



Upon Receipt of Exhibitor Service Kit

- Make hotel reservations at ARIA Resort & Casino (page 6)
- Booth payment is due in full
- Reserve advertising space (page 7) in the *2017 Show Guide*
- Develop “show specials” such as discounts for attendees and product give-aways to attract traffic to your booth
- Have your sales people visit top accounts and remind them of your company’s participation in the Expo
- Confirm that you have all pamphlets and materials needed for your booth
- Order pre-show attendee list and begin planning a promotional mailing to potential customers who will be at the Expo (page 8)

Important Deadlines

- January 24** - Deadline to reserve ad space in the *2017 Show Guide*
- February 9** - Deadline to submit your company profile for the *2017 Show Guide*
- February 23** - Deadline to submit ad materials (artwork) for the *2017 Show Guide*
- February 23** - Deadline to order pre-show attendee list for promotional mailing (page 8)
- March 3** - Last day to make hotel reservations at discounted rates (based upon availability; see page 6)
- March 6** - Last day to receive discounts on orders placed with Freeman for decorator services
- March 6** - Last day to order services from ARIA Exhibitor Services
- March 24** - Advance registration deadline for Booth Personnel (pages 10 - 13) and complimentary full and discounted full conference registrations (page 9 & page 14)

At the Show

- Select booth space for the **12th Annual National HR in Hospitality Conference & Expo**

After the Show

- Prepare post-show mailing using list provided by LRP (page 7)
- Follow up on all the leads secured at the show!



Expo Dates

Exhibits will be open Monday, March 27, and Tuesday, March 28. For a complete schedule, see the Expo Hall Hours & Access (page 3).

Location

ARIA Resort & Casino

3730 S. Las Vegas Blvd.
Las Vegas, NV 89158
Phone: 866-359-7757 or 702-590-7757

Show Management – Sales

Lenore Higgins, Tradeshow Sales Manager
Phone: 1-800-287-0257, ext. 8623
Fax: 561-408-0720
Email: lhiggins@lrp.com

Show Management – Logistics

Vicky Dennehy, Meeting Planner
Phone: 561-622-6520, ext. 8794
Fax: 561-622-2876
Email: vdennehy@lrp.com

Official Show Vendors

Decorator Service Contractor – Freeman;
Audio Visual – ARIA Exposition Services. Some exhibitor service and audio visual companies are actively contacting exhibitors. Please be aware that LRP is not supplying these companies with any of your information and they are not affiliated with LRP in any way. Unofficial Show Vendors may be denied access to the Expo Hall.

Booth Payment Policy

No exhibitor will be allowed to set up until all fees are paid in full. For more information, see Rules & Regulations (pages 4 - 5).

Arrangement of Exhibits

The space provided will be as shown on the floor plan insofar as possible, but LRP reserves the right to change the location if this is in the best interest of the exhibition. Exhibits may not project beyond the space allotted or interfere with traffic to the exhibits of others. Any exhibit not meeting these requirements must be dismantled or altered upon request.

In-line exhibits must not exceed 8' in height. Any construction over 42" in height must be kept within 4' from the back of the booth. Hanging signs are not permitted over in-line booths or booths smaller than 20' x 20'.

Island/Open Areas measuring at least 20' x 20' — Exhibits, hanging signs, banners and displays must not exceed 20' in height. Two-storied booths must be approved by the Exhibit Facility, Fire Marshal and Show Management. No hanging signs may block the view of other exhibit aisles or booths. For booth structures that are taller than 42" in height, care must be taken to maintain sufficient sight lines to surrounding booths, as determined by show management.

Floor Covering

Booth spaces are carpeted. Rental furnishings and additional carpet may be ordered using the forms in the Decorator Service Kit provided by Freeman.

Booth Space

Each 10' x 10' booth will be set with an 8' high white and black drape and 3' high black side dividers. Booths 300 sq. ft. or less will receive a 7" x 44" one-line identification sign. Booths larger than 300 sq. ft. may receive a 7" x 44" one-line identification sign upon request. **Nothing may be attached to these drapes by order of the fire marshal.**

No Smoking Policy

ARIA Resort & Casino is a non-smoking facility. Smoking in the Expo Hall is strictly prohibited.

