

# NAHJ@SAN JUAN: EVOLVE. EMBRACE. REINVENT.

## NAHJ MEDIA AND CAREER EXPO RULES AND REGULATIONS

NOTHING SHALL BE CONSTRUCTED, BUILT, INSTALLED OR USED AS PART OF OR IN CONNECTION WITH ANY EXHIBIT, WHICH DOES NOT CONFORM WITH THE REQUIREMENT OF FEDERAL, STATE AND MUNICIPAL LAWS, ORDINANCES, FIRE CODES AND REGULATIONS.

**1. EXHIBIT SPACE**—THE SPACE CONTRACTED FOR HEREIN IS TO BE USED STRICTLY FOR THE EXHIBITOR WHOSE NAME APPEARS ON THE CONTRACT FOR THE SPACE. IT IS SPECIFICALLY UNDERSTOOD AND AGREED THAT THE EXHIBITOR WILL NEITHER SUBMIT NOR ASSIGN ANY PORTION OF THE SPACE CONTRACTED FOR HEREIN. EXHIBITORS WHO RESELL OR SUBLET SPACE OR RENDER THEIR BADGES TO UNAUTHORIZED PERSONS WILL FORFEIT THEIR EXHIBIT SPACE AND/ OR FUTURE PRIVILEGES. EXHIBITORS MUST SHOW ONLY GOODS MANUFACTURED AND/ OR DISTRIBUTED, OR SERVICES PROVIDED BY THEM IN THE REGULAR COURSE OF BUSINESS. NO FIRM OR ORGANIZATION NOT ASSIGNED EXHIBIT SPACE WILL BE PERMITTED TO SOLICIT BUSINESS WITHIN THE EXHIBIT AREA. NO EXHIBITS OR DISPLAYS OF ANY KIND ARE PERMITTED IN ROOMS OR SUITES.

**2. CANCELLATION POLICY**—CANCELLATION REQUESTS RECEIVED IN WRITING PRIOR TO MAY 1, 2009 WILL BE SUBJECT TO A \$200.00 PROCESSING FEE. ABSOLUTELY NO REFUNDS WILL BE MADE AFTER THIS DATE. NO REFUNDS WILL BE MADE IF EXHIBITOR CANCELS IMMEDIATELY PRIOR TO THE OPENING OF THE SHOW, AND EXHIBITOR WILL BE RESPONSIBLE FOR TOTAL AMOUNT OF SPACE CONTRACTED, AND WILL BE BILLED FOR ANY BALANCES OUTSTANDING AT TIME OF CANCELLATION.

**3. INDEMNITY**— EXHIBITOR AGREES TO INDEMNIFY AND HOLD HARMLESS NAHJ FROM ANY AND ALL LIABILITY TO ANY PERSON OR PERSONS OF ANY CONDITIONS OF THE RULES AND REGULATIONS, OR BY REASON OF ANY CONDITION, DEFECTIVE OR OTHERWISE, OF ANY APPARATUS, EQUIPMENT OR FIXTURES FURNISHED BY EXHIBITOR IN CONNECTION WITH ITS EXHIBIT. EXHIBITOR FURTHER AGREES TO HOLD HARMLESS NAHJ, ITS OFFICERS, EMPLOYEES AND MEMBERS FROM ANY AND ALL LIABILITY TO ANY PERSON OR PERSONS FOR OR BY ANY REASON OR ANY ACT OR OMISSION OF SAID EXHIBITOR, OR ANY OF ITS AGENTS, SERVANTS OR EMPLOYEES. INDEMNITY INCLUDES, BUT IS NOT LIMITED TO, CLAIMS OR COPYRIGHT, TRADEMARK OR PATENT INFRINGEMENT, UNFAIR COMPETITION AND PRODUCT LIABILITY. THE EXHIBITOR, ON SIGNING THE CONTRACT, EXPRESSLY RELEASES THE FORENAMED ASSOCIATION AND INDIVIDUALS FROM ANY AND ALL CLAIM FOR SUCH LOSS, DAMAGE OR INJURY. FURTHER, EXHIBITOR ASSUMES THE ENTIRE RESPONSIBILITY AND LIABILITY FOR LOSSES, DAMAGES AND CLAIMS ARISING OUT OF INJURY OR DAMAGE TO EXHIBITOR'S DISPLAYS, EQUIPMENT AND OTHER PROPERTY BROUGHT UPON THE PREMISES.

