

## Exhibit Space Application and Contract

Are you a first-time exhibitor?  YES  No

COMPANY \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Job Title \_\_\_\_\_

Street Address \_\_\_\_\_ P.O. Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Toll-free# \_\_\_\_\_

E-mail \_\_\_\_\_ Website \_\_\_\_\_

P.R. Firm \_\_\_\_\_ P.R. Firm Contact \_\_\_\_\_

P.R. Email \_\_\_\_\_ P.R. Phone \_\_\_\_\_

### EXPOSITION FEE PAYMENT SCHEDULE

Exhibit space rental is \$16.00 per square foot (based on a standard 10'x10' booth = 100 sq.ft). Corner spaces are an additional \$200.00. Contract must be submitted with full payment at this time.

**Cancellation of Space:** Cancellation notification must be submitted in writing to NAESP Show Management. There are no refunds issued for booths cancelled after November 29, 2010.

**Payment:** Payment may be remitted by check, money order, wire transfer, or credit card:

Check Enclosed  
  AMEX  
  Discover  
  MC  
  VISA  
 Total Cost \$ \_\_\_\_\_  
 Deposit Amt. \$ \_\_\_\_\_

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ CSV code: \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Cardholder's Name (print) \_\_\_\_\_

Make checks payable to NAESP Exhibits. Checks on US Bank draft only.

**Space Requirements:** Booth Size \_\_\_\_\_ x \_\_\_\_\_      **Corner:**  YES  No

Booth Selection 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

Please assign near, if possible: \_\_\_\_\_

Do NOT assign near, if possible: \_\_\_\_\_

Do you plan to sell products in the exhibit hall?  YES  No *(Exhibitor responsible for securing and collecting all local and state licenses)*

*Don't forget to submit your company's product/booth description for the On-site Program when you receive your confirmation letter!*

*BY SIGNING THIS CONTRACT, THE EXHIBITOR AGREES TO ABIDE BY ALL EXHIBIT TERMS, CONDITIONS, AND REGULATIONS SET FORTH IN THIS CONTRACT, INCLUDING THE RULES AND REGULATIONS AND THE EXHIBITOR PROSPECTUS.*

Authorized Exhibitor Signature \_\_\_\_\_ Date \_\_\_\_\_

NAESP Exhibit Manager \_\_\_\_\_ Date \_\_\_\_\_

**FOR NAESP USE ONLY**

**cost:**

**cancellations:**

Date Received _____	Total Square Feet _____	Amount Paid _____
\$ _____		
Booth # _____	Cost of Booth \$ _____	Amount Retained \$ _____
# of Corners _____	Deposit Paid \$ _____	Refund Due \$ _____
Dimension _____ X _____	Balance Due \$ _____	Cancellation Date _____
Years: _____		

**Return signed contract & payment to: Exhibits Manager**  
**NAESP, 1615 Duke St., Alexandria, VA 22314 • Ph: (703) 518-6265 • Fax: (703) 549-5568**

# NAESP 2011 Exhibit Rules and Regulations

**1. Contract for Space:** This application for space assignment by the National Association of Elementary School Principals (NAESP), hereinafter referred to as Show Management becomes a contract when signed by the exhibiting company and accepted by NAESP.

**2. Cancellation of Exposition:** Should the exposition be canceled, postponed, or abandoned thirty days (30) or more prior to the opening date, the exhibitor shall be refunded the amount paid for rental space. However, if the exposition is canceled, postponed, or abandoned within thirty (30) days prior to the opening date of such exposition, 50% of the money paid for rental will be refunded.

**3. Payments for Space:** Applications must be accompanied by 50% of the total space rental, made payable to NAESP Exhibits, if received prior to November 29, 2010. All space must be paid in full by **November 29, 2010**. On **November 29, 2010**, all reserved booth space **not** paid in full will be released for resale. Contracts submitted after November 29, 2010, must be accompanied by payment in full in order to be processed.

**4. Cancellation of Space:** Cancellation notification must be submitted in writing to NAESP Show Management. A \$200 fee will be collected for all cancellations received **on or before November 29, 2010**. No refunds will be made for cancellations received on or AFTER **November 29, 2010**.

**5. Forfeiture:** If an exhibitor does not follow the rules and regulations set by Show Management, the exhibitor shall forfeit the amount paid for space, regardless of whether or not the exhibit space is subsequently leased.

**6. Rejection of Application:** Show Management reserves the right to cancel or refuse rental of display space to any person or company whose conduct or display of goods is, in the opinion of Show Management, incompatible with the general character and objectives of the exposition.

**7. Subletting Space:** The exhibitor shall not reassign, sublease or share assigned exhibit space with any person, firm or other entity and agrees not to exhibit, advertise, or offer for sale goods other than those manufactured or sold by him in the regular course of business, without notification to and approval of NAESP Show Management.

## **8. Exhibit Hours, Installation, and Dismantling:**

### **\*Exhibit Hours:**

Friday, April 8 8:00 a.m. – 5:00 p.m.  
Saturday, April 9 8:00 a.m. – 5:00 p.m.

### **\*Installation Hours**

Wednesday, April 6 1:00p.m. - 5:00 p.m.  
Thursday, April 7 8:00 a.m. - 5:00 p.m.