Exhibitor Registration/Hours

Exhibitor registration will be open during the following hours:

Sunday, March 26: 2 - 6 p.m.
Monday, March 27: 7 a.m. - 5:30 p.m.
Tuesday, March 28: 7:30 a.m. - 5:15 p.m.

Each company will receive 5 booth personnel registrations (maximum 40) and one full-conference exhibitor registration (maximum 10) for every 10' x 10' booth purchased. **Additional Booth Only registrations may be purchased for \$50 each.** We request that all employees/representatives of exhibiting companies pre-register for the show by March 24. Pre-register online at www.HRinHospitality.com/exhibit_resource.html or use the forms on pages 9 - 14.

Business Services

For your convenience, ARIA offers a Business Service Center located on level two of the convention center. Please contact the Business Service Center at 702-590-9750 for a full list of products and services or for further assistance.

Exhibitor Lounge

An exhibitor lounge with complimentary coffee and soda will be available to booth personnel during set-up hours.



2017 Expo Hall Hours & Access

EXPO: March 27 - 28 • ARIA Resort & Casino, Las Vegas

2017 Expo Hall Hours

Important Notes!

Sunday, March 26

Exhibitor Move-In	2 - 6 p.m.
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Monday, March 27

Expo Open	9:45 - 10:30 a.m. 11:45 a.m. - 1:15 p.m. 4 - 5:30 p.m.
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Refreshment Break <i>(Unopposed show hours)</i>	9:45 - 10:30 a.m.
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Networking Lunch <i>(Unopposed show hours)</i>	11:45 a.m. - 1:15 p.m.
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Networking Reception <i>(Unopposed show hours)</i>	4 - 5:30 p.m.
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Tuesday, March 28

Expo Open	9:45 - 10:30 a.m. 11:45 a.m. - 1 p.m.
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Refreshment Break <i>(Unopposed show hours)</i>	9:45 - 10:30 a.m.
---	-------------------

Networking Lunch <i>(Unopposed show hours)</i>	11:45 a.m. - 1 p.m.
--	---------------------

Exhibitor Move-Out	1 - 4 p.m.
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Exhibits not set up by 8:30 a.m. on Monday, March 27, may be set up by the official contractor and the work must be paid for by the exhibiting company.

Please read carefully the Decorator Service Kit provided by Freeman. **The dock will be under Freeman's control at all times.**

Registered exhibitors may enter the Expo Hall upon showing their badge to security personnel.

Exhibitors may enter the Expo Hall at 7 a.m. on Monday and Tuesday and may stay no later than 7 p.m. on Monday.

Exhibitors will be permitted in the Expo Hall on Monday and Tuesday from 10:30 - 11:45 a.m. and Monday from 1:15 - 4 p.m.; attendees will not.

For access to the Expo Hall before and after the hours above, requests must be made to trade show management in advance. Security will not let anyone on the show floor without prior approval from show management.

“LRP” shall refer to LRP Publications and “Exhibit Facility” shall refer to ARIA Resort & Casino.

Eligibility

LRP shall have the sole right to determine the eligibility of exhibits, including, but not limited to: companies, products, systems, services, booth graphics, printed matter distributed at the conference, souvenirs and give-aways, costumes and booth personnel attire, and all other exposition features and activities.

Use Of Music

Due to ASCAP and BMI regulations, any exhibitor who uses copyrighted music as part of, or in conjunction with, any function connected with this Conference & Expo, may be subject to a music license fee.

Video and Photography

The taking of videos inside the Event's plenary sessions and breakout sessions is strictly prohibited without prior written approval of LRP. The taking of videos within the Event's Expo Hall by exhibitors is permitted, only as long as the video is shot from, and contains only footage within, the confines of the exhibitor's booth area. All other video is strictly prohibited. Still photography in plenary session and breakout rooms is strictly prohibited without the prior written approval of LRP.