**4. USE OF AISLES, OVERHEAD SPACES, ETC**—THE AISLES, PASSAGEWAYS AND OVERHEAD SPACES REMAIN STRICTLY UNDER CONTROL OF NAHJ AND NO SIGNS, DECORATIONS, BANNERS, ADVERTISING MATTER OR SPECIAL EXHIBITS WILL BE PERMITTED IN THE AISLES OR PASSAGEWAYS OR HANGING FROM THE CEILING. ALL EXHIBITS MUST REMAIN WITHIN THE CONFINES OF THEIR OWN SPACES.

**5. SECURITY**—NON-LIABILITY OF NAHJ. NAHJ WILL PROVIDE SECURITY DURING THE HOURS THE EXHIBIT AREA IS CLOSED, BUT WILL HAVE NO LIABILITY FOR ANY LOSS OR DAMAGE SUSTAINED BY EXHIBITOR DURING SUCH HOURS OR ANY OTHER TIME, WHATEVER THE CAUSE.

**6. SET-UP OF EXHIBITS**—SET-UP TIME WILL BE 8AM-5PM WEDNESDAY 6/24/2009. OFFICIAL OPENING OF THE SHOW IS 9 AM, 6/25/2009. IT IS INCUMBENT UPON THE EXHIBITOR TO COORDINATE WITH THE OFFICIAL SHOW CONTRACTOR SO THAT THE EXHIBITOR'S MATERIAL IS SCHEDULED IN THE EXHIBIT HALL IN AMPLE TIME TO BE ERECTED AND READY WHEN THE SHOW OFFICIALLY OPENS. NO SET-UP WILL BE PERMITTED ONCE THE SHOW IS OPEN. IF AN EXHIBITOR IS A "NO SHOW" WHEN

SET-UP HOURS CLOSE, HIS SPACE IS AUTOMATICALLY FORFEITED AND NO REFUNDS WILL BE MADE.

**7. OPERATING EXHIBITS**—EXHIBITS MUST BE OPERATED DURING ALL SHOW HOURS. THE EXHIBIT HALL IS OPEN THURSDAY-6/25/09, 9 AM -5 PM AND FRIDAY-6/26/09, 9 AM- 5 PM

**8. TEAR-DOWN EXHIBITS**—NO TEAR-DOWN OF EXHIBITS WILL BE PERMITTED UNTIL AFTER THE CLOSING HOUR OF THE FINAL DAY OF THE SHOW (5 PM FRIDAY, 6/26/09). THE SHOW CONTRACTOR HAS BEEN INSTRUCTED BY THE EXHIBITS MANAGER THAT THERE ARE TO BE NO EXCEPTIONS TO THIS RULE WITHOUT PRIOR APPROVAL.

**9. CHANGE IN FLOOR PLAN**—NAHJ RESERVES THE RIGHT TO CHANGE THE BOOTH FLOOR AND BOOTH LOCATION.

**10. CONFLICT WITH OFFICIAL NAHJ FUNCTIONS**—EXHIBITOR AGREES TO NOT CONDUCT ACTIVITIES OUTSIDE OF THE EXHIBIT HALL THAT ARE IN DIRECT CONFLICT WITH OFFICIAL FUNCTIONS OF THE NAHJ. THIS SHALL INCLUDE, BUT NO BE LIMITED TO MEETINGS, MEAL FUNCTIONS, SEMINARS OR ANY OTHER ACTIVITY IN CONFLICT WITH THE OFFICIAL PROGRAM OF NAHJ. NAHJ WILL ADVISE EXHIBITORS OF OFFICIAL HOURS IN AMPLE TIME FOR EXHIBITORS TO SCHEDULE ANY OUTSIDE ACTIVITIES SO AS NOT TO BE IN CONFLICT.

