

National Science Teachers Association Application and Exhibit Booth Contract 2009 Conferences on Science Education

Please indicate the conference(s) at which you want to exhibit:

- Minneapolis Area Conference** **Fort Lauderdale Area Conference** **Phoenix Area Conference**
Minneapolis, MN
October 29–31
Fort Lauderdale, FL
November 12–14
Phoenix, AZ
December 3–5

Upon acceptance by NSTA, this exhibit space application becomes the contract for booth rental at the above-identified meetings. Deposit of one-half the exhibit space rental is due with submission of application. NSTA will invoice the remaining fee balance prior to the start of the conference and the invoice is **Due upon receipt**. Upon acceptance of this application, exhibitors are obligated to full payment except as provided in the cancellation policy. NSTA reserves the right to reject any applications.

COMPANY INFORMATION: (This information will appear in the final conference program)

Company: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 E-mail: _____ Web Address: _____ Telephone: _____

BOOTH INFORMATION (Booths are assigned in 10' x 10' increments):

	<u>Minneapolis</u>	<u>Fort Lauderdale</u>	<u>Phoenix</u>
SIZE:	_____ ft. x _____ ft.	_____ ft. x _____ ft.	_____ ft. x _____ ft.
	<input type="checkbox"/> Corner	<input type="checkbox"/> Corner	<input type="checkbox"/> Corner
	<input type="checkbox"/> In-line	<input type="checkbox"/> In-line	<input type="checkbox"/> In-line
	<input type="checkbox"/> Island (min. 20'x20')	<input type="checkbox"/> Island (min. 20'x20')	<input type="checkbox"/> Island (min. 20'x20')

PLEASE SPECIFY COMPANIES AND/OR PRODUCTS YOU WOULD LIKE YOUR COMPANY TO BE NEAR TO OR AWAY FROM:

Near: _____
 Away from: _____

GRADE LEVEL AND SCIENCE DISCIPLINE OF EXHIBIT:

- Earth/Space Science Biology/Life Science Chemistry
 Environmental Science Integrated/General Science Physics

Grade level(s) of interest (circle): K 1 2 3 4 5 6 7 8 9 10 11 12 College Other _____

NSTA does not guarantee the requested booth configuration (i.e., 10' x 20' with two corners, etc.). Booth assignments are based on availability, participation, and booth size.

BOOTH DESCRIPTION: Please provide a statement of the nature of the exhibit and type of products to be displayed. Please keep your description to 50 words or less. This description will appear in the Final Conference Program. Please attach a separate sheet of paper if you need more space.

Will you sell merchandise in your booth? **Yes** **No**

EXHIBIT COORDINATOR AND BILLING/PAYMENT INFORMATION:

Name: _____ Title _____
 Company: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Telephone: _____ Fax: _____ E-mail: _____

PAYMENT INFORMATION

Credit Card type: MC VISA AMEX Discover

Credit Card#: _____ Exp. Date: _____ Amount to Charge: \$ _____

Name on Card: _____ Total Cost of Booth: \$ _____

I will send a check for 50% deposit. Make payments to National Science Teachers Association. Mail payment and a signed copy of this contract to:
 Advertising, Exhibits and Workshops Department, National Science Teachers Association, P.O. Box 90214, Washington, DC 20090-0214

The undersigned agrees to the conditions, rules, and regulations set forth in the NSTA Exhibition Rules and Regulations

Authorized Signature Date: _____ Code: 09WEB

Application and Exhibit Booth Contract Additional Details and Rules and Regulations

The National Exhibitors Group Joint Committee adopted a series of rules and regulations designed to increase the quality of the exhibits at the National, Area, and Special Conferences of the National Science Teachers Association. Firms and organizations must agree to abide by these regulations when accepting space assignments of these expositions.

EXHIBIT FLOOR PLAN—All measurements shown on the diagram are believed to be accurate, but management reserves the right to make such modifications as may be necessary to meet the needs of exhibitors and the exhibit programs. NSTA will make every effort to arrange meeting sessions near the exhibit area. But NSTA reserves the right to change sites of meeting sessions to meet the needs of the conference.

RESTRICTIONS IN OPERATION OF EXