between the EATA and the Marriott Copley Square Hotel against the loss, cost damage, liability or expense arising from out of, or by reason of any accident, or other occurrence, to anyone due to exhibitors’ use or exhibit space.

Exhibitors are advised to purchase floater insurance to cover the exhibit material against damage or loss, and public liability insurance against injury to another person or the property of others.