### **\*Dismantling Hours**

Saturday, April 9 5:00 p.m. – 8:00 p.m.  
Sunday, April 10 8:00 a.m. - 1:00 p.m.

*(\*Dates and hours subject to change. Please visit [www.naesp.org/2011](http://www.naesp.org/2011) for updates)*

**CARPETING is a requirement of the show.** All booths must be carpeted. Exhibitors may purchase carpeting through the official decorator, or provide their own and be responsible for all labor and equipment costs associated with its installation. Uncarpeted booths will be carpeted by the show decorator at the exhibitor's expense.

No materials will be accepted in the exhibit hall prior to 1:00 p.m. on Wednesday. All exhibits must be completely set-up by 6:00 p.m. on Thursday, April 7. Any space not claimed and occupied or for which no special arrangements have been made prior to 6:00pm Thursday, April 7, may be resold or reassigned by NAESP without any obligation on the part of NAESP for any refund whatsoever. Special arrangements may be made for late set-up with prior approval from NAESP Show Management.

Dismantling of exhibits **MUST NOT** begin before hall closing. Exhibitors agree by signing this contract that they will remain on the exhibit hall floor until the official close of the show. All exhibits must be packed and ready for shipment by 1:00 p.m., Sunday, April 10.

**9. Relocation:** Show Management reserves the right to relocate an exhibitor's booth space due to modifications of the exhibit facility, fire marshal restrictions, or any other reason in the best interest of the overall exposition. Exhibitor will be promptly notified should this occur.

**10. Fire Protection:** Booth decorations must be flameproof and all hangings must clear the floor. Electrical wiring must conform with all local and state government requirements and with National Electrical Code Safety Rules. If inspection indicates that any exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazards the right is reserved to cancel all or such part of this exhibit as may be irregular.

**11. Repair of damages:** The cost of repairing any damage by the exhibitor, its' employees, representatives, or agents to the convention center will be billed to and paid by the exhibitor. Nothing will be posted on, tacked, nailed, screwed or otherwise attached to the columns, walls, floors, ceiling, furniture or other property of the convention center.

**12. Circularization and Solicitation:** Distribution of circulars or promotion material may be made only within the booth assigned to the exhibitor presenting such material. Promotional material may not be distributed or left for attendees to pick up in the aisles, registration area, or anywhere else in the convention facility. Non-exhibiting companies/organization will not be permitted to solicit business within the exhibit area or anywhere in the convention center.

**13. Loss, Damage and Injury:** Show Management will not be responsible for any injury, loss or damage that may occur to an exhibitor's employee or property from any cause whatsoever. Show Management will not be liable for any injury, loss or damage which may be sustained by any person who may be on the premises leased to an exhibitor, or watching, observing, or participating in any demonstration or exhibit of exhibitors.

**14. Insurance:** The Exhibitor agrees to obtain the following insurance coverage during the dates of the NAESP Exposition, including move-in, move-out days, and be prepared to furnish a certificate of insurance to NAESP if requested; **(a)** comprehensive general liability insurance, including protective and contractual liability coverage of \$250,000/\$500,000 for bodily injury and \$50,000 property damage **(b)** employers liability insurance with minimum limits of \$100,000 per accident; **(c)** workers compensation/occupational disease coverage in full compliance with federal and state laws; **(d)** owned, non-owned, and hired vehicles, including loading/unloading hazards with bodily injury limits of \$250,000/\$500,000 and property damage limits of \$100,000.

**15. Restrictions in Operation of Exhibits:** Show Management reserves the right to restrict or evict exhibits, which because of noise, smell, method of operation, materials, or which detract from the general character of the exhibit hall, or any other reason, become objectionable. This reservation includes anything of a character deemed to be objectionable to the exhibit or that interferes with the activities of neighboring exhibitors. In the event of such restriction or eviction, Show Management is not liable for ANY refunds, fees, rentals, or other expenses.

**16. Giveaways, Drawings, Distribution of Gifts, and Food Sampling:** All drawings or contests must be completed and all prizes presented to winners prior to closing of the exposition. In the event that the display of the prize is not practical because of its size or other complication, the exhibitor must display a photo and complete details as to the prizes size, value, color, etc. It is the responsibility of the exhibitor to notify any winners. No sample food or beverage products may be distributed without prior authorization from Show Management.

**17. Compliance with the Law:** The exhibitor or his representative or employees shall not engage in any display, publication, performance, or other activity which is in conflict with any federal, state, or local law, regulation, rule, or ordinance. Firearms may not be used as a part of an exhibit nor as a giveaway. Exhibitors cannot display or bring into the exhibit any animal, bird, fish, or other non-human creature without Show Management approval.

**18. Music Licensing:** The exhibitor agrees to pay all royalties, license fees or other charges for any music, either live or recorded, or other entertainment of any kind or nature, played, staged, or produced by the exhibitor, his agents or employees within the premises by this License Agreement including but not limited to royalties or licensing fees due to BMI, ASCAP, or SESAC. The exhibitor agrees to hold Show Management harmless against any and all such claims or charges.

**19. Interpretation and Amendment:** The Exhibit Manager shall have full power to interpret or amend these rules. The exhibitor agrees to abide by any rules or regulations that may hereafter be adopted by Show Management, which shall be as much a part hereof as though fully incorporated herein.