Promotional Material

Sample articles, premiums, novelties, publications, souvenirs, printed educational and promotional materials may be distributed from the confines of the exhibitor's booth only. All such materials must be made available to all exhibition attendees so long as the materials are offered. Exhibitors may not solicit attendees or distribute promotional materials in public space. Placement of promotional materials in locations such as food and beverage areas or meeting rooms is strictly prohibited without prior approval from LRP. Prizes, contests or drawings are permitted with the permission of LRP. Samples of hand-out materials other than literature pertaining to exhibitor's products and services must be approved in advance. LRP may withdraw permission to distribute any material it considers objectionable. Any food or beverage distribution must be approved in advance.

Conflicting Events

In the interest of the success of the entire conference and exposition, the exhibitor agrees not to extend invitations, call meet-

ings, or otherwise encourage absence of attendees or exhibitors from the conference or Expo Hall during the official posted hours of the conference and exposition except as approved by LRP. All sponsor or exhibitor events, parties, gatherings or dinners of 25 or more people within a 5-mile radius of ARIA Resort & Casino during the conference dates of March 27 - 29, 2017, must be approved in advance by LRP conference staff.

Competitive Events

The exhibitor shall not, during the Event and a two-day period before the first day and post the last day, conduct, sponsor or affiliate with, within 25 miles of the Event, any functions, classes, seminars, exhibits, or similar activities (hereinafter “functions”) for more than 20 people which are similar to, competitive with or complementary to, any functions, classes, seminars, exhibits or other activities at the Event, other than (i) the exhibit provided by in this contract, or (ii) those functions approved by LRP in writing and held at a location specifically authorized by LRP.

Hospitality Suites & Meeting Rooms

All hospitality suites and meeting rooms must be approved by LRP and arranged through the Exhibit Facility or Conference Hotel. Only confirmed, fully paid exhibitors will be allowed to use hospitality suites and meeting rooms. Approved use of hospitality suites and meeting rooms is limited to your company's staff meetings and one-on-one meetings with attendees. All other uses of meeting rooms must be approved in advance by show management. Demos and sales presentations are prohibited in hospitality suites and meeting rooms. Cancellation of exhibit space will result in automatic cancellation of any and all hospitality suites and/or meeting rooms. If cancellation occurs within 60 days of event, all rental fees will be non-refundable.

Conduct & Restrictions

LRP reserves the right to restrict exhibits which because of noise, odors, methods of operation or any other reason become objectionable or otherwise detract from or are out of keeping with the character of the exposition as a whole. This reservation includes persons, things, conduct or printed material. LRP reserves the right to alter or close any exhibit which does not conform to the provisions of this contract. No refund shall be due under such circumstances. LRP also reserves the right to exclude any nonconforming party from exhibiting at any future LRP program or to give lowest priority

for future exhibit space. These actions do not constitute exclusive remedies, and LRP may avail itself of any remedy in laws or equity in addition to these actions.

Booth Staffing

Exhibit booths must be staffed during all posted Expo Hall hours. No exhibit or portion thereof may be removed from the exhibit hall during the conference without the written consent of LRP. Any infraction may result in the exhibitor being prohibited from exhibiting at future expositions.

Admission

LRP shall have sole control over admissions policies at all times. Any person visiting the exhibits is required to wear an appropriate badge while in attendance. All exhibitor personnel must wear an exhibitor's badge or appropriate conference registration badge at all times.

Sub-leasing

Exhibitor shall not allow any other corporation or firm or its representatives to use the space allotted to the exhibitor, nor shall the exhibitor display articles not manufactured or normally sold by the exhibitor. Co-participation by any other corporation or firm or its representatives in space assigned to the original applicant must be authorized by written permission from LRP, and shall incur an additional charge of 25% of the total cost for exhibit space for each additional participant.

Cancellation Policy

Written notice of cancellation must be received by LRP at least 120 days in advance of the scheduled exhibition date or exhibitor will be held liable for total booth rental irrespective of the reason for the cancellation, including cancellation due to failure of an exhibit to arrive. Exhibitors who have paid in full and who notify LRP of cancellation prior to the 120 day deadline will receive a refund of rental fees equal to 50% of the total booth rental. LRP shall not be held responsible for shipping charges, construction costs, labor charges, expenses for preparation of exhibits or any other expenses or indemnity in the event that the materials fail to arrive. Exhibitor shall not be entitled to a refund of the booth rental if the exhibition is cancelled by LRP as a result of strike, riot, civil disorder, act of terrorism, act of war, act of God or any other reason whatsoever not within the control of LRP. Any refunds due by LRP will be paid no later than 60 days after the close of the conference.

