



## 2011 Educational Exhibit Reservation Form

### To Exhibit:

Please complete and return this contract to ITEEA with booth payment\* by **January 15, 2011**.

*Signed contract and full payment must be received before booth space is assigned.*

\*Payment includes (1) student complimentary registration and (1) \$100.00 discount for a faculty member.

ITEEA member # \_\_\_\_\_

### Return contract and payment to:

ITEEA Membership and Marketing Director  
1914 Association Drive, Suite 201  
Reston, VA 20191-1539  
Phone: 703-860-5028 ♦ Fax: 703-860-0353  
Email: [mwiley@iteea.org](mailto:mwiley@iteea.org)

### Would you like more information?

- Advertise in the Conference Program  
 Sponsorship

#### For ITEEA use only

Total Due \_\_\_\_\_

**This confirms acceptance of your contract by ITEEA and awards the following space assignment.**

ITEEA Member Number \_\_\_\_\_

Booth(s) Assigned \_\_\_\_\_

Booth Size(s) \_\_\_\_\_

Date of Confirmation \_\_\_\_\_

ITEEA Representative \_\_\_\_\_

### Part 1: Exhibitor Contract and Product Information

#### Exhibitor Contact Information (contact for all mailings):

Institution Name \_\_\_\_\_

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

Contact Phone \_\_\_\_\_ Ext. \_\_\_\_\_ Fax \_\_\_\_\_

Contact Email \_\_\_\_\_

#### Institution Information (type or print information exactly as it should appear in the Conference Program and on the booth sign):

Institution Name \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email address \_\_\_\_\_

Website \_\_\_\_\_

#### Description of Product/Institution (for Conference Program – 25 words or less):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*ITEEA reserves the right to edit program copy.*

*Information submitted after December 15, 2010 will not be included in the program.*

### Part 2: Booth Selection

**Available Booths:** #401-427 – odd only

**Booth Price – ITEEA Institutional Member \$350.00; Institutional Nonmember \$550.00**

Number of booths requested \_\_\_\_\_ Total Amount Due \$ \_\_\_\_\_

First Choice \_\_\_\_\_ Second Choice \_\_\_\_\_ Third Choice \_\_\_\_\_

*We (the contracting organization) understand that applications for exhibit space are processed upon receipt when accompanied by the required full payment. If our choice of space has already been allocated, we request that ITEEA assign the best available space.*

### Part 3: Contract Agreement

The exhibitor agrees to abide by all exhibit terms, conditions, and regulations set forth on both sides of this contract and in the Invitation to Exhibit.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Part 4: Payment Information

Check # \_\_\_\_\_ (payable to ITEEA – U.S. funds drawn on U.S. bank)

Credit Card:  Mastercard  VISA  Discover

Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name as it appears on card (please print) \_\_\_\_\_

Signature \_\_\_\_\_

An application for exhibit space, when cosigned by a representative of ITEEA and a person representing a company, institution, agency, or organization, becomes a contract subject to the following terms and conditions:

## EXHIBITOR CONDUCT

Exhibits may not project beyond the space allotted, and aisles must be kept clear for traffic. Exhibits shall not obstruct the view or interfere with traffic to exhibits of others, and must be constructed in compliance with ITEEA Display Rules and Regulations. Distribution of pamphlets, brochures, or any advertising matter must be confined to the exhibit space. Absolutely no advertising materials of any nature are allowed in guest rooms, hallways of hotels, or receptions, without written approval from the ITEEA Executive Director. All promotional plans must be submitted to Exhibit Management for approval. Exhibit Management, in its sole and absolute discretion, may withdraw its consent at any time, in which event the Exhibitor shall terminate such activity immediately.

## DISPLAY RULES AND REGULATIONS

**Standard Straight-Line Booth:** These include 8' high backdrops and 3' high side dividers. Height of built-up displays is limited to 8 feet and should not project more than 3 feet from the back wall.

**Peninsula Exhibits:** These face three aisles. This type of exhibit must limit the length of the back wall to one-half the width of the space, centered. Back wall and any other display items must not be more than 8' in height.

**Island Exhibits:** These have four open sides. This type of exhibit must limit any walls or other display items to 13' 6" in height, with length of walls or items not to exceed one half of the depth and width of the space. Special designs may be submitted to Exhibits Management for approval.

## DEFAULT BY EXHIBITOR

Exhibitor shall be in default if it fails to pay at predetermined dates the required sums under this agreement or breaches any of the other provisions of this contract.

## FILM, SOUND DEVICES, AND LIGHTING

If videos, loud speakers, or sound devices are used, the Exhibitor agrees to comply with union requirements for the operation of the equipment. Equipment will be permitted only if tuned to conversational level and if not objectionable to neighboring Exhibitors. Any music played by the Exhibitor during show hours will hold the Exhibitor liable for all music licensing fees. Exhibit Management reserves the right to restrict the use of glaring lights or objectionable lighting effects.

## FIRE AND SAFETY REGULATIONS

All local regulations may be strictly enforced. Exhibitors assume all responsibility for compliance with such regulations. All exhibits must meet OSHA requirements pertaining to the safe use of tools, materials, and equipment with regard to the safety of the Exhibitors and Attendees. All decorations and booth equipment must be fireproofed, and electrical wiring must meet the safety requirements of the official service contractor and the hotel. Affidavits attesting to flameproof compliance with Fire Department regulations must be submitted when requested. No combustible material may be stored in or around exhibit booths.

## AMERICANS WITH DISABILITIES ACT

Exhibitor represents and warrants that its exhibit complies with ADA to the extent applicable, and the Exhibitor will indemnify show management from any loss arising from failure to comply.

## FLOOR PLAN

All dimensions and locations shown on the official floor plan are believed, but not warranted, to be accurate. ITEEA reserves the right to make modifications that may be necessary to meet the needs of the Exhibitors and the exhibit program.

## REGISTRATION

Each institutional member will receive one (1) complimentary student registration and one (1) \$100.00 discount for a faculty member.

## EXHIBIT CONTRACTOR

Geo E. Fern Company is the Official Decorator, Drayage Contractor, and Labor Contractor, and shall have the exclusive right to supply all equipment, furniture, carpeting, and decorating materials on a rental basis to individual exhibitors. Furniture, additional draping, accessories, signs, electrical outlets, and AV equipment are the sole responsibility of the Exhibitor and should be ordered in advance from Geo E. Fern Company. A service information manual, with complete ordering information, will be forwarded to each Exhibitor after January 1, 2011, once space has been assigned.

## CANCELLING AN EXHIBIT CONTRACT

**Cancellation of Show:** The performance of this agreement by either party is subject to acts of God, war, government regulation, disaster, civil disorder, curtailment of transportation facilities, power outages, or other emergencies over which any party has no control, making it illegal or impossible to provide the facilities or to hold the function; the Exhibitor does not have the right to request a refund because the facility does not provide a service (e.g., electricity goes out and attendees cannot see exhibit).

**Cancellation by Exhibitor:** In the unfortunate event the Exhibitor notifies ITEEA in writing of the Exhibitor's intent to repudiate the contract after acceptance, but prior to January 15, 2011, ITEEA Exhibit Management shall be entitled to retain fifty percent (50%) of the full exhibit booth price as liquidated damages. If ITEEA receives such notice after January 15, 2011, the Association reserves the right to retain the full exhibit booth price, not as a penalty, but as liquidated damages, and to resell or reassign the booth space.

## LIABILITY

**Restrictions in Operation and Exhibits:** The Exhibitor agrees to comply strictly with the applicable terms and conditions contained in the agreement between Minneapolis Convention Center and ITEEA regarding the exhibition premises. Any part of the exhibit that does not lend itself to an attractive appearance, such as unfinished side or end panels, must be draped at the Exhibitor's expense. ITEEA management reserves the right to have such finishing done, billing the Exhibitor for charges incurred. ITEEA reserves the right to restrict exhibits, which, because of noise, method of operation, materials, or any other reason, become objectionable, and also to prohibit or evict any exhibit which, in the opinion of ITEEA, may detract from the general character of the exhibition as a whole. This reservation includes all persons, things, conduct, printed matter, or anything of a character that ITEEA determines objectionable to the exhibition or that does not conform to ITEEA standards. In the event of such restriction or eviction, ITEEA is not liable for any refund or other exhibit expenses.

**Responsibilities of ITEEA and the Exhibit Facility:** The Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and save ITEEA, Minneapolis Convention Center, and Geo E. Fern Company and employees and agents harmless against all claims, losses, and damages to persons or property, governmental charges or fines, and attorneys' fees arising out or caused by the Exhibitor's installation or removal, maintenance, occupancy, or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of ITEEA, Minneapolis Convention Center, and Geo E. Fern Company, and their employees and agents. In addition, the Exhibitor acknowledges that ITEEA, Minneapolis Convention Center, and Geo E. Fern Company do not maintain insurance covering the Exhibitor's property, and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses by the Exhibitor. Guards will be furnished, and the furnishing of such guards shall not be deemed to increase the liability of ITEEA, Minneapolis Convention Center, and Geo E. Fern Company, their members, representatives, officers, or employees or to modify in any way the assumption of risk and release provided for the above.

## ATTORNEY FEES AND COSTS

Should any litigation arise out of this contract, the Exhibitor shall pay all costs and reasonable attorneys' fees incurred by ITEEA, Exhibit Management, and/or the cosponsoring Associations if ITEEA and/or the cosponsoring associations are the prevailing parties. This provision shall extend to the costs and attorneys' fees incurred at both the trial and appellate level.

## GENERAL INFORMATION

The Exhibits Coordinator will be available to assist Exhibitors before, during, and after the trade show. Questions may be referred to: ITEEA Membership and Marketing Director, 1914 Association Drive, Suite 201, Reston, VA 20191; 703-860-5028; [mwiley@iteea.org](mailto:mwiley@iteea.org).