



Opening Doors to Wholeness  
September 25-27, 2009

23<sup>rd</sup> Annual  
Granger Westberg  
Parish Nurse Symposium

Sponsorship and  
Exhibitor Information

**International Parish Nurse Resource Center**

[www.parishnurses.org](http://www.parishnurses.org)

MAC Meetings & Events

[www.macmeetings.com](http://www.macmeetings.com)



# The Westberg Symposium

The Westberg Symposium is a professional meeting for the specialty practice and ministry of parish nursing. Named after the founder of the modern day parish nursing movement, the Rev. Dr. Granger E. Westberg, and now in its 23<sup>rd</sup> year, this Symposium offers myriad educational and networking opportunities for parish nurse coordinators, nursing faculty, faith leaders and parish nurses from across the US and abroad. Resources found at the Westberg Symposium are shared with health systems, congregations and communities around the globe.

What is a Parish Nurse? Registered nurses work in faith communities to promote healthy minds, bodies, spirits, and communities. They provide health education, assessment and health counseling, develop support groups and coordinate volunteers, and serve as a liaison to community resources, all through a lens of health and faith.

What is the International Parish Nurse Resource Center? The International Parish Nurse Resource Center is a leader in parish nurse education, consultation, and research, serving parish nurses and programs around world.

Keynote speakers for the 2009 Westberg Symposium include the following leaders in healthcare:

- **Julie Russell RN MA**  
Executive Director  
Kansas Health Ethics, Inc.  
Wichita, Kansas
- **Dr. Tieraona Low Dog**  
Director of Education  
Integrative Medicine Program  
University of Arizona in Tucson
- **Rev. Philip Gulley**  
Author of the *Front Porch Tales*, *Hometown Tales*, *For Everything a Season*, & *Harmony* series  
Pastor at Fairfield Friends Meeting House in  
Camby, IN

## 2008 Sponsors of the Westberg Symposium

The Family of Rev. Dr. Granger E. Westberg  
Deaconess Foundation  
Caring Bridge  
Together RX Access  
St. Louis University Hospital  
Jill's Health Corner  
Campaign for Tobacco-Free Kids  
Commerce Bank  
Newport Financial Advisors, LLC  
SSM – St. Mary's Health Center  
Odyssey Healthcare

## Contact Information

**Mary Slutz, Symposium & Resource Coordinator**  
International Parish Nurse Resource Center  
475 E. Lockwood Ave., St. Louis, MO 63119  
[mslutz@eden.edu](mailto:mslutz@eden.edu)  
Phone: 314-920-9941 | fax: 314-918-2558  
[www.parishnurses.org](http://www.parishnurses.org)

**Iris McDonald**  
MAC Meetings & Events  
801 N. 2nd St., Ste. 302, St. Louis, MO 63102  
[imcdonald@macmeetings.com](mailto:imcdonald@macmeetings.com)



## Sponsorship Information

The Westberg draws participants from across the country and abroad, who are committed to improving the lives of those in their communities and who frequently work on a volunteer basis. This event offers numerous marketing benefits to sponsors and exhibitors by connecting with parish nurses and developing relationships with leaders in faith community nursing. Organizations that address the health needs of the population can touch the lives of thousands in faith communities worldwide through their presence at the Westberg Symposium.

By providing sponsorship or exhibits, your organization will have the opportunity to share programs, services, tools, and information through the relatively untapped audience of faith-based practitioners. Parish nurses have a direct link to the consumers of health care and develop relationships that enable the sharing of a wide variety of health information and services. Listen to what a couple of past exhibitors have said about this opportunity.

*'As a first time exhibitor in 2008, we weren't sure what to expect from the Westberg Symposium. It was a great event! The booth traffic was strong and the attendees' were genuinely interested in learning more about CaringBridge. We came away with numerous leads and, I'm pleased to say, have had additional inquiries after the symposium. We're looking forward to Westberg 2009!*

**Judy Trucano, Partnership Manager, CaringBridge**

*"MyMedSchedule.com was a first time participant at Westberg Symposium and it was time and money well-spent. We offer a web-based program so folks can create a medication schedule, complete with pill images, times and dosages. Within the exhibit area, I personally spoke to at least 50% of the attendees and handled follow-up requests for hundreds of brochures from many of them. The Parish Nurses loved the program and knew that they could be even more helpful to those they serve by telling them about MyMedSchedule. We are still seeing positive results from our participation in St. Louis."*