Default

Any exhibitor failing to occupy space contracted for but not cancelled by 7 a.m. on the first show day, is not entitled to any rebate. Management shall have the right to use said space to suit its own convenience, including selling the space to another exhibitor without any rebate of allowance to the defaulting exhibitor and without incurring any obligation of any kind to said prospective exhibitor.

Shipping

The exhibitor agrees to ship, at its own risk and expense, all articles to be exhibited and agrees to conform to the rules for shipping as contained in the Decorator Service Kit. The Exhibit Facility has no facilities for receiving and storing materials prior to the set-up day of the exposition. DO NOT ship equipment or displays directly to the Exhibit Facility, or to the hotel in which exhibit personnel are housed.

Labor

Skilled and unskilled labor for unpacking, setting up and re-packing of exhibits will be supplied by the decorating contractor. Rates for this service will be quoted by the decorating contractor. Extra or unusual labor for any action affecting the Exhibit Facility will be charged directly to the exhibitor based upon time and materials factors. Exhibitors must make arrangements for this type of activity as specified in the Decorator Service Kit.

Arrangement Of Exhibits

The space provided will be as shown on the floor plan insofar as possible, but LRP reserves the right to change the location if this is in the best interest of the exhibition.

Utilities

ARIA Exposition Services is the exclusive provider for the following services in the Expo Hall: Truss and Rigging, Staging and Lighting, Electrical and Plumbing, Telecommunications, Broadband Internet Connections, Booth Cleaning and Computer Rentals. All other utility requirements needed or anticipated by exhibitor must be ordered through ARIA, the exclusive service provider. Rates will be quoted in the Decorator Service Kit.

Audio Visual

Computer, printer, video and audio equipment rental services are available from the official audio visual vendor, ARIA Exposition Services. All audio visual requirements needed or anticipated by the exhibitor must be ordered through ARIA Exposition Services. Rates are quoted in Freeman's Decorator Service Kit.

Installation & Dismantling

Set up and tear down times are listed on Expo Hall Hours & Access sheet (page 3). All exhibit materials must be removed from the Exhibit Facility promptly at the close of the exhibit and Freeman reserves the right to re-ship the display materials via carrier which it deems expedient if the carrier designated by the exhibitor does not promptly remove the merchandise from the facility or if the area is needed by the facility. Children under the age of 18 are specifically prohibited from being on the Expo floor during move-in and move-out hours.

Fire Regulations

All booth decorations and construction must conform to the regulations of the host city Fire Marshal. Cloth or other flammable materials must be flame-proof. Packing containers, excelsior, wrapping and similar material must be removed from the exhibit area and not stored under tables or behind displays.

Protection Of Property

Nothing shall be pasted, tacked, nailed, screwed or otherwise affixed to columns, walls, floors or other parts of the building or furniture. Gasoline driven vehicles must be drained of gasoline prior to moving into the premises. A drip pan must be placed under each vehicle. Gasoline driven motors must not be operated in the exhibit area. Batteries must be disconnected and gas caps locked. If the premises are defaced or damaged by an act of negligence by any exhibitor, its agent/s or guest/s, the exhibitor will pay for any and all expenses incurred by damages to physical property, caused by exhibitors, riggers, haulers or other contractors engaged for the purpose of moving exhibits and equipment into and out of the building.

Liability

Exhibitor agrees to protect, save and keep LRP and the Exhibit Facility forever harmless for any damages or charges imposed for violation of any law or ordinance whether occasioned by the negligence of exhibitor or those holding under the exhibitor, as well as to strictly comply with the applicable terms contained in the agreement between LRP and the Exhibit Facility regarding the exhibition premises; and further, exhibitor shall at all times protect, indemnify, save and keep harmless LRP and the Exhibit Facility against and from any and all loss, cost, damage, liability, injury or expense (including attorney's fees) arising from, out of, or by reason of any accident or other occurrence to anyone, including the exhibitor, its agents, employees and business invitees, which arise from or by reason of said exhibitor's occupancy and use of the exhibition premises or part thereof. The exhibitor understands that neither LRP nor the Exhibit Facility maintains insurance covering the exhibitor's property and it is the sole responsibility of the exhibitor to obtain coverage at their expense against personal injury, property damage, fire and theft in such an amount as the Exhibit Facility requires.

