

Contract received by \_\_\_\_\_ on \_\_\_\_\_.

# NAEYC Application and Exhibit Booth Contract

**NAEYC 2010 Annual Conference & Expo Anaheim, Calif. November 3-6**

Please print clearly or type. Complete **entire** form.

Please reserve the following booth(s):

Third choice \_\_\_\_\_

First choice \_\_\_\_\_

Number of corners \_\_\_\_\_

Second choice \_\_\_\_\_

Booth size (for example, 10' x 10') \_\_\_\_\_

Full name of firm or organization \_\_\_\_\_

Complete address \_\_\_\_\_

(Street)

(City)

(State)

(ZIP)

(Country)

Telephone with area code ( ) \_\_\_\_\_

Fax with area code ( ) \_\_\_\_\_

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

**Note: It is the exhibitor's responsibility to inform show management of any changes to the exhibitor's address or contact information.**

**We wish to be listed in the 2010 Conference Final Program as**

Company name *(Please print clearly or type.)* \_\_\_\_\_

*(Only those company names that are true acronyms will be published in all capital letters; all others will be published using title case).*

Complete address \_\_\_\_\_

(Street)

(City)

(State)

(ZIP)

(Country)

Brief description of product or service (see list on Classified Directory of Exhibitors) \_\_\_\_\_

*NAEYC is not responsible for typographical errors and incorrect or missing copy in NAEYC's Conference Programs or other exhibit materials.*

**The company name on our booth identification sign should read**

Your booth number(s) and company name will be included in the *Conference Final Program* listing if received by the publication deadline of **August 9, 2010**. Booth numbers will be listed on the booth sign. Only one company name will be included in the *Conference Final Program* and on the booth sign.

**I understand that submission of the Application and Exhibit Booth Contract constitutes agreement to abide by NAEYC's exhibit policies and information on pages 1 through 3. I understand that there may be additional charges incurred as an exhibitor (see "Booth furnishings and service information"/"Installation and dismantling of exhibits" on page 2 of this contract).**

Name and title of person making reservation \_\_\_\_\_

Signature of person making reservation \_\_\_\_\_

Name of primary contact/person to receive information \_\_\_\_\_

Payment method:  Check/money order enclosed  VISA  MasterCard  American Express  Discover  
(Check one)

\$ \_\_\_\_\_  
Amount enclosed

To ensure booth space is held, payment must be received by the dates listed below or booth space will be released. **Please initial both items to show you have read and agree to these terms.**

A nonrefundable deposit of 50% of the total booth cost is due by February 5, 2010. \_\_\_\_\_ (initial)

Payment in full for the balance is due by June 4, 2010. \_\_\_\_\_ (initial)

**If paying by credit card, please complete the following:**

Credit card number \_\_\_\_\_ CV # \_\_\_\_\_ Expiration date \_\_\_\_\_  
(last three digits on back of card)

Cardholder's name \_\_\_\_\_

Signature \_\_\_\_\_

Mail the completed Application and Exhibit Booth Contract with payment to **NAEYC 2009 Exhibits, c/o Carambola Group, Inc., 527 Broadway Avenue, Orlando, FL 32803 407-999-9449 Fax 407-999-9469**

## Information for exhibitors

Booths reserved by March 2, 2010, are \$10.25 per square foot; corner booths, where there is cross-traffic, are an additional \$250.00 per corner. After March 2, 2010, all booths are \$10.50 per square foot; corner booths, where there is cross-traffic, are an additional \$250.00 per corner. All booths will be sold in increments of 10' x 10' units and will be configured in peninsula, island, or in-line booth spaces.

Any booth configuration which spans or incorporates aisle space will have that aisle space factored into the total booth cost. Aisle space will be sold in increments of 10' x 10' units. Please complete the Application and Exhibit Booth Contract, sign the application, and return it to NAEYC 2010 Exhibits, c/o Carambola Group. Keep a copy for your files.

**A nonrefundable deposit of 50% of the total booth cost is due by February 5, 2010, or booths will be released.** Payment in full for the balance on booths reserved on or before the Washington, D.C., Conference is due by June 4, 2010. Exhibitors who reserve their booths after November 21, 2009, will be informed of the payment due date on their invoices. Exhibitors will remit the balance due by the specified date or risk forfeiture of booth space. Non-U.S. exhibitors—fees must be paid in full in U.S. funds by International Money Order.

Booth selections are made on the basis of a priority point system. For more information, contact NAEYC's exhibit management company, Carambola Group, Inc.

## Payment/cancellation

Check, money order, VISA, MasterCard, American Express, or Discover may be used for payment. Booth deposits are nonrefundable. If the exhibitor decides to cancel the reservation after full payment has been made, 50% of the booth price will be refunded if a written request is received on or before September 8, 2010. No refunds will be made after September 8, 2010.

## Contract

Exhibitor hereby agrees and understands that the policies and information for exhibitors stated on the Application and Exhibit Booth Contract are part of a contract between the exhibitor and NAEYC, and that the submission of the Application and Exhibit Booth Contract constitutes the exhibitor's agreement to abide by these policies and information.

## Exhibitor badges

A maximum of four badges will be printed per 100 square feet of booth space. To receive exhibitor badges and other materials prior to the Conference, all exhibitors must register using the online exhibitor badge request form on NAEYC's Web site. Exhibitor badges will be mailed to the company contact. Onsite registration will also be available at the exhibitors' registration desk.

## Booth furnishings and service information

The price of booth rental includes the framework, 3' high sidewalls, 8' high back drapes and a two-line booth sign that lists the company's name and booth number.

NAEYC's exhibit management company is Carambola Group, Inc., 527 Broadway Avenue, Orlando, FL 32803, 407-999-9449. Complete shipping and handling instructions along with infor-

mation and order forms regarding booth furniture, drayage, electrical outlets, carpet rental, etc., will be provided by Carambola in an exhibitor's service kit. This kit will be available to NAEYC exhibitors prior to the show. During the show, a service desk will be maintained by Carambola in the exhibit area.

## Installation and dismantling of exhibits

Booths will be ready for setup after 8:00 a.m. on Tuesday, November 2. **No exhibitor will be permitted to set up a booth unless NAEYC has received payment in full.** Exhibits will close on Saturday, November 6, at 1:00 p.m. *Exhibit hours and days are subject to change.* **Exhibitors must agree not to have any part of their exhibits dismantled, packed, or removed before 1:00 p.m. on Saturday, November 6.**

It is the duty and responsibility of each exhibitor to make arrangements with Carambola for the installation of the exhibit before the opening of the Conference and to dismantle and remove the exhibit immediately after the closing. Exhibitors will agree to conform to the exhibit schedule. Exhibitors assume full responsibility in determining applicable union regulations and fees regarding setting up displays and transporting materials to and from the exhibit hall.

## Liability

The exhibitor hereby agrees to assume full responsibility and liability for all losses, injury, claims, demands, suits, costs, expenses (including reasonable attorneys' fees) of whatever nature and description arising out of or related in any way to exhibitor's activities at the Conference and under this agreement. Exhibitor further agrees to indemnify and hold harmless NAEYC, its officers, members, volunteers, Carambola Group, Inc., and employees, and the Anaheim Convention Center and the city of Anaheim, California, from any and all losses, injury, claims, demands, suits, costs, expenses (including reasonable attorneys' fees) of whatever nature and description arising out of or related in any way to the negligent acts or omissions or willful misconduct of, or breach of this agreement by, exhibitor, its employees, agents, or subcontractors in connection with exhibitor during the Conference or under this agreement. **IN NO EVENT SHALL NAEYC BE LIABLE FOR SPECIAL, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, OR LOSSES OF PROFITS, ARISING FROM EXHIBITOR'S ACTIVITIES DURING THE CONFERENCE OR UNDER THIS AGREEMENT.**

## Exhibit hours

Exhibitors must be ready for opening at 6:00 p.m. on Wednesday, November 3. Exhibit hours will be as follows: Wednesday, November 3—6:00 to 8:00 p.m.; Thursday, November 4—10:00 a.m. to 6:00 p.m.; Friday, November 5—9:00 a.m. to 5:00 p.m.; Saturday, November 6—8:00 a.m. to 1:00 p.m. ***Exhibit hours and days are subject to change without prior notice.***

## NAEYC exhibitor policy

### Policy statement

In this day of rapid developments, controversy, experimentation, and striving for excellence in education, it is the belief of the Exhibit Committee that NAEYC should not designate as approved individual items on display. Rather, the goal of NAEYC

should be an ongoing search for criteria through its conferences, publications, and other services that will enable its members and guests to evaluate critically materials, equipment, and education.

## General exhibit policy

**1. Use of space.** Exhibitors may not alter the locations of exhibits or of booths without the written consent of NAEYC management. The assignment, subletting, or sharing of space already assigned is prohibited without the prior written consent of the National Association for the Education of Young Children.

The exhibit must be designed and displayed to conform to the size of the space leased. Nothing shall be displayed in such a manner as to obstruct the view of, or interfere with, the exhibits of others.

Brochures or advertising materials of any description may be distributed only within the space assigned to the exhibitor. Aisle space may not be used to distribute promotional material. No firm or agency without assigned space will be permitted to solicit business in any manner.

