

NCBJ '24

Seattle

**INSOLVENCY
ON THE SOUND**

September 18–20



NCBJ

2024 Exhibitor Prospectus



BENEFITS OF EXHIBITING

- Take part in the largest gathering of insolvency professionals in the nation as one of the exclusive 22 vendors
- Receive one complimentary registration to participate in all conference events, programs, and social activities
- Gain pre- and post-event access to all attendees
- Secure visibility on the NCBJ Conference website and promotional materials

Location

Hyatt Regency Seattle

Exhibit/Conference Days: September 18–20

Cost

\$4,250 through May 31

\$4,500 June 1 and beyond based on availability

Minimum \$2,500 deposit required at time of reservation



Exhibitor Space

All exhibits are tabletop; NCBJ will provide one (1) 6-foot draped table with one chair. Electrical, hardwire Internet, and phone service will be available for purchase from the venue's providers. Contact each of the providers to place your orders. You may only use the space on the 6' table for your display. An exception is a TV monitor stand, which may be placed next to the table for the express use of a TV monitor. There are limited spaces that will accommodate a monitor, so if a floor stand with monitor is planned, please reserve your space early, and request this on your contract. Detailed instructions and information will be posted on the conference website as they become available.

Setup

Wednesday, September 18 2:00pm–6:00pm

Show

Thursday, September 19 8:00am–5:00pm

Friday, September 20 8:00am–3:00pm

Tear-down

Friday, September 20 3:00pm–5:00pm

Exhibitor Information

Registration will be accepted online only. [Register today!](#)

A 100-word company description and 4-color logo in .eps format is required to be submitted at the time of registration for use on the NCBJ website, signage, and promotional materials.

Each Exhibiting Company/Organization may have one attendee at NCBJ who will work at the booth. Additional people are \$600 each. Names must be turned in by August 15.

Hotel Reservations

NCBJ will forward the link to the NCBJ group reservations website once exhibitor payment has been received. Please note that NCBJ has an excellent rate at the Hyatt Regency Seattle; rooms at this rate are expected to sell out by July 31.

Method of Payment

NCBJ appreciates payment by credit card or company check. Please make your check out to: National Conference of Bankruptcy Judges (NCBJ) and mail to NCBJ, 136 Everett Road, Albany, New York 12205.

Cancellation Policy

Exhibitors canceling a contract on or prior to August 15, 2024 will be refunded paid amount less \$1,000.00. No refunds will be issued for cancellation requests received after August 15, 2024. All cancellation requests for refunding must be submitted in writing and emailed to team@ncbj.org.

Exhibit Conditions

Rules & Regulations

1. Sub-letting of Contracted Exhibit Space is not permitted.
2. No exhibitor may have more than one 6-foot table, unless NCBJ determines space is available after August 15, 2024.
3. Novelty and souvenir premiums must be approved in advance by NCBJ. No souvenir may have a retail value in excess of \$25.
4. Exhibitor will be held responsible for any and all damage to the venue premises caused by erection, use or dismantling of the exhibit.
5. Exhibitor's working personnel **MUST** display NCBJ-provided name identification badges at all times while they are working the exhibit or within the restricted conference area.
6. Exhibitors are strictly prohibited from entering or standing in the doorway of any meeting room whether for purposes of solicitation, handing out of materials, or any other reason.
7. Neither NCBJ nor the host hotel shall be held responsible to the exhibitor or its personnel or guests for any loss or damage that may result from robbery, theft, fire, strikes, accidents or other calamity.
8. Failure of Exhibitor to fulfill terms of this agreement shall result in forfeiture of any moneys paid to NCBJ.
9. NCBJ reserves the right to deny or refuse any space application or require the removal of any exhibit that does not conform to the dignity of NCBJ. All exhibits must be related to insolvency law.
10. All exhibitors shall comply with all Federal, State, County, and City building fire and safety regulations.
11. Electrical & Audio/Visual services will be available for a fee from the hotel's exclusive contractor.
12. Shipping instructions for the Hyatt Regency Seattle are available [here](#).
13. NCBJ is planning to have basic public WiFi in the general session room. There is sponsored WiFi in the foyers where exhibit tables are located.
14. Checking in at NCBJ registration is required prior to exhibit set up.

Exhibit Conditions

15. No handwritten signs or posters are permitted. Signage must be professional in appearance. The hotel reserves the right to approve all signage and graphics to be displayed in the hotel's public space and ballroom foyers. Banners are not allowed to be hung anywhere without approval from NCBJ and the hotel.
16. Any matters not covered by these rules are subject to the sole discretion of NCBJ Executive Director.
17. Exhibitors agree to protect and hold harmless the Hyatt Regency Seattle, NCBJ, and ADG Communications, their agents, employees, assigns and successors against all claims for damages, suits, costs, expenses and attorney fees by any and all persons which may result on account of injury, loss or damage sustained upon the space occupied by the Exhibitors. Provide the three Acord Additional Insured Certificates to NCBJ at team@ncbj.org by August 15, 2024.
18. The term "exhibitor(s)" shall be construed to mean the signatory and the attending personnel from their company to the agreement with the NCBJ, its employees, agents, or guests.
19. Exhibitor Staff who wish to receive CLE credits MUST be registered for CLE and have paid the appropriate NCBJ (\$250) and/or ABA (TBD by ABA) CLE fees.
20. Exhibitor registrations, exhibitor guest registrations, and additional exhibitor registrations do not include the AIRA breakfast nor any luncheon as part of the registration.
21. Cancellation Policy: Exhibitors canceling contract prior to 7/15/2024 will be refunded paid amount less \$1,000.00. No refunds will be issued for cancellations on or after 7/15/2024. All cancellation requests for refunding must be submitted in writing via email to NCBJ at team@ncbj.org.

[Register online today!](#)

Booth Diagram

