



**LOUISIANA STATE BAR ASSOCIATION  
CONCLAVE ON DIVERSITY IN THE LEGAL PROFESSION  
EXHIBITORS FEES AND DETAILS**

**2021 CONCLAVE ON DIVERSITY INFORMATION**

To Register as an Exhibitor, [please click here](#).

**CONCLAVE DESCRIPTION:**

The Conclave will encourage discussion among judges and attorneys, primarily hiring and managing attorneys with law firms and law departments, about the importance of diversity within the legal profession and how to improve diversity within the profession in Louisiana.

**DATE:** March 5, 2021

**LOCATION:** Sheraton New Orleans Hotel, 500 Canal Street, New Orleans, LA

**AUDIENCE:** Approximately 260 attorneys and judges

**HOW DO ATTORNEYS KNOW ABOUT THE CONCLAVE?**

Attorneys are notified about the Conclave through LSBA electronic publications and print publications.

**CONCLAVE AGENDA:** [Please click here](#)

## **EXHIBITOR FEES AND DETAILS**

**EXHIBITORS FEES:** Without Electricity (\$100); With Electricity (\$140)

**FEE INCLUDES:** one 6' x 30' skirted exhibitor table (Company exhibit displays cannot exceed 8' in width)

- two chairs, one waste basket
- electricity (if requested)
- Company acknowledged in the Louisiana Bar Journal and on the LSBA Website

### **EXHIBITOR DETAILS:**

Setup Begins: 8:00 a.m.

Setup Shutdown: 2:00 p.m.

All exhibits must be setup by 10:00 a.m., Friday, March 5, 2021

**EXHIBIT LOCATION:** Location to be determined by the LSBA and coordinated with the vendor.

### **SPECIAL REQUESTS AND ELECTRICAL:**

All special items, such as electrical lines, extra chairs, tables, carpeting, etc., must be made at Exhibitor's expense and contracted, in advance, with the Sheraton New Orleans, the LSBA official exhibition company.

### **CANCELLATIONS/REFUNDS**

Cancellations should be received in writing before Friday, February 12, 2021. Cancellations will be fully refunded minus a \$30.00 administrative fee. If written confirmation is not received by Friday, February 12, 2021 no refunds or credits will be issued of any kind. Credits will be processed within two weeks of the cancellation request.

### **TERMS AND CONDITIONS**

**Exhibitor** agrees to be bound by all written instructions delivered to Exhibitor on or before the date of the Conclave.

**This Agreement** requires the Exhibitor to have written approval from the LSBA for any special requests, promotional displays outside of the Exhibitor's booth(s), etc. This offer may be rejected at any time prior to acceptance for any reason satisfactory to the LSBA.

**Exhibitor** may not donate, sell, assign or sublet the exhibit space (or any portion of it) covered by this Agreement. (NO BOOTH SHARING ALLOWED.) Exhibitor may not in any manner transfer its right in this Agreement to any other person or entity. The space herein rented shall be identified exclusively as that of the Exhibitor. The exhibit on display and the personnel in attendance shall represent the Exhibitor's principal business activity.

**The LSBA** reserves the right to adjust booth and/or bulk space locations, aisle locations and general floor layout to improve traffic flow and the appearance of the show.

**The LSBA** will furnish a 6' x 30' skirted table, two chairs, a wastebasket and electricity (at an additional cost if requested). It is not the responsibility of the LSBA to provide security for the property of the Exhibitor.

**Exhibitor** shall occupy its space in accordance with the schedule provided by the LSBA. Failure to adhere to that schedule shall constitute cancellation by the Exhibitor and forfeiture of all deposits.

**Interpretations of this Agreement** by the LSBA shall be final and binding on all parties.

**PAYMENT DEADLINE IS FRIDAY, February 12, 2021**

If you have additional questions contact the Member Outreach and Diversity team members by emailing them at [diversity@lsba.org](mailto:diversity@lsba.org).