**11. RIGHT AND NON-LIABILITY OF NAHJ IN EVENT EXHIBITION IS NOT HELD**— SHOULD ANY EMERGENCY ARISE PRIOR TO THE OPENING OF THE EXHIBIT THAT WOULD PREVENT ITS SCHEDULED OPENING, SUCH AS DESTRUCTION OR DAMAGE TO EXHIBIT AREA BY FIRE, WINDSTORM, STRIKES OR ACTS OF GOD, ETC. OR DECLARATION OF EMERGENCY BY THE PRESIDENT, IT IS EXPRESSLY UNDERSTOOD AND AGREED THAT NAHJ MAY RESCHEDULE THE EVENT AS NEAR TO THE ORIGINAL DATE AND SITE AS POSSIBLE. NAHJ MAY RETAIN AS MUCH OF THE PRE-PAYMENT FOR EXHIBIT SPACE AS IT DEEMS NECESSARY TO COVER EXPENSES INCURRED SHOULD IT BE IMPOSSIBLE TO RESCHEDULE THE CONFERENCE. REGARDLESS OF THE REASON FOR CANCELLATION OR POSTPONEMENT OF THE CONFERENCE, NAHJ WILL NOT BE LIABLE FOR ANY LOSS BY EXHIBITOR RESULTING THEREFROM.

**12. NON-ENDORSEMENT**—THE EXHIBITING OF PRODUCTS AND SERVICES AT THE NAHJ CONFERENCE DOES NOT CONSTITUTE AN ENDORSEMENT BY NAHJ OR ANY PRODUCT SERVICE EXHIBITED. AN EXHIBITOR IS NOT PERMITTED TO REPRESENT IN ANY MANNER THAT ITS GOODS OR SERVICES HAVE BEEN ENDORSED BY NAHJ.

**13. SALES**—NO SALE OF ARTICLES OF ANY NATURE WHATSOEVER SHALL BE MADE BY EXHIBITORS IN THE EXHIBIT AREA, UNLESS PERMISSION TO TAKE ORDERS (NO DIRECT SALES) IS GRANTED BY NAHJ'S CONVENTION MANAGER.

**14. OFFICIAL CONTRACTOR**—EXHIBITORS MUST USE EXPOSITION MANAGEMENT-APPOINTED CONTRACTORS FOR ELECTRICAL WORK, PLUMBING, MATERIAL HANDLING, RIGGING, CLEANING, STANDARD SHOW RENTAL, FURNITURE AND FLOOR COVERING, AND TELEPHONES. OFFICIAL SHOW CONTRACTORS ARE RECOMMENDED FOR OTHER SERVICES. ORDER FORMS ARE PROVIDED IN THE EXHIBITOR KIT.

**15. DISCLAIMER**—NAHJ RESERVES THE RIGHT TO ASSESS THE VALUE OF ALL IN-KIND CONTRIBUTIONS. SOME SPONSORED EVENTS ARE HELD CONCURRENTLY. AS A RESULT, BRANDING OPPORTUNITIES MAY OVERLAP. SPONSORSHIPS WILL BE FACILITATED IN A MANNER TO PREVENT CONFLICT OF INTEREST AND THE APPEARANCE OF CONFLICT OF INTEREST.

## Terms

Corporate events paid for outside this contract do not constitute NAHJ convention sponsorship. Exhibit space assignment is based on total support to NAHJ, level of convention sponsorship, tenure of recruiting, timeliness of receiving payment and contract, and size and configuration of exhibit. NAHJ reserves the right to reassign exhibit space so as to ensure the safety and/or convenience of convention participants as well as to avoid conflict of products and/or exhibitors. Exhibit(s) must be confined to-and-within the space(s) leased. NAHJ reserves the right to assign advertising space.

This signed contract and full payment must be received by NAHJ no later than **May 1, 2009**. Cancellation requests received in writing prior to **May 1, 2009** will be subject to a \$200.00 processing fee. **Absolutely no refunds will be made after this date.**

We, the undersigned, agree to abide by the rules and regulations of NAHJ's 27th Annual Convention as set forth in the information on Rules and Regulations section of the Career Expo contract.