**Donna G. Brooten, Director of Marketing and Client Relations, MedActionPlan.com, LLC**

### **Humanitarian Level: \$7,500** (1 available)

*Sponsorship level includes the following:*

- An electronic list of attendees and Educational Partners with contact information provided both pre & post event
- Banner ad and link on Parish Nurse website ([www.parishnurses.org](http://www.parishnurses.org)) for one year
- Full page ad in 4 issues of *Parish Nurse Perspectives Publication* (Quarterly)
- Ad and hyperlink for 12 months of *eNotes*, the IPNRC electronic bi-monthly newsletter (1,500+ subscribers)
- Logo on official Symposium Program
- Logo on signage throughout the Symposium
- One-color logo on symposium tote Bag
- Two (2) booths in Exhibit Hall – priority location
- Two (2) complimentary registrations to attend sessions and meals with attendees
- Product Table Exhibitor fee waived for up to two (2) items
- Host dinner on Friday night includes
  - Speaker presentation for 10 minutes during dinner
  - Logo placement throughout dinner
  - VIP table



**Benevolent Level: \$5,000** (4 available)

*Sponsorship level includes the following:*

- An electronic list of attendees and Educational Partners with contact information provided both pre & post event
- Half page ad in 2 issues of *Parish Nurse Perspectives Publication* (Quarterly)
- Ad and hyperlink for 6 months of *eNotes*, the IPNRC electronic bi-monthly newsletter (1,500+ subscribers)
- Banner ad and link on Parish Nurse website ([www.parishnurses.org](http://www.parishnurses.org)) for 6 months
- Logo on official Symposium Program
- Logo on signage throughout Symposium
- Two (2) booths in Exhibit Hall – priority location
- One (1) complimentary registration to attend sessions and meals with attendees
- Exhibitor Product Table fee waived for up to two (2) items
- Host Lunch or Break on Friday or Saturday
  - Logo placement throughout lunch

**Gold Level: \$2,500**

*Sponsorship level includes the following:*

- An electronic list of attendees and Educational Partners with contact information provided via paper post event
- Banner ad on the Parish Nurse website ([www.parishnurses.org](http://www.parishnurses.org)) for 4 months
- Logo on official Symposium Program
- Logo on signage throughout Symposium
- One (1) booth in Exhibit Hall – priority location
- One (1) complimentary registration to attend sessions and meals with attendees

**Silver Level: \$1,500**

*Sponsorship level includes the following:*

- An electronic list of attendees and Educational Partners with contact information provided via paper post event
- One (1) booth in Exhibit Hall – priority location
- One (1) complimentary registration to attend sessions and meals with attendees
- Logo on signage throughout Symposium

## Contact Information

**Mary Slutz, Symposium & Resource Coordinator**  
International Parish Nurse Resource Center  
475 E. Lockwood Ave., St. Louis, MO 63119  
[msslutz@eden.edu](mailto:msslutz@eden.edu)  
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**Iris McDonald**  
MAC Meetings & Events  
801 N. 2nd St., Ste. 302, St. Louis, MO 63102  
[imcdonald@macmeetings.com](mailto:imcdonald@macmeetings.com)



## Exhibitor Information

Exhibiting at the Westberg Symposium is a great way to reach a diverse group of parish nurses, parish nurse coordinators, nursing faculty and faith leaders who are anxious to network and learn about resources for health and wholeness. Attendees also look forward to the variety of shopping opportunities offered at the Symposium.

Fees include: two chairs, 6 foot skirted tables, electricity upon request at the time of registration, an identification sign and *meals for two*. Meals are Friday dinner and Saturday breakfast and lunch.

### **Non-Profit Exhibitor: \$400**

- Additional tables \$250 each
- Maximum of four (4) tables
- The fee increases \$35 per table on June 14<sup>th</sup>

### **For-Profit Exhibitor: \$725**

- Additional tables \$325 each
- Maximum of four (4) tables
- The fee increases \$35 per table on June 14<sup>th</sup>

### **2009 Exhibit Hall Hours**

- Friday, September 25th from 1:30 p.m. - 5:30 p.m.
- Saturday, September 26th from 8:00 a.m. – 4:30 p.m.

### **Exhibitor Benefits for 2009?**

- Join us at the Friday night Opening Banquet
- All breaks are held in exhibit hall
- Increased publicity of exhibit hall throughout the meeting
- Must-be-present-to-win door prizes offered to registrants who visit all exhibits
- Online access to the event's Proceedings Book and list of attendees to each registered exhibitor

### **2008 Exhibitors**

- |  |  |  |
|--|--|--|
| • Abbey Press  | • Faithful Reform in Health Care               | • Memory Care Home Solutions                     |
| • Abingdon Press   | • Faithtrust Institute                         | • Missouri Foundation for Health                 |
| • Advisory Council on Pain and Symptom Management – Missouri | • Fine Art Cross                               | • MyMeSchedule.com                               |
| • Alexian Brothers Lansdowne Village                         | • FitWit                                       | • National MS Society                            |
| • Alzheimer's Association                                    | • Getting to the Other Side                    | • Odyssey Health Care of St. Louis               |
| • AstraZeneca  | • Gideon's International                       | • Pathways to Promise: Ministry & Mental Illness |
| • Ave Maria Press  | • Health Ministries Association                | • Plowsharing Crafts                             |
| • Campaign for Tobacco Free Kids                             | • Hospice Care Corporation                     | • Presbyterian Church USA                        |
| • CaringBridge   | • Initial Life Support Foundation              | • Room 217                                       |
| • Center for Compassionate Touch                             | • International Parish Nurse Resource Center   | • Social Security Administration                 |
| • Centers for Medicare & Medicaid Services                   | • Jillian's of Ideas                           | • Sounds of Comfort – Rhythmic Medicine          |
| • ComforCare Senior Services                                 | • Jill's Health Corner                         | • St. John Health                                |
| • Continuum  | • Kansas Parish Nurse Ministry                 | • St. Louis University                           |
| • Duke Divinity School                                       | • Kilo Diabetes & Vascular Research Foundation | • Together Rx Access                             |
| • Eden Seminary Book Store                                   | • Liguori Publications                         | • US Food & Drug Administration (FDA)            |
|  | • Lonny & Angie Carpenter Music                |  |
|  | • Lutheran Senior Services                     |  |

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Hyatt Regency St. Louis Riverfront ■ Downtown St. Louis, Missouri ■ September 25-27, 2009



**Product Table Exhibitor: \$100 Non Profit / \$250 For Profit**

Up to two (2) items will be placed on Product Display Tables for the amounts shown above. Your information will be prominently placed next to the Registration Desk and readily available throughout the Symposium for the 500+ attendees to take back to their places of practice. To participate, mail this commitment form to Iris McDonald at MAC Meetings and Events (address below). Items to be included MUST be mailed directly to the Hyatt Regency St. Louis Riverfront (315 Chestnut Street, St. Louis, MO 63109) but NOT before 9/22/2009. IPNRC will not be accepting any materials for the Product Table.

## Westberg 2009 Commitment Form

Sponsorship:  
    \_\_\_ \$1,500    \_\_\_ \$2,500  
    \_\_\_ \$5,000    \_\_\_ \$7,500

Product Table Exhibitor:  
    \$100 Non Profit or \$250 For Profit  
    \_\_\_ 1 item    \_\_\_ 2 items

Exhibitor\* \$ \_\_\_\_\_  
    \*Please fill out additional info on next page and review terms & conditions.

**TOTAL COMMITMENT:** \$ \_\_\_\_\_  
    Return commitment form to **MAC Meetings** at address on bottom of page.

Organization Name (Please print exactly as you'd like it to appear on signage/recognition)\*: \_\_\_\_\_

Organization Type:  For Profit  Non Profit

Address\*: \_\_\_\_\_

City\*: \_\_\_\_\_ State\*: \_\_\_\_\_ Zip Code\*: \_\_\_\_\_

Contact Person\*: \_\_\_\_\_ Phone\*: \_\_\_\_\_

Fax: \_\_\_\_\_ Email\*: \_\_\_\_\_

Website: \_\_\_\_\_

Date\*: \_\_\_\_\_ Signature\*: \_\_\_\_\_

### PAYMENT INFORMATION

Check enclosed: Please make check or money order payable to: **MAC MEETINGS & EVENTS (address below)**.

