



# APPLICATION FOR EXHIBIT SPACE

National Association of Elementary School Principals  
86<sup>th</sup> ANNUAL CONVENTION & EXPOSITION

Washington State Convention & Trade Center ♦ Seattle, Washington, ♦ March 31 - April 2-2007

Return signed contract along with payment to: NAESP Exhibits

1615 Duke Street, Alexandria, VA 22314-3483 • Tel: (703) 518-6296 • Fax: (703) 549-5568

**Soaring**  
TO NEW  
**Heights**

NAESP 86th Convention & Exposition  
Seattle, WA - March 29 - April 2, 2007

Make checks payable (in U.S. dollars) to NAESP Exhibits. Are you a first-time exhibitor?  YES  No

PLEASE PRINT CLEARLY

Primary Company Information (The contracted company name, address, fax and url listed below will be published in the printed and online Official Guide)

COMPANY \_\_\_\_\_

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

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

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

Phone \_\_\_\_\_ Fax \_\_\_\_\_ 800# \_\_\_\_\_

E-mail \_\_\_\_\_ Web site \_\_\_\_\_

P.R. Contact/Firm \_\_\_\_\_ P.R. Contact Phone \_\_\_\_\_

### EXPOSITION FEE PAYMENT SCHEDULE

CONTRACTS RECEIVED **ONSITE** DURING THE SAN ANTONIO CONVENTION: **\$13.50 per sq. ft. (\$1,350)**  
**Corner spaces are an additional \$200 (\$1,550) - 50% of the total Exhibit fee is due on or BEFORE May 22, 2006.**

CONTRACTS RECEIVED **AFTER** THE SAN ANTONIO CONVENTION: **\$14.00 per sq. ft. (\$1,400)**  
**Corner spaces are an additional \$200 (\$1,600)**

For contracts received **after April 14, 2006** the following schedule applies:

- Initial 50% of the total Exhibit fee due with the contract. ■ Final 50%, Exhibit fee, due no later than **November 3, 2006.**

Contracts executed after **November 3, 2006** require 100% of the total Exhibit Fee

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

Visa  MC  AMEX  Discover Total Cost \$ \_\_\_\_\_ Deposit Amt. \$ \_\_\_\_\_

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

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

**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)

**Special Requirements** (e.g. carpet aisles, hanging banners, archways, etc.) \_\_\_\_\_

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

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

Accepted by NAESP Exhibit Manager \_\_\_\_\_ Date \_\_\_\_\_

### FOR NAESP USE ONLY

Company ID: \_\_\_\_\_

Booth # \_\_\_\_\_

# of Corners \_\_\_\_\_

Dimension \_\_\_\_\_ X \_\_\_\_\_

Number of Years \_\_\_\_\_

Date Received \_\_\_\_\_

Total Square Feet \_\_\_\_\_

Cost of Booth \$ \_\_\_\_\_

Deposit Paid \$ \_\_\_\_\_

Balance Due \$ \_\_\_\_\_

Confirmation Letter Sent \_\_\_\_\_

Amount Paid \$ \_\_\_\_\_

Amount Retained \$ \_\_\_\_\_

Refund Due \$ \_\_\_\_\_

Cancellation Date \_\_\_\_\_

White: NAESP Copy

Yellow: Exhibitor Copy

# NAESP 2007 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 mailed between April 14 and November 3, 2006. All space must be paid in full by **November 3, 2006**. After that date all reserved booth space **not** paid in full will be released for resale. Contracts submitted after November 3, 2006 must be accompanied by payment in full. Applications received onsite at the 2006 San Antonio show must pay the 50% deposit on or before May 22, 2006. If the 50% deposit is not received by May 22, 2006, the space will be released for resale.

**4. Cancellation of Space:** Cancellation notification must be submitted in writing to NAESP Show Management. 75% of the fee paid will be refunded if cancellation is received **BEFORE** November 3, 2006. No refunds will be made for cancellations received on or **AFTER** November 3, 2006.

**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:** The hours during which the exposition will be open are:

<b>*Exhibit Hours:</b>	Friday, March 30	10:00 a.m. – 3:00 p.m.
	Saturday, March 31	9:00 a.m. – 12:30 p.m. 3:00 – 5:00 p.m.
	Sunday, April 1	10:00 a.m. – 3:00 p.m.
<b>*Installation Hours:</b>	Wednesday, March 28	1:00 – 6:00 p.m.
	Thursday, March 29	8:00 a.m. – 6:00 p.m.
<b>*Dismantling Hours:</b>	Sunday, April 1	3:00 – 7:00 p.m.
	Monday, April 2	8:00 a.m. – 1:00 p.m.

*(\*Hours subject to change)*

**CARPETING is a requirement of the show.** All booths must be carpeted in order to participate. 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 can be accepted in the exhibit hall prior to 1:00 p.m. on Wednesday, March 28. All exhibits must be completely set-up by 6:00 p.m. Thursday, March 29. Any space not claimed and occupied or for which no special arrangements have been made prior to 9:00 a.m., Friday, March 30, 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 (3:00 p.m.) on Sunday, April 1, 2007. 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., Monday, April 2, 2007.

**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.

**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, it's 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, 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 or rentals or other exhibit expense.

**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.