Authorized Signature

Title

Printed Name

Date

**For more information or to purchase a booth for NAHJ's Media and Career Expo, please contact Azuree Salazar, (202) 662-7482, asalazar@nahj.org.**

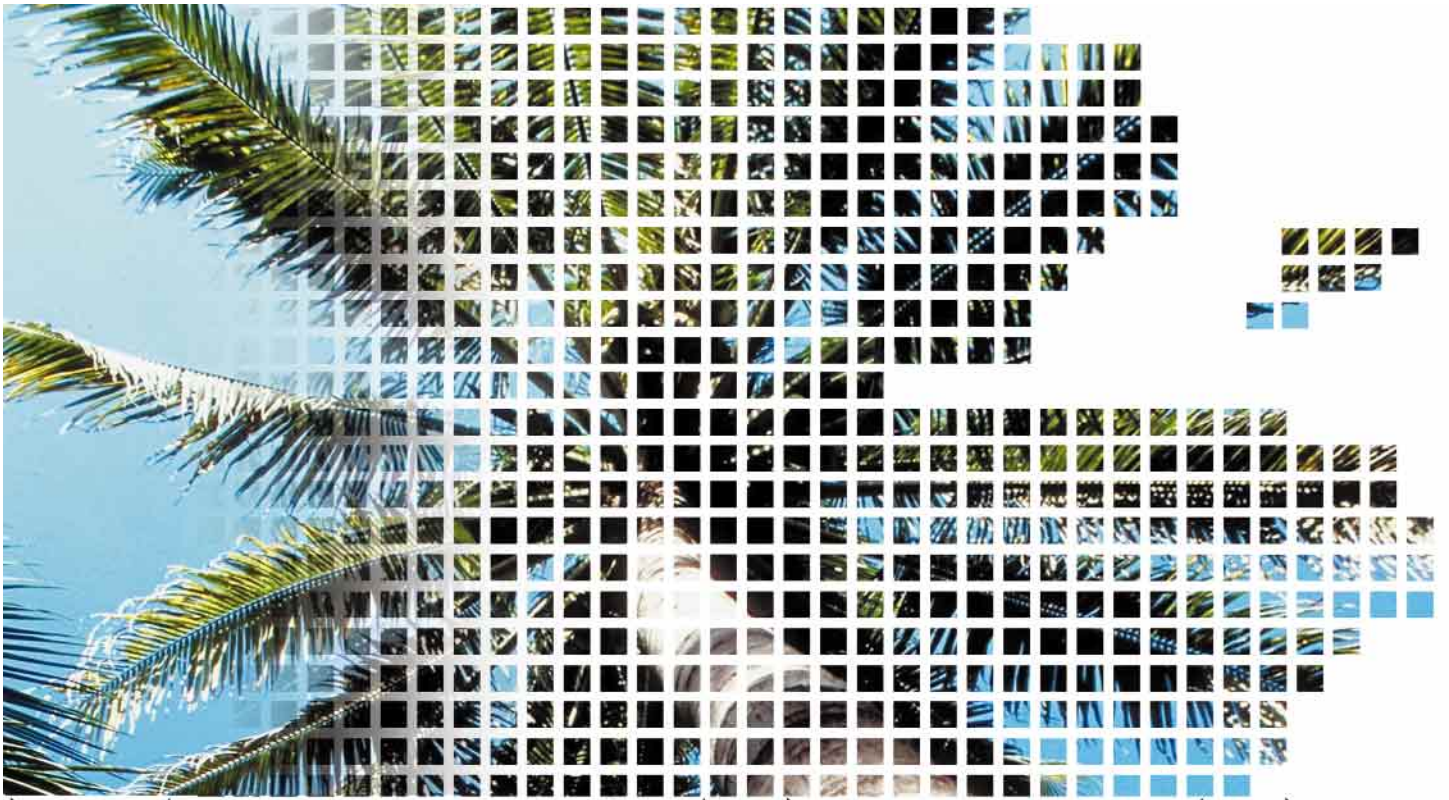


**National Association of Hispanic Journalists**  
1000 National Press Building  
529 14th Street, NW  
Washington, DC 20045-2001



**N A H J @ S A N J U A N :**  
**EVOLVE. EMBRACE. REINVENT.**

EXHIBITOR/RECRUITER REGISTRATION



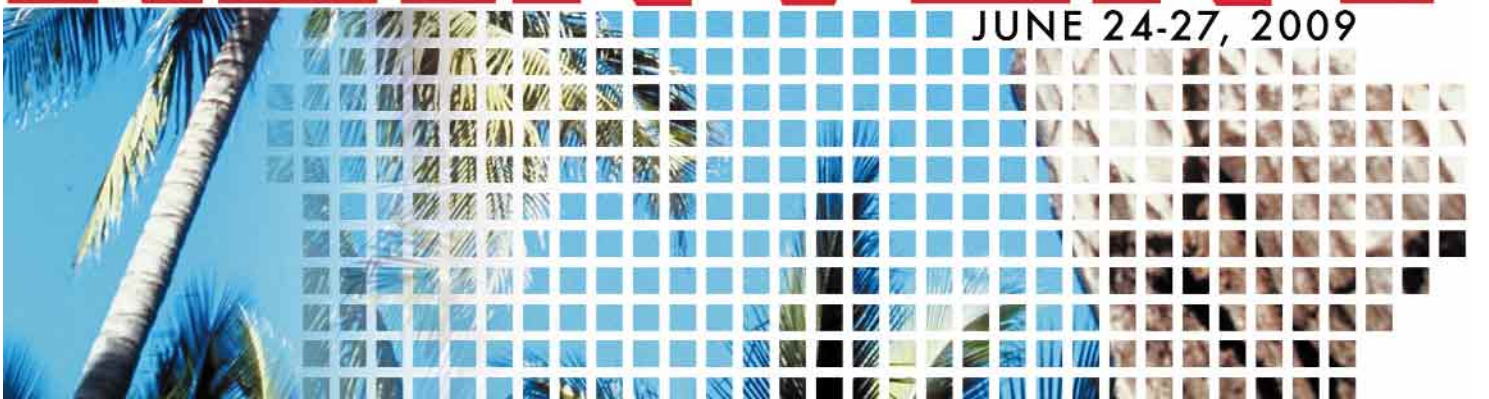
NAHJ @ SAN JUAN:

**EVOLVE**

**EMBRACE**

**REINVENT**

JUNE 24-27, 2009



27TH ANNUAL NAHJ CONVENTION AND MEDIA & CAREER EXPO  
SAN JUAN, PUERTO RICO

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## ABOUT THE NAHJ CONVENTION

The 27th Annual NAHJ Convention and Media & Career Expo will be a gathering place for many of our nation's most influential Latino journalists and media executives, as well as key political figures, to discuss and debate the state of the news media and issues affecting the nation's Latino community.

It's the largest annual meeting of Latino journalists in the country and one of the industry's premier journalism conferences. The San Juan conference will follow that tradition with its focus on multimedia skills training, online journalism, and technology that is transforming the production and the dissemination of news.

The support of its exhibitors and recruiters allows NAHJ to continue expanding and enhancing its annual convention to give media professionals the best information available on the most recent changes that are redefining how we all do journalism. It also gives exhibitors a way to showcase how they fit in to and are driving this transformation and the exciting innovation we are seeing every day.

Please join us in San Juan, Puerto Rico, and help NAHJ provide journalists with a myriad of educational and professional development opportunities, and the tools and skills to forge ahead.

## PRELIMINARY SCHEDULE

### Tuesday, June 23rd

1:00 PM – 5:00 PM Exhibitor/Recruiter Registration Only

### Wednesday, June 24th

8:00 AM – 5:00 PM Exhibitor/Recruiter Registration and Exhibit Setup

9:00 AM – 5:00 PM **ii** Media Training Series (All-day and half-day sessions) – Pre-registration required

5:30 PM – 10:30 PM Opening Plenary/Opening Reception

### Thursday, June 25th

8:30 AM – 5:30 PM Plenary and Concurrent Workshops  
9:00 AM – 5:00 PM Media and Career Expo Hours  
12:00 PM – 2:00 PM Newsmaker Luncheon

### Friday, June 26th

8:30 AM – 5:00 PM Concurrent Workshops  
9:00 AM – 5:00 PM Media and Career Expo Hours  
5:00 PM – 10:00 PM Exhibitor Tear-Down  
6:00 PM – 7:30 PM Hall of Fame Reception  
7:30 PM – 1:00 AM NAHJ Hall of Fame Awards Gala and El Gran Baile

### Saturday, June 27th

All-Day Sightseeing Trips and Excursions  
9:00 AM – 1:00 PM **ii** Media Training Series (Half-Day sessions)  
9:30 PM – Until Closing Party

## CONVENTION SITE

### Puerto Rico Convention Center

100 Convention Blvd.  
San Juan, Puerto Rico 00910-1188  
Tel: 787 641-7722, Fax: 787 300-6736, [www.prconvention.com](http://www.prconvention.com)

## HEADQUARTERS HOTEL ACCOMMODATIONS

### Caribe Hilton

1 San Geronimo Street  
San Juan, Puerto Rico 00901  
Tel: 787 721-0303  
Fax: 787 724-6992  
[www.nahj.org/caribehilton](http://www.nahj.org/caribehilton)

**Rate:** \$199.00 single/double, plus tax and 14% resort fee

Villa rooms in the Caribe Hilton complex are available at a special rate for the NAHJ Convention. The single or double rooms can also be a studio with a kitchenette, or have a parlor and kitchenette, and/or a second bedroom.

### Villa rates:

Villa room - \$234 King or Double

Villa Room Studio - \$234  
(King or Double with a kitchenette)  
(Call Wanda Torres directly at 787-977-8641 or via email at [Wanda.Torres@hilton.com](mailto:Wanda.Torres@hilton.com))

One bedroom villa - \$349  
(King or Double with a parlor and kitchenette)

Two bedroom villa - \$499  
(King, double bed, and a parlor and kitchenette)

### Reservation CUT-OFF DATE: May 20, 2009

Reservations must be made by calling 787-721-0303 or by fax at 787-724-6992 or by email at [reservations.caribe@hilton.com](mailto:reservations.caribe@hilton.com). In order to receive the preferred rates, members must specify their affiliation to NAHJ or say that they are attending the NAHJ Annual Convention.

## OFFICIAL CONVENTION AIRLINE



Continental Airlines, the official sponsor of NAHJ's special events, is offering

discounted airfare to those traveling to NAHJ's Convention in San Juan. There are two options: a flat \$350 round-trip airfare between the U.S. mainland and Puerto Rico, or between Mexico and Puerto Rico, or a discount on another fare in a different class. The flat fare is dependent on availability. To make your reservations and book travel using this offer, you will need to call Continental and you will need a code. Once you register for the convention, NAHJ will send you instructions on how to contact Continental and book travel using this special offer.

## CONVENTION CAR RENTAL

Avis has assigned a specific discount number for attendees of NAHJ's convention in San Juan, Puerto Rico.

The Avis Worldwide Discount (AWD) Number is **T612999**. If you plan to rent a vehicle, please use this AWD number when calling Avis directly at 1-800-331-1600.



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## ABOUT THE NAHJ MEDIA & CAREER EXPO

The National Association of Hispanic Journalists expects to draw more than 1,500 journalists and exhibitors to its **27th Annual NAHJ Convention and Media & Career Expo** in San Juan, Puerto Rico.

The Media & Career Expo provides media and non-media corporations and organizations as well as nonprofits and government agencies with an opportunity to interact with and recruit many of the nation's most influential Hispanic journalists.

### THE MEDIA & CAREER EXPO WILL FEATURE:

- **The Island Lounge** – Attendees take a break from sessions and working the expo hall to relax and network in a cozy getaway.
- **Caribe Cyber Café** – Free internet access for all attendees to check email and surf the web.
- **Career Fast Track** – Career advice and broadcast/print critiques from seasoned journalists will enable attendees to polish their credentials.
- **The Coquí Café and Bookstore** – Journalists are given the unique opportunity to interact with Latino authors and review Hispanic literature. This venue is well stocked with Latino literature, resource and training publications.
- **La Galería NAHJ** – Some of the best work by Latino and Puerto Rico-based photojournalists, including some of the award-winning entries in the NAHJ Journalism Awards, will be on display for convention attendees.
- **Refreshment Bays** – Convention attendees receive complimentary beverages and other treats during visits to the expo hall.

**DATES:** Thursday, June 25 and Friday, June 26

**LOCATION:** Puerto Rico Convention Center

**EXPO HOURS:** Thursday, June 25 9 AM – 5 PM  
Friday, June 26 9 AM – 5 PM

### RECRUITER/EXHIBITOR BOOTH FEES:

Corporate Non-Media	\$1,500.00
Corporate Media	\$1,250.00
Non-Profit/Government	\$800.00

The exhibit package includes a 10' x 10' booth with the following:

- One complimentary convention registration (per booth)
- 8' high back drape
- 3' high side drape
- 10' x 10' booth carpet
- 7" x 44" exhibitor ID sign
- one 6' x 24' table draped
- one wastebasket
- two side chairs

To purchase a booth for NAHJ's Media and Career Expo, please submit the completed contract to NAHJ.