Demonstrations—including singers and/or the use of films, tapes, records, musical instruments, or any other sound device—must be kept at a volume sufficiently low so as not to be objectionable to nearby exhibits or Conference participants. Exhibitors' demonstrations must be confined within the boundaries of their respective booths.

**2. Safety.** All materials used in decorating will be flameproofed. All hangings must clear the floor. Attention to safety regulations is imperative. Aisles, passageways, and lobby or exit areas giving access to fire extinguishing apparatus must be kept clear at all times.

**3. Children under the age of 13.** Children under the age of 13 are not permitted in the Exhibit Hall. In addition, children under the age of 13 are not permitted to, including but not limited to the following, work, distribute materials, perform, or demonstrate products on the exhibit floor. Exhibitors shall be required to comply with all applicable Federal and state child labor regulations, as well as any policies, rules, and regulations of NAEYC and the Washington Convention Center.

**4. Care of building and equipment.** Exhibitors will exercise all precautions against damage or defacement of the Washington Convention Center and its property. Exhibitors may not tape, paste, thumb-tack, nail, or otherwise affix signs or posters to the walls, columns, or booth draperies, or hang things from sprinkler pipes. Any signs or posters leaning against the walls must be properly padded so as not to cause damage.

**5. Restrictions.** NAEYC reserves the exclusive right to alter the location of exhibits or booths if, in the sole judgment of NAEYC, it deems it to be in the best interests of the Conference. NAEYC reserves the right to prohibit or remove any exhibit or part of any exhibit that, in the sole discretion and opinion of NAEYC, may detract from the general character of the Conference. This reservation includes persons, objects, printed matter, or anything of a character that NAEYC determines is objectionable to the Conference. In the event of such restriction or action by NAEYC, exhibitor agrees that NAEYC will not be liable for any damages to exhibitor nor will NAEYC be liable for a refund to exhibitor of rental or other exhibit expenses.

**6. Sales.** Order taking and direct sales of educationally related products or services by exhibitors is permitted. Exhibitors that choose to sell merchandise at the NAEYC Annual Con-

ference & Expo assume full responsibility for securing a vendor's license and complying with all applicable laws and regulations, including tax and revenue laws and regulations.

**7. Security.** Precautions will be taken to ensure the safety of exhibit material. The exhibit area will be locked, and peripheral guard service will be provided when exhibits are not scheduled to be open. Some guard service will also be provided during exhibit hours. However, NAEYC, the Anaheim Convention Center, the city of Anaheim, California, and Carambola Group and its subcontractors do not accept responsibility for the protection of exhibitors' materials and displays nor for any loss or damage to such materials and displays.

Exhibitors are solely responsible for obtaining insurance on their exhibits, utilizing lock boxes, and/or arranging for their own security in their booths as appropriate, at their own expense. All property shipped to or from the Conference by the exhibitor for installation or display is at the sole risk of the exhibitor.

### 8. Certificate of liability insurance

Each exhibitor must provide a certificate of insurance with at least the following limits:

a. Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person in an occurrence.

b. \$2,000,000 with respect to injuries to more than one person in any occurrence.

c. Workers' Compensation Insurance, including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage.

d. NAEYC, Anaheim Convention Center, and Carambola Group, Inc. must be named as additional insureds.

**9. Americans with Disabilities Act.** Exhibitor agrees to operate its exhibit during the Conference in compliance with the Title III of the Americans with Disabilities Act and the regulations promulgated thereunder.

**10. Rules and regulations compliance.** Exhibitor agrees to abide by all exhibitor rules and regulations contained in this contract or otherwise communicated to exhibitor by NAEYC.

**11. Convention Center lease compliance.** Exhibitor acknowledges and understands that this contract is subject to all terms and conditions of NAEYC's lease for the Washington Convention Center.

**12. Exhibit limitations.** All exhibitors are required to locate their equipment and display within the confines of their exhibit booth. Equipment will not be permitted to overhang the booth of another exhibitor, unless prior written consent is obtained from the other exhibitor. Overhanging of aisle space is not permissible, and NAEYC reserves the right to move any equipment overhanging in violation of these rules, or to remove the equipment from the exhibit hall at the expense of the offending exhibitor. NAEYC, in the event such movement or removal is not possible, further reserves the right to require payment for space used outside the exhibit booth by the offending exhibitor.

Any demonstration or activity that results in obstruction of aisles or prevents ready access to a nearby exhibitor's booth shall be suspended for any period specified by NAEYC. For the same reason, NAEYC must reserve the right to take final action in any case where an exhibit, in the opinion of NAEYC, becomes objectionable because of the conduct of persons involved, the use of printed matter, or for any other cause which distracts from the best interests of all exhibitors or the show itself.