Charge to\*:       MasterCard       VISA       American Express

Credit Card Number\*: \_\_\_\_\_ Exp. Date\*: \_\_\_\_\_ Card Security Code\* \_\_\_\_\_

Full Name as it appears on Credit Card\*: \_\_\_\_\_

Complete Billing Address of Credit Card\*: \_\_\_\_\_

\* Please enter information exactly as it appears on your credit card statement. Incomplete or incorrect information may slow processing.  
**Please Note:** The **Credit Security Code (CSC)** for Visa/MasterCard is the last 3 digits located on the right hand side of the signature strip on the back of the card. The CSC code on American Express cards is the 4 digits located on the front of the card, on the right hand side above the credit card number.

### MAIL COMMITMENT TO:

**MAC Meetings & Events**  
**Attn: Iris McDonald**  
**801 N. 2nd St., Ste. 302**  
**St. Louis, MO 63102**

*Thank You!*



# Additional Application for Exhibitors

The International Parish Nurse Resource Center (IPNRC) reserves the right, in its sole discretion, to refuse or revoke acceptance of any application. This application will serve as a contract between the IPNRC and the exhibitor for exhibiting at the 23<sup>rd</sup> Annual Westberg Parish Nurse Symposium.

ORGANIZATION NAME: (please print exactly as you would like your name to APPEAR in signage and printed materials)

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**Main Booth Person Name:** \_\_\_\_\_

Meal Preference:       Regular     Vegetarian

**2<sup>nd</sup> Booth Person Name:** \_\_\_\_\_

Meal Preference:       Regular     Vegetarian

**3<sup>rd</sup> Booth Person Name (additional \$120.00)** \_\_\_\_\_

Meal Preference:       Regular     Vegetarian

Do you need electricity:     Yes       No

Products/Services to be displayed: \_\_\_\_\_

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Number of years exhibiting at the Westberg Parish Nurse Symposium: \_\_\_\_\_

How did you hear about exhibiting with us? \_\_\_\_\_

Non Profit

Early Bird (prior to 6/14/09):       1 Table \$400     2 Tables \$650     3 Tables \$900     4 Tables \$1150  
 Regular (6/15/09 – 9/14/09):       1 Table \$435     2 Tables \$720     3 Tables \$1005     4 Tables \$1290

For Profit

Early Bird (prior to 6/14/09):       1 Table \$725     2 Tables \$1050     3 Tables \$1375     4 Tables \$1700  
 Regular (6/15/09 – 9/14/09):       1 Table \$760     2 Tables \$1120     3 Tables \$1480     4 Tables \$1840

**TOTAL AMOUNT DUE** (Booth Fees + 3<sup>rd</sup> staff if applicable): \$ \_\_\_\_\_

Exhibitor hereby applies for an Exhibit Space license on the terms state herein and in the attached Exhibition Terms & Regulation, which are hereby incorporated by reference and made part of this License Agreement. If the Exhibitor's Application is refused, all monies will be refunded immediately.

Name of Exhibiting Organization: \_\_\_\_\_

Signature of Organization's Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

**RETURN WITH  
 COMMITMENT TO:**

**MAC Meetings & Events  
 Iris McDonald  
 801 N. 2nd St., Ste. 302  
 St. Louis, MO 63102**

*Thank You!*



## Exhibitor Terms & Conditions

### 1. Eligibility to Exhibit

As a condition of exhibiting at the 23<sup>rd</sup> Annual Westberg Parish Nurse Symposium, herein referred to as the Symposium, Exhibitor hereby expressly acknowledges and agrees to comply with the terms and conditions set forth in these Exhibition Regulations, herein referred to as the Regulations. International Parish Nurse Resource Center (IPNRC) reserves the right to amend these Regulations or to make additions hereto. IPNRC further reserves the right to make specific exceptions to, or changes in, these Regulations without establishing a precedent or applying those exceptions or changes beyond the specific cases involved. IPNRC reserves the right, at its discretion and without necessity of refund, to terminate and revoke Exhibitor's use of exhibit space at the Symposium if Exhibitor, after notice, fails immediately to cure any violation of these Regulations. The interpretation of these Regulations and all matters not covered by these Regulations are subject to the sole discretion of IPNRC.

This Agreement confers only a limited license by IPNRC to Exhibitor to use exhibit space(s) to be assigned by IPNRC for exhibition purposes at the Symposium. It does not, and shall not be construed, interpreted, or described in any way, to constitute an approval, endorsement, or recommendation of Exhibitor or its products or services, or in any manner create an agency relationship between the Missouri Nurses Association or IPNRC and Exhibitor.