**DEADLINE FOR CONTRACT AND FULL PAYMENT IS MAY 1, 2009.**

**FOR MORE INFORMATION OR TO PURCHASE A BOOTH FOR NAHJ'S MEDIA AND CAREER EXPO, PLEASE CONTACT AZUREE SALAZAR, (202) 662-7482, ASALAZAR@NAHJ.ORG.**



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## 2009 EXHIBITOR/RECRUITER REGISTRATION AND EXPO CONTRACT

(Please print or attach a business card)  
Company Name (as it will appear in convention literature)

### EXHIBITING/RECRUITING PRIMARY CONTACT (not necessarily attending convention)

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Company \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

### EXHIBITING/RECRUITING PRIMARY CONTACT (must be attending convention)

Same contact as above

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Company \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Spouse/ Guest \_\_\_\_\_

Please indicate how many workers will assist you with SET-UP on Wednesday, June 24, 2009 ONLY. These workers will receive a one-day pass just for access to the Expo. The passes will be given to the primary booth registrant for distribution.

Number of Set-up Workers \_\_\_\_\_

### FIRST ADDITIONAL RECRUITER

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Company \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Spouse/ Guest \_\_\_\_\_

### SECOND ADDITIONAL RECRUITER

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Company \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Spouse/ Guest \_\_\_\_\_

For Additional Recruiters please copy this form and attach to completed contract.

### ADDITIONAL RECRUITER/EXHIBITOR REGISTRATION FEES

The full registration package includes access to sessions, plenaries, receptions, special events, workshops and the Media & Career Expo. It also includes the following meals: **Newsmaker Luncheon** and the **NAHJ Hall of Fame Gala y El Gran Baile**. (A \$10 reservation fee is required to hold a space at the NAHJ Hall of Fame Gala and El Gran Baile.)

	Early Bird By 3/31/09	Pre-Registration By 5/8/09	On-Site After 5/8/09	
<input type="checkbox"/> Member	\$325	\$395	\$495	x _____ = _____
<input type="checkbox"/> Non-Member	\$425	\$530	\$630	x _____ = _____
<input type="checkbox"/> Student Member	\$150	\$225	\$275	x _____ = _____
<input type="checkbox"/> Student Non-member	\$215	\$275	\$325	x _____ = _____
<input type="checkbox"/> Spouse/Guest	\$225	\$285	\$350	x _____ = _____

Full Name of Spouse/Partner \_\_\_\_\_

Hall of Fame Gala Reservation Fee \_\_\_\_\_ x \$10 = \_\_\_\_\_

### MEMBERSHIP DUES:

**\*Membership status will be verified and new members must be enrolled by 5/8/2009 to receive membership discount.** NAHJ's membership runs on a calendar-year system. Memberships are valid through December 31, 2009.

Membership Dues: \$75 Regular / Academic/ Associate = \_\_\_\_\_  
(if applicable)

### BOOTH FEES

Corporate Non-Media @ \$1,500.00 x \_\_\_\_\_ booths = \$ \_\_\_\_\_

Corporate Media @ \$1,250.00 x \_\_\_\_\_ booths = \$ \_\_\_\_\_

Non-Profit/Government @ \$800.00 x \_\_\_\_\_ booths = \$ \_\_\_\_\_

**TOTAL PAYMENT ENCLOSED** \_\_\_\_\_

### PAYMENT INFORMATION

Full payment must accompany this signed contract.

Check payable to NAHJ or the National Association of Hispanic Journalists  
 Visa  MasterCard  American Express

Total Amount: \$ \_\_\_\_\_

\_\_\_\_\_  
Credit Card Number Exp. Date

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

NAHJ is unable to process charges over \$4,000. For larger amounts, please pay by company check.

**Return payment and contract to:**  
**NAHJ Media and Career Expo**  
**1000 National Press Building**  
**529 14th Street, NW**  
**Washington, DC 20045-2001**