Application & Contract for Exhibit Space

ASBO International's Annual Meeting & Expo

October 25–28, 2013 Boston, Massachusetts

am&e 2013 BOSTON 10/25-28

Four Easy Steps—Apply Today!

1. Mail Correspondence to:

Contact Name (Booth Contact): _____

Title: _____

Company's Name:
(As you would like it to appear in the Program Book)
_____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____

Booth Contact Email: _____

2. Booth Selection:

Booth Choice (visit **www.asbointl.org** to view current floor plan):

1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

4th Choice: _____ 5th Choice: _____ **Size of Booth:** _____

Do not assign near _____

◯ **Check here if first-time exhibitor**

Please send me additional information on:

- ❑ Social Responsibility
- ❑ Corporate Membership
- ❑ Corporate Partnership
- ❑ Advertising

3. Rates/Payment: Please Select One Only:

EXHIBITOR RATES	Price/10' x 10'	NUMBER OF BOOTHS Contracted	TOTAL AMOUNT DUE (Total # of Booths x $1850)
Per 10' x 10' **inline** booth	$1,850.00 per 10' x 10' booth		

EXHIBITOR RATES	Price/10' x 10'	NUMBER OF BOOTHS Contracted	TOTAL AMOUNT DUE (Total # of Booths x $2100)
Per 10' x 10' **premium booth** (includes all islands and endcaps/peninsulas)	$2,100.00 per 10' x 10' booth		

PREMIUM BOOTH DESCRIPTION

- **Island Booths** – any number of booths surrounded by aisles on all four sides
- **Endcap/Peninsula Booths** – any number of booths which are at an end of an aisle and surrounded by aisles on three sides

Amount Due: _____

Payment Method:

- ❑ CHECK (ASBO will accept U.S. funds drawn on U.S. banks only) Make checks payable to ASBO International.
- ❑ CREDIT CARD: (check one) ❑ Visa ❑ Mastercard ❑ American Express ❑ Discover

Credit Card Number _____

Exp. Date _____ CSV # *(3 digit # on back of card)* _____

Cardholder's Name *(print)* _____

Phone _____ Email _____

I, the undersigned, authorize the Association of School Business Officials International (ASBO) to charge my credit card for the amount listed on the Application & Contract for Exhibit Space.

Cardholder's Signature _____

FOR ASBO ONLY

ID Number _____
Date Received _____
Booth(s) Assigned _____
Booth Size/Dimensions _____
Total Booth Cost $ _____
Amount Paid $ _____
Balance Due $ _____
Confirmation _____
ASBO Signature _____
Date _____

Return Signed Applications to:
ASBO International
11401 North Shore Drive
Reston, VA 20190-4200
mquigg@asbointl.org
Phone: 866.682.2729 x7075
Fax: 703.478.0205

4. Agreement:

I, the undersigned, hereby make application for exhibit space at ASBO International's Annual Meeting & Expo. I am an authorized representative of the company with full power and authority to sign and deliver this Application. I acknowledge and agree that ASBO has the right to deny exhibit space for any reason. I hereby agree to the rules and regulations of exhibition with ASBO.

Authorized Printed Name _____ Authorized Signature and Date _____

INVITE 13

EXHIBIT HALL RULES AND REGULATIONS

These rules and regulations constitute a bona fide part of the contract for space. ASBO International reserves the right to render all interpretations and decisions should questions arise, and to establish further regulations as may be deemed necessary to the general success and well being of the show. ASBO International's decisions and interpretations shall be accepted as final in all cases.

ASBO reserves the right to deny exhibit space for any reason. ASBO will refund any payment (including any deposit) if exhibit space is denied prior to the event.

Space Contracts

Applicants for exhibit space are required to execute and forward to the Association of School Business Officials the formal Application/Contract provided. To be valid, each Application/Contract must be accompanied by a check for the total amount of the total booth(s) costs, and must specify products or services scheduled for exhibition.

Full payment for exhibit space must be made at the time of application. Any exhibitor who fails to make payments when due expressly waives all rights in and to the use of assigned space, and ASBO International shall have full right to consider this contract terminated and to retail as liquidated damages all monies paid and to lease that space so reserved to another exhibitor.

Any exhibiting firm that notifies ASBO International that the firm will not be exhibiting, for any reason, shall forfeit 50% of the amount paid as liquidated damages.

Any exhibitor who has made payment in full for exhibit space and notifies ASBO International within less than 60 days prior to opening of the show that the company will be unable to exhibit, for any reason, shall forfeit all money paid.

Display Space

ASBO International will provide display space as indicated on this agreement and official floor plan insofar as possible but reserves the right to make any changes necessary in case of emergency and in the interest of any exhibitor. ASBO International reserves the right to decline or prohibit any exhibit that in its sole judgment is out of keeping with the character of the exhibition, this reservation being all-inclusive as to persons, things, printed matter, products, and conduct.

Exhibitors engaging in objectionable practices shall be subject to eviction without refund.

Exclusive Use of Space

No exhibitor may assign, sublet, or apportion his space in whole or part, nor exhibit any products or services other than those manufactured or handled in the normal course of his business, nor permit any agent of any nonexhibiting firm to solicit business or take orders in his space. ASBO International will not permit non-exhibitors to canvass, solicit, hold conferences, or distribute literature or other promotional devices at the show.

Exhibit Contractors

ASBO International will specify the official Exhibit Contractor who will issue exhibit instructions, provide shipping labels, maintain a service desk in the exhibit area, and be available to exhibitors at all times. Exhibitors should direct all shipments to the address provided by the official exhibit contractor. Any use of independent contractors must have prior approval of ASBO International and must adhere to the rules provided by the official exhibit contractors.