This Agreement shall be governed by and construed in accordance with the laws of the State of Missouri. Any controversy or claim arising out of or pertaining to this contract, which cannot be acceptably negotiated by both parties, shall be settled by arbitration in accordance with the rules of the American Arbitration Association. The location of the arbitration shall be in St. Louis, Missouri. Judgment upon the award rendered by the Arbitrator(s) may be entered in any court having jurisdiction thereof.

- a. If any provision of this Agreement shall be held invalid and unenforceable, such holding shall not invalidate or render unenforceable any other provision hereof.
- b. This Agreement may be executed in counterparts, each of which shall be an original, and all of which together shall constitute one and the same instrument.
- c. This agreement represents the complete understanding between Exhibitor and IPNRC, and no amendments, deletion, or additions hereto shall be binding without written approval from both parties, unless otherwise specifically provided herein.

### 2. Exhibit Space Assignment

IPNRC shall assign exhibit space and IPNRC reserves the right to alter the location of stands, as it deems advisable. IPNRC reserves the right, in its sole discretion, to refuse or revoke acceptance of any Application. In such event, all fees shall be refunded to the Exhibitor; IPNRC reserves the right to offer a discounted price per space for Exhibitors purchasing more than one tabletop and/or booth.

### 3. Construction of Exhibits and Exhibitor Liability

Exhibitor shall use its exhibit space for the sole purpose of describing, demonstrating, and selling its products and services. An employee or representative of the exhibiting organization must staff each display area assigned to Exhibitor at all times during exhibit hours. IPNRC reserves the right to set and limit the hours of the exposition, which shall be printed in the conference material. Exhibits and/or Exhibitors, which in the sole judgment of IPNRC, produce excessive noise or are otherwise in poor taste, shall not be permitted.

All aisle space is under the exclusive control of IPNRC and shall not be used for purposes of exhibits or demonstrations. Exhibitor shall distribute literature regarding its products and services only from within its assigned display area(s). Materials with gummed or pressure sensitive surfaces may not be distributed on the Hotel premises. No exhibits, advertising, or other promotional materials are permitted beyond the parameter of the stand. IPNRC reserves the absolute rights to remove, relocate, or restrict any objectionable exhibits, person, advertisement, or any features, which detract from the decorum of the Symposium. If Exhibitor's display is restricted in any way or removed from the conference facility for any reason by IPNRC or the Hotel pursuant to this Section, all payments by Exhibitor in connection with the exhibit shall be forfeited to IPNRC.

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All displays, demonstrations, and other activities must be contained within the reserved booth space and may not impede traffic through the aisles. Displays that violate this policy may be dismantled at the discretion of the exhibit manager (IPNRC) due to infringement on the visibility of, or interference with, adjoining displays.

No attachments of any kind may be made to columns, walls, floors, or other parts of the building or furniture or stand without prior written permission from IPNRC and the Hotel. All decorative materials used by Exhibitor must be flame retardant. Exhibitor shall leave the exhibit space in the condition that it was in when Exhibitor entered upon the premises, and shall not cause or permit others to cause any damage or disruption to the exhibit space or the facility.

#### 4. Decorations and Furnishings

Each booth shall be provided with a 6' skirted table, 2 chairs and 1 identification sign. Additional services or accessories can be purchased or leased at the expense of the Exhibitor. Fees are paid for exhibiting privileges only. ***The exhibit hall is carpeted.***

#### 5. Licenses, Permits, and Insurance

IPNRC's sole responsibility and obligation under the Agreement is to permit Exhibitor to use the assigned exhibit space for the purpose and under the terms and conditions described herein. The exhibit, and its installation, maintenance, and breakdown shall be solely the responsibility of Exhibitor. Exhibitor warrants that it shall, at its own expense, obtain any and all necessary or appropriate licenses, permits, and insurance required for the installation, maintenance, and breakdown of its exhibit(s) and for any Exhibitor's employees or agents associated with the exhibit(s), and that it shall pay all taxes, fees, and costs incident thereto.

#### 6. Restrictions on Use of Space

Exhibitor may not assign, sublet, or share the whole or any part of its exhibit space allotted without prior written consent of IPNRC. Exhibitor may not display goods or describe services other than those manufactured, handled, or supplied by that Exhibitor in the regular course of business. Only the signage of the organization whose name appears on the Application may be placed on the I.D. sign or appear on any printed list of exhibitor. No organization not assigned exhibit space in the exhibition area shall be permitted to solicit business in any manner within the exhibition area.

