



Application & Exhibit Booth Contract

65TH ASCD Annual Conference & Exhibit Show

Henry B. Gonzales Convention Center • San Antonio, Texas • March 6–8, 2010

Telephone: 703-575-5629 or 703-575-5660 • Fax: 703-575-5407 • E-mail: exhibits@ascd.org

PLEASE TYPE OR PRINT CLEARLY.

1 EXHIBITING FIRM: _____

STREET ADDRESS (No P.O. Boxes)

CITY STATE/PROVINCE ZIP/POSTAL CODE COUNTRY

PHONE AND EXT. FAX

E-MAIL WEB SITE

OFFICIAL EXHIBIT CONTACT CONTACT MAILING ADDRESS (IF DIFFERENT) (No P.O. Boxes)

2 COST OF EXHIBIT SPACE/SPACE REQUIREMENTS (10' x 10' corner, \$1,880; 10' x 10' in-line, \$1,650)

NUMBER OF BOOTHS SIZE OF SPACE REQUESTED (___ x ___)

Full payment or 50% of the total space rental is due with this application. Any balance remaining is due and payable upon notification of booth assignment and no later than December 1, 2009. Failure to pay the balance by the deadline will subject the exhibitor to cancellation of the contract and forfeiture of all monies paid. Full payment is due with all applications submitted after December 1, 2009. Applications received without payment will not be processed.

Preferred Location: Please choose booths from different areas of the Exhibit Hall. **Note: Assignment is at the sole discretion of ASCD and the preferred location may not be available, but a comparable location will be assigned.**

1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____ 4th Choice: _____
5th Choice: _____ 6th Choice: _____ 7th Choice: _____ 8th Choice: _____

3 PAYMENT INFORMATION (ASCD Tax ID #52-6078980)

CHECK ENCLOSED \$ _____ (MAKE CHECKS PAYABLE TO ASCD.)

CHARGE MY: MasterCard VISA AMEX DISCOVER CARD

AMOUNT TO BE CHARGED

ACCOUNT NUMBER

EXPIRATION DATE

CARDHOLDER'S NAME

SIGNATURE

4 DIRECT OVER-THE-COUNTER SALES

We will _____ will not _____ be engaged in direct over-the-counter sales during the Exhibit Show.

5 SIGNATURE AND AGREEMENT

The exhibitor agrees to abide by all exhibit terms, conditions, and regulations set forth in this contract.

AUTHORIZED SIGNATURE DATE

PRINT NAME AND TITLE

ACCEPTED BY ASCD EXHIBITS MANAGER DATE

Return one copy of signed, completed application with payment to
Brittany A. Bowen, Exhibits Manager
ASCD, 1703 North Beauregard Street
Alexandria, VA 22311-1714 USA
Phone: 703-575-5629 or 703-575-5660
Fax: 703-575-5407 **E-mail:** exhibits@ascd.org

FOR ASCD USE ONLY

DATE RECEIVED _____

BOOTH(S) ASSIGNED _____

TOTAL COST \$ _____ DEPOSIT \$ _____ BALANCE DUE \$ _____

CHECK No. _____ DATE _____

Exhibit Booth Contract Rules and Regulations

LOCATION OF EXHIBITS

The Exhibit Show will be located in the Henry B. Gonzales Convention Center, Halls C and D. Measurements shown on the diagram are as accurate as possible, but management reserves the right at all times to modify the floor plan to meet the needs of the exhibit and the exhibitors.

EXHIBITOR REGISTRATION AND HOUSING

Housing and registration information will be sent to exhibitors after space is assigned. Participating firms will be permitted four complimentary exhibitor badges for each booth rented. Additional booth representatives will be required to pay a registration fee of \$50 each. Other individuals (including authors, consultants, colleagues, friends, and relatives) who may be associated with the company, but who are not working in the booth, must pay the regular Conference registration fees. Special permission in writing must be obtained from the Exhibits Manager for individuals 16 and under who are part of a special demonstration in the exhibitor's booth.

BOOTH EQUIPMENT AND SERVICE INFORMATION

Standard drapery booth equipment (back 8' high, side rail dividers 3' high) and a booth sign (7" x 44") bearing company name and booth number are included in the rental fee.

The official exhibit service contractor is Champion Exposition Services. All services customarily required by exhibitors will be available through the official service contractor. No other contractors will be permitted without prior approval. Complete shipping instructions and information regarding furniture and carpet rental, electrical work, plumbing, labor for erecting and dismantling exhibits, drayage, etc., will be mailed to exhibitors in advance. A service desk will be maintained in the exhibit area.

INSTALLATION AND REMOVAL TIME

It is mutually agreed that it is the duty and responsibility of each exhibitor to install the exhibit before the opening of the exhibition and to dismantle the exhibit immediately after the close of the exhibition.

EXHIBIT SET-UP:

Thursday March 4 1:00 p.m.–6:00 p.m.
Friday March 5 8:00 a.m.–6:00 p.m.

EXHIBIT MOVE-OUT:

Monday March 8 3:00 p.m.–6:00 p.m.
Tuesday March 9 8:00 a.m.–11:00 a.m.