Interpretation

These regulations become a part of the contract between exhibitor and LRP. Exhibitors or their representatives who fail to observe the conditions of the contract or who, in the opinion of LRP, conduct themselves unethically may be dismissed from the exhibition without refund.

General

All matters and questions not covered by the Rules & Regulations are subject to the discretion of LRP. The Rules & Regulations may be amended or supplemented at any time by LRP, and all such amendments or additions shall, upon reasonable notice, be as equally binding on all parties affected as the original Rules & Regulations.



EXPO: **March 27 - 28** • ARIA Resort & Casino, Las Vegas

Registrants are responsible for making their hotel reservations, and reservations should be made in the attendee's name. Please contact the hotel's reservation department directly and be sure to identify yourself as an LRP **National HR in Hospitality Conference** registrant. **A limited number of rooms are being held until March 3, 2017, or until they are sold out.** Please contact the hotel for deposit and cancellation policies. If you require an ADA accessible hotel room, we strongly encourage you to make reservations early and communicate your needs to the hotel. If you reserve more than 10 rooms, you may be required to sign a contract. For online booking, please visit: www.HRinHospitality.com/travel.html

ARIA Resort & Casino

3730 S. Las Vegas Blvd.

Las Vegas, NV 89158

Phone: 866-359-7757 or 702-590-7757

Rate: \$209 single/double + taxes

A daily resort fee of \$28 (tax inclusive) will be added at check in to include:

- Internet in-suite and campus-wide at City Center
- Local and toll-free number phone calls
- Access to The Spa at ARIA Fitness Center
- Daily newspaper
- Airline boarding pass printing

Cut-Off Date: March 3, 2017

Please be aware that some convention housing and expo travel agencies are fraudulently representing themselves as our "housing vendor" and contacting individuals in the HR in Hospitality Conference's community, soliciting business. Specifically, they will offer to make hotel reservations within the Conference's block on your behalf, or even offer you a discount from the Conference's rate.

The HR in Hospitality Conference is not utilizing the services of any housing service for the Conference. Hotel reservations for the Conference should be made directly with the hotel, either by phone or via our web reservation link. The official conference hotel with guaranteed rate is listed here, in the official conference brochure and on the conference web site. If you provide your credit card information to any of these unauthorized vendors, your card may be charged but you may not have a reservation when you arrive in Las Vegas.

To make the most of the **11th Annual National HR in Hospitality Conference & Expo**, it's important for your company to keep its name on the minds of our attendees. This means making a serious effort to put your name in front of them before, during, and after the show. LRP's advertising and promotional programs help you do just that!

Before the Show

List Rental

Did you know that conference attendees really do like to receive pre-show mailings? It's true. So be smart – use our pre-show mailing list to invite attendees to your booth and target those people who will be most interested in what you have to offer. To order, use the form on page 8 or contact Lenore Higgins.

Show Guide Advertising

At the conference, the *Show Guide* is attendees' one-stop source of information. This translates into a high-visibility means of promotion for exhibiting companies. Your ad in the *Show Guide* will be seen again and again – not only at the show, but also for many months to follow. Our attendees turn to this valuable reference guide throughout the year and share it with their colleagues who did not attend. Visit <http://www.HRinHospitality.com/advertise.html> or contact Lenore Higgins for details.

Sponsorships

There are still sponsorships available that will leave your company in attendees' minds long after the show ends. For a complete list, visit www.HRinHospitality.com/sponsorship.html, then contact Lenore Higgins for availability and more details.

After the Show

Complimentary Post-Show Mailing List

Get the people you missed at the show by mailing them a special promotion with this complete list! At the show we will provide you with information about receiving your complimentary attendee list. Lists will only be released to exhibitors who submit a signed List Usage Agreement to LRP.



2017 Pre-Show Mailing List Rental Order Form & Agreement

EXPO: March 27 - 28 • ARIA Resort & Casino, Las Vegas

CONTACT INFORMATION:		
EXHIBITOR:		
CONTACT NAME:		
ORGANIZATION:		
STREET ADDRESS:		
CITY:	STATE:	ZIP:
EMAIL:		
PHONE: ()	FAX: ()	

**Due: Thursday,
February 23**

List Rental Price:
\$500

Sponsors who are entitled to a complimentary pre-show mailing list may return this agreement without payment.

To order after
February 23,
please contact
Lenore Higgins.

PAYMENT INFORMATION:	
CHARGE MY CREDIT CARD: <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMEX <input type="checkbox"/> DISCOVER	
CARD #:	EXP. DATE:
SECURITY CODE: (3-digit code on back of Visa, MasterCard, Discover or 4-digit code on front of AmEx)	
NAME: (as it appears on card)	
CREDIT CARD BILLING ADDRESS: / STREET: <small>(If different from above)</small>	
CITY:	STATE: ZIP:
CARDHOLDER'S PHONE:	CARDHOLDER'S SIGNATURE:

The list will include name, title, company and mailing address fields. No email addresses or phone numbers will be supplied.

LRP Publications will email the list to you approximately 4 weeks prior to the show from **conferences@lrp.com**. No updates will be provided.

BY SIGNING THIS AGREEMENT, YOU:

- Agree the list is for one-time postal mailing use only in conjunction with this event.
- **AGREE TO REFRAIN FROM COMPILING PHONE NUMBERS AND EMAILS OF THE ATTENDEES ON THE LIST TO BE USED FOR SOLICITATION.**
- Agree that all names and addresses furnished by LRP remain the property of LRP.
- Guarantee that the names and addresses will not be copied or retained in any way, or reused, resold, disclosed to, or used by anyone other than you.
- Agree that the names may be merged and purged with other lists only for the purpose of eliminating duplicate names and will not be enhanced or tagged without the written permission of LRP.
- Understand that the list is monitored by decoy names and agree not to employ any method to detect and eliminate decoy names.
- Understand that any violation of these restrictions will result in additional billing, suspension of privileges and possibly litigation.

Signature _____
Date _____

Send List Rental Agreement to:
11th Annual National HR in Hospitality Conference
Attn: Customer Service
Fax: 561-622-2423 • Email: conferences@lrp.com



2017 Complimentary Full Pass Exhibitor Registration Form

EXPO: March 27 - 28 • ARIA Resort & Casino, Las Vegas

Due: Friday, March 24

As an **HR in Hospitality** Exhibitor, your company is entitled to ONE FREE full conference registration for one of your company's employees (maximum 10) for each 10' x 10' booth rental. The designated complimentary registrant for your booth is eligible to attend breakfasts, plenary sessions, breakout sessions and all activities within the Expo Hall. See page 14 for information on purchasing discounted full conference passes for any additional employees.

2 Easy Ways to Register



Access the Exhibitor Portal at:
http://www.hrinhospitality.com/exhibit_resource.html



Fax completed form to: 561-622-2423

Registration Policies and Procedures

- Do NOT register as a Full Conference Pass Exhibitor any representatives from your company who are speaking at this conference.
- Your Complimentary Full Conference Pass Exhibitor badge(s) may be picked up on-site at the Pre-Registered Exhibitors counter.
- Each request for substitutions, additions or changes after Friday, March 24, 2017 may be subject to a \$25 nonrefundable administrative fee.
- A \$25 nonrefundable administrative fee may be charged to replace any lost badge.

If you have rented more than one 10' x 10' booth, please photocopy this form for your additional complimentary registrant(s).

Please type or print clearly all requested information.

Name: _____

Title: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Submitted by: _____ Date: _____

Telephone: _____ - _____ - _____

Booth #

Questions? Please call 1-800-727-1227 or email conferences@lrp.com.



2017 Booth Personnel Registration Form

EXP0: March 27 - 28 • ARIA Resort & Casino, Las Vegas

Due: Friday, March 24

Each 10' x 10' booth rental entitles your company to register up to 5 employees (maximum 40) to staff your booth. Booth Personnel Badges permit entrance to the Expo Hall only, not to plenary sessions or breakout sessions.

2 Easy Ways to Register



Access the Exhibitor Portal at:
http://www.hrinhospitality.com/exhibit_resource.html



Complete and fax pages 10 & 11 to:
561-622-2423

Registration Policies and Procedures

- Do NOT register any representatives from your company who are speaking at the conference or who you are registering as a Complimentary or Discounted Full Conference Pass Exhibitor.
- Booth personnel may pick up their badges on-site at the Pre-Registered Exhibitors counter.
- Each request for substitutions, additions or changes after Friday, March 24, 2017, may be subject to a \$25 nonrefundable administrative fee.
- A \$25 nonrefundable administrative fee may be charged to replace any lost badge.

Questions? Please call 1-800-727-1227 or email conferences@lrp.com.

Please type or print clearly all requested information.

Name: _____

Title: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Name: _____

Title: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Name: _____

Title: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Submitted by: _____ Date: _____

Telephone: _____ - _____ - _____

Booth #	_____
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2017 Booth Personnel Registration Form (cont'd)

EXP0: March 27 - 28 • ARIA Resort & Casino, Las Vegas

Page 2

Due: Friday, March 24

Name: _____
Title: _____
Organization: _____
Address: _____
City: _____ State: _____ Zip: _____

Name: _____
Title: _____
Organization: _____
Address: _____
City: _____ State: _____ Zip: _____

Submitted by: _____ Date: _____

Telephone: _____ - _____ - _____

Booth #	
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2017 Additional Booth Personnel Registration Form

EXPO: March 27 - 28 • ARIA Resort & Casino, Las Vegas

Due: Friday, March 24

If more than 5 Booth Personnel per 10' x 10' booth will be staffing your booth, you will need to purchase additional Booth Personnel Badges (\$50 each) for those employees. These badges permit entrance to the Expo Hall only, not to plenary sessions or breakout sessions.

2 Easy Ways to Register



Access the Exhibitor Portal at:

http://www.hrinhospitality.com/exhibit_resource.html



Complete and fax pages 12 & 13 to:

561-622-2423

Registration Policies and Procedures

- Do NOT register any representatives from your company who are speaking at the conference or who you are registering as a Complimentary or Discounted Full Conference Pass Exhibitor.
- Booth personnel may pick up their badges on-site at the Pre-Registered Exhibitors counter.
- Each request for substitutions, additions or changes after Friday, March 24, 2017, may be subject to a \$25 nonrefundable administrative fee.
- A \$25 nonrefundable administrative fee may be charged to replace any lost badge.

Questions? Please call 1-800-727-1227 or email conferences@lrp.com.

Please type or print clearly all requested information. Please photocopy this form for any additional booth personnel.

Name: _____

Title: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Name: _____

Title: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Submitted by: _____ Date: _____

Telephone: _____ - _____ - _____

Booth #



2017 Additional Booth Personnel Registration Form (cont'd)

EXPO: March 27 - 28 • ARIA Resort & Casino, Las Vegas

Page 2

Name: _____
 Title: _____
 Organization: _____
 Address: _____
 City: _____ State: _____ Zip: _____

Name: _____
 Title: _____
 Organization: _____
 Address: _____
 City: _____ State: _____ Zip: _____

Name: _____
 Title: _____
 Organization: _____
 Address: _____
 City: _____ State: _____ Zip: _____

Additional Booth Personnel Fee:

Rate	# Registrants	Total Due
\$50 each		

Credit Card Processing Policy:
 Credit card payments are processed upon receipt. ANY CREDIT CARD PAYMENT CHANGES will result in an administrative fee.