#### 7. Exhibitor-Sponsored Meetings and Social Events

In the interest of the success of the Symposium, Exhibitor agrees not to extend invitations, call meetings, or otherwise invite or encourage the absence of attendees from the Symposium area during the official hours of the Symposium. Hospitality events shall not conflict with Symposium sessions.

#### 8. Fire and Building Regulations

Exhibitor hereby acknowledges and agrees to adhere to and be bound by (a) all applicable fire, utility, and building codes; and (b) all applicable rules, regulations and policies of the hotel facility, herein after referred to as Hotel. All decorative materials used by Exhibitor must be flame retardant.

#### 9. Failure to Open Exhibition

In the event that the premises of the Hotel are destroyed or damaged, or the Symposium fails to take place as scheduled or is interrupted and/or discontinued, or access to the premises is prevented or interfered with by reason of any strike or work stoppage, lockout, injunction, act of war, act of terrorism, act of God, emergency declared by any governmental agency, curtailment of transportation facilities, or any other situation making it inadvisable, illegal, unreasonable, or impossible to provide the facilities or to hold the Symposium, this contract may be terminated by IPNRC. In the event of such termination, Exhibitor waives any and all claims for damages and agrees that the sole liability of IPNRC shall be to return Exhibitor's space fee, less Exhibitor's pro rata share of all costs and expenses incurred and committed by IPNRC.

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## CANCELLATION OF EXHIBIT CONTRACT

### 1. Cancellations

Exhibitors must inform MAC MEETING & EVENTS in writing of their intent to cancel or they will not be allowed to exhibit in the future. IPNRC reserves the right, in its sole discretion, to refuse or revoke acceptance of any application. Exhibitors who cancel their participation in writing by **August 10, 2009** will receive a refund of the rental fee paid less a \$100 per booth administrative fee. **No refunds will be issued after Aug. 10.**

## INSTALLATION AND DISMANTLING

### 1. Installation and Dismantling of Exhibits

All installation of exhibits must be set-up on **Friday, September 25, 2009 between 7:00 a.m. to 1:00 p.m.** Any Exhibitor not erected by 1:00 p.m. on September 25 may or may not be granted access to the exhibit area for set-up; it will be at the sole discretion of the IPNRC.

Dismantling of exhibits will be from **4:30 p.m. to 9:00 p.m. on Saturday, September 26.** Dismantling **must** be completed by 9:00 pm. Exhibitors may not pack or dismantle until the official closing time at 4:30 p.m. on Saturday, September 26.

### 2. Early Departure or Dismantle

Any exhibitor who dismantles or abandons their exhibit prior to **4:30 p.m.** on Saturday, September 26, will be subject to a fine of \$100 and will forfeit their standing for future exhibit space assignments.

### 3. Shipments and Storage

Packages/boxes – the Hotel will store packages/boxes prior to your arrival. Please observe the following instructions to ensure proper handling of your meeting materials. Each item should be clearly marked with the following:

**EXHIBITING ORGANIZATION NAME**  
**ASSIGNED BOOTH NUMBER -**  
**HYATT REGENCY ST. LOUIS RIVERFRONT**  
**315 CHESTNUT STREET**  
**ST. LOUIS, MO 63102**  
**HOLD FOR IPNRC SEPT. 25-27, 2009**

Packages will only be **ACCEPTED** up to **THREE (3) days prior to 09/25/09.** Packages received at the hotel prior to **09/22/09** will be **refused.** Please advise the hotel contact of any special arrangements or requirements concerning your materials. The hotel is not responsible for perishable items.

Exhibitor shall not be permitted to store packing crates and/or boxes within its exhibit space during show hours. If the size of packing crates and/or boxes permit, they may be stored under fully draped tables within Exhibitor's space. If items cannot be stored as described, these items must be properly marked and will be stored and returned to the stand by service contractors at the expense of the Exhibitor. It is the Exhibitor's sole responsibility to mark and identify his/her crates as soon as they are empty or otherwise ready for removal to facilitate final preparation of the event for opening. Crates not properly marked or identified may be lost or destroyed. Neither storage nor safekeeping of Exhibitor's crates and boxes is the responsibility of IPNRC, the Hotel, or any representative thereof.