All exhibits must be staffed and must remain intact until the official closing hour. Early dismantling is disruptive to the Exhibit Show. Therefore, exhibitors may not pack, tear down, or remove any portion of the exhibit prior to the official closing at 3:00 p.m., Monday, March 8. Requests for early breakdown and outbound material order forms from Champion will not be granted. Exhibits must be removed from the exhibit area no later than 11:00 a.m., Tuesday, March 9. Materials not removed by this time will be removed and put in storage at the exhibitor's expense.

EXHIBIT HOURS

All booths must be open and staffed during the following hours:

Saturday	March 6	9:00 a.m.–4:00 p.m.
Sunday	March 7	9:00 a.m.–4:00 p.m.
Monday	March 8	9:00 a.m.–3:00 p.m.

CANCELLATION

All cancellations must be made in writing to the Exhibits Manager. If notification is received on or before November 2, 2009, all monies, less a \$100 administrative fee per booth, will be refunded. **Cancellations received after November 2, 2009, obligates the exhibitor to full payment of the rental and forfeiture of all monies paid. No refunds will be made after this date.** Failure to occupy booth space does not release the exhibitor from the obligation to pay for full cost of the rental. If booth space is not occupied by 6:00 p.m., Friday, March 5, 2010, ASCD exhibit management will have the right to use such space as it sees fit to eliminate empty spaces in the Exhibit Hall.

In the event of flood, fire, strikes, riots, civil commotion, or other uncontrollable circumstances that render the exhibit area unfit or unavailable for use within 10 days prior to the opening date of the exhibit, 50 percent of the money paid for rental will be refunded.

USE OF SPACE

All demonstrations, interviews, literature distributions, or other promotional activities must be confined within the space rented by the exhibitor. Sufficient space must be provided within the booth to contain persons watching any demonstrations and other promotional activities. Each exhibitor is responsible for keeping the aisle or aisles near the booth free of congestion due to demonstrations or other promotions.

No exhibitor will assign, sublet, or share the space allotted without the knowledge and consent of management. Exhibitors must show only goods manufactured or dealt in by them in the normal course of business. Food and beverage products may be distributed in sample quantities by those exhibitors engaged in the processing of these products. Other exhibitors wishing to dispense sample foods or beverages must obtain approval of exhibit management and must conform to the regulations of the Exhibit Hall. No firm or organizations not assigned exhibit space will be permitted to solicit business within the exhibit area.

EXHIBIT CONSTRUCTION

Booth back walls are 8' high and side dividers are 3' high. No special signs, booth construction, apparatus, or lighting fixtures are permitted in excess of 8' in background height. In straight line booths, all construction or parts of the display exceeding 4' in height must be placed at least 5' in from the aisle. Any other parts of the exhibit occupying the back half of the booth will not be permitted to exceed the 8' height of the back wall. Island areas of 20' x 20' or larger, with the approval of exhibit management, may extend up to—but not exceed—20' in height.

Interference with the light and space of other exhibitors is prohibited. Display materials exposing an unfinished surface to neighboring booths is not permitted and must be finished at the exhibitor's expense. Management reserves the right to have such finishing done and to bill the exhibitor for the expense.

RESTRICTIONS

Management reserves the right to restrict exhibits that are not consistent and compatible with adopted ASCD values and that unfairly exploit ASCD products and services. Management also reserves the right to restrict exhibits that become objectionable because of noise, method of operation, materials, or for any other reason, and also to prohibit or to evict any exhibit that in the opinion of the management may detract from the general character of the ASCD Exhibit Show as a whole. This restriction includes persons, things, conduct, printed matter, or anything of a character that the management determines is objectionable. In the event of such restriction or eviction, ASCD is not liable for any refunds or other exhibit expenses.

SALES

Exhibitors are permitted to make sales on the exhibit floor. Obtaining the appropriate licenses or permits as required by law, collecting and remitting sales taxes, and any other legal business requirements are solely the responsibility of the exhibitor. A copy of the license or permit must be furnished and on file with the ASCD Exhibits Manager prior to the opening of the exhibition.

LIABILITY

Neither the Association for Supervision and Curriculum Development, nor the Orange County Convention Center, nor the employees, officers, agents, directors, or representatives are liable for any damages or loss that may occur to the exhibitor or to the exhibitor's employees or property from any cause whatsoever. Insurance and liability are the full and sole responsibility of the exhibitor. The exhibitor, on signing this contract, agrees to indemnify and hold forever harmless the aforementioned for any and all liability and expense for personal injury, accident, or property damage from fire, theft, destructive causes, or loss arising out of, in, at, or in connection with the exhibitor's display.

SECURITY

Exhibit management will provide necessary security during hours the exhibit area is closed. Exhibitors, however, are solely responsible for their own exhibit materials and should insure the exhibit against loss or damage from theft, accident, vandalism, fire, or other causes. All property of an exhibitor is understood to remain in the exhibitor's care, custody, and control in transit to, from, or within the confines of the Exhibit Hall.

CARE OF BUILDING AND EQUIPMENT

Exhibitors, or their agents, must not injure or deface the walls or floors of the building, the booths, or the equipment of the booths. Nothing will be posted on, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. When such damage appears, the exhibitor is liable to the owner of the property so damaged. All materials used in decoration must be flameproof. Electrical wiring must conform with National Electrical Code Safety Rules. Combustible materials or explosives are not permitted in the Exhibit Hall.



1703 North Beauregard Street, Alexandria, VA 22311-1714 USA
www.ascd.org/exhibits