PAYMENT INFORMATION:

CHARGE MY CREDIT CARD: VISA MASTERCARD AMEX DISCOVER

CARD #: _____ EXP. DATE: _____

SECURITY CODE: (3-digit code on back of Visa, MasterCard, Discover or 4-digit code on front of AmEx)

NAME: (as it appears on card)

CREDIT CARD BILLING ADDRESS: / STREET: _____

CITY: _____ STATE: _____ ZIP: _____

CARDHOLDER'S PHONE: _____ CARDHOLDER'S SIGNATURE: _____

Submitted by: _____ Date: _____

Telephone: _____ - _____ - _____

Booth #	_____
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2017 Exhibitor Full Pass Discount Registration Form


EXPO: **March 27 - 28** • ARIA Resort & Casino, Las Vegas

Due: Friday, March 24

As an **HR in Hospitality** Exhibitor, your company is entitled to the lowest available conference registration rates for your staff to attend sessions. A full conference registration gives you access to breakfasts, plenary sessions, breakout sessions and all activities within the Expo Hall. **Discounted registrations are only for your employees.**

2 Easy Ways to Register

 **Access the Exhibitor Portal at:**
http://www.hrinhospitality.com/exhibit_resource.html

 **Fax completed form to: 561-622-2423**

Questions? Please call 1-800-727-1227 or email conferences@lrp.com.

Please type or print clearly all requested information. Please photocopy this form for any additional employees.

Name: _____

Title: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Discounted Full Conference Pass Exhibitor Registration Fee: \$950

CHARGE MY CREDIT CARD: <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMEX <input type="checkbox"/> DISCOVER		
CARD #:	EXP. DATE:	
SECURITY CODE: (3-digit code on back of Visa, MasterCard, Discover or 4-digit code on front of AmEx)		
NAME: (as it appears on card)		
CREDIT CARD BILLING ADDRESS: / STREET: <small>(If different from above)</small>		
CITY:	STATE:	ZIP:
CARDHOLDER'S PHONE:	CARDHOLDER'S SIGNATURE:	

Submitted by: _____ Date: _____

Telephone: _____ - _____ - _____

Booth #	
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Cancellation Policy:

Substitutions may be made at any time with no penalty. Cancellations received in writing on or before February 27, 2017, will receive a refund minus an administrative fee of \$150. Refunds will be processed following the conference. Cancellations received after February 27, 2017, will not be refunded. Unpaid cancellations for the 11th Annual National HR in Hospitality Conference & Expo will be billed for the appropriate fee. No-show registrations will not be refunded. Please email any requests for refunds or substitutions to conferences@lrp.com. LRP reserves the right to cancel the conference due to lack of registrations. In case of conference cancellation, LRP's liability is limited to the refund of the conference registration fee only. LRP reserves the right to alter this program without prior notice.

Credit Card Processing Policy:

Credit card payments are processed upon receipt. ANY CREDIT CARD PAYMENT CHANGES will result in an administrative fee.



2017 Notification of Intent to Use Exhibitor Appointed Contractor

EXPO: March 27 - 28 • ARIA Resort & Casino, Las Vegas

Please return form to:

LRP Publications
Attention: Vicky Dennehy

Email: vdennehy@lrp.com
Phone: 561-622-6520, ext. 8794
Fax: 561-622-2876

DEADLINE
March 11

If your company plans to utilize the services of any independent contractors other than Freeman, the official general service contractor designated by LRP Publications, please complete this form and return it to the email address or fax number listed above.

Exhibiting Company: _____ Booth #: _____

Submitted by: _____ Date: _____

Signature: _____

Telephone: () _____ - _____ Ext. _____ Email: _____

Exhibitor Appointed Contractor: _____

Address of Contractor: _____

City: _____ State: _____ Zip: _____

Contractor Supervisor On-site: _____

Telephone: () _____ - _____ Email: _____

Inform all independent contractors that they must send a current Certificate of Insurance no later than March 11, 2017, or they will not be permitted to service your exhibit.

All Exhibitor Appointed Contractors (including production companies) must show proof of insurance for General Liability, Workers' Compensation Liability and Business Automobile Liability and must provide LRP Publications, Inc. \$1,000,000 General Liability, \$100,000 Workers' Compensation, and \$1,000,000 Business Automobile Liability.

LRP Publications, Inc., ARIA Resort & Casino and Freeman must be named as additional insureds on all policies.

The Certificate of Insurance must cover Sunday, March 26, 2017 through Tuesday, March 28, 2017 and must be received no later than March 11, 2017. Failure to do so will prevent said contractor from gaining access to the show floor.

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official Rules & Regulations of this event.