Arrangement of Exhibits

ASBO International will provide standard booth background drapes and side rails. Each booth will be furnished a standard identification sign.

Height Limitation for Displays

Exhibitors shall not display or place any product, sign, partition, person, apparatus, shelving or other construction that extends more than 8 feet above the floor or more than 5 feet forward from the back wall of the booth, with the exception of specially designated school bus booths. All display fixtures over 4 feet in height must be confined to that area of the booth that is at least 5 feet from the aisle line.

Island booths consisting of four or more standard booths will be permitted to a maximum height of 16 feet. All exhibit fixtures, components, and identification signs will comply with this height regulation.

Installation & Dismantling

Unless given permission by ASBO International, **1)** No materials can be accepted or placed in the Convention Center from 8:00 a.m. to 5:00 p.m. on October 25, 2013. **2)** All exhibit installations must be complete for final inspection by 2:00 p.m. on October 26, 2013. **3)** Dismantling of displays must not begin before 2:15 p.m. on Sunday, October 27, 2013. Exhibitors disobeying dismantling rules will lose seniority. **4)** The entire building must be vacated by 11:59 p.m. on October 27, 2013. Any unattended exhibits or materials remaining in the building after 11:59 p.m. on Sunday, October 27, 2013, will be returned to the exhibitor by truck freight at the exhibitor's sole risk and expense. No installing, dismantling, rearranging, repairing, servicing, removing, or supplementing of exhibits will be permitted during exhibit hours.

Union Regulations

Work in connection with electrical hookups, erection, or dismantling is to be performed by union personnel, where applicable, in compliance with local union regulations. Necessary labor will be provided upon request through the official exhibit contractor appointed by ASBO International, unless a request for other arrangements is made in writing to ASBO International and said request is approved by ASBO International. Please contact ASBO International for clarification of local union rules, if unclear.

Special Services

Following space assignment, each exhibitor will be furnished information pertaining to special signs, decorating, furniture rentals, carpentry, electrical and other work, shipping, express, drayage, etc. All empty crates and containers will be removed to a storage area, stored, and returned at the close of the exhibition for a nominal service charge.

Exhibitor Admission Credentials

Exhibitors shall furnish ASBO International with an advance list of their representatives in the manner provided by ASBO International. Representatives not registered in advance must register upon arrival at the exhibit area, and at all times wear identification badges, which will provide entrance to the exhibit hall. Exhibitors will be admitted to the exhibit hall one hour prior to opening hours and power and lights will be turned on at that time. Any special arrangements must be made with ASBO International.

Sale or Distribution of Merchandise

Exhibitors may show, display, discuss, explain, or demonstrate items or services in their exhibit space during the Annual Meeting & Exposition. Sales of merchandise and services as well as the taking and placing of orders are also permitted.

Prohibited Activities

No interviews, demonstrations, or distributions of literature will be permitted except in the exhibitor's space. No sideshows, raffles or lotteries that distract from the dignity of the exposition may be held. Drawings for prizes may be conducted by the exhibitors within their exhibit area if done in a dignified manner. Exhibitors engaging in objectionable practices may be evicted without refund of any monies deposited or paid to ASBO International.

General Regulations

No part of the convention center shall be defaced in any manner, nor shall signs, decals, stickers, or other articles be posted, nailed, or otherwise affixed to any pillars, walls, doors, or other parts of the building. Combustible materials, gasoline, kerosene, acetylene, and other flammable or explosive substances are forbidden. Aisles must be kept clear of exhibit materials and debris, which must be disposed of in building trash containers. Gasoline-powered units displayed must meet local fire prevention regulations. Please refer to the local regulations to be included in the exhibitor's kit. Cloth or other decorating materials must meet flame proofing and fire codes and ordinances prevailing in Boston. All packing containers, wadding, wrapping, and such materials must be removed from the immediate exhibit area and may not be stored under tables or behind displays.

Noise and Sound

Musical instruments, radios, sound motion picture equipment, video recorders, record players, or any noise-creating devices or amplifying systems shall be operated only at a level that will not interfere with other exhibitors or add unduly to general acoustic inconvenience, and their operation must conform to ASBO International's requirements. Prevailing union regulations, if any, regarding use of union operators must be observed.

Non-Liability

It is expressly understood and agreed by each and every contracting exhibitor and his agents that neither the Association of School Business Officials International, nor its employees, nor its contractors shall be liable for loss or damage to the goods or properties of exhibitors. At all times such goods and properties remain in the sole possession and custody of each exhibitor. The exhibitor agrees to defend and indemnify ASBO International, its managers, officers, members, sponsors, employees and agents, and to hold them harmless from all claims, demands, actions, complaints, suits or liability for any property damage, personal injury or other damages that may be sustained by any individual or entity, including the exhibitor and his agents or employees, on or about the exhibitor's display space or otherwise arising out of the exhibitor's participation in the exposition, including such injury or damage of any nature that may result, in whole or in part, from the negligence of any of the employees or agents of the exhibitor.

Insurance

Each exhibitor will, if requested by ASBO International, furnish a certificate of comprehensive general liability insurance coverage, including protective and contractual liability coverage of 200,000/$500,000 for bodily injury and $50,000 property damage; and Workmen's Compensation with Employer's Liability coverage of $100,000. The Association of School Business Officials International reserves the right to make such additional conditions, rules and regulations as ASBO deems necessary to enhance the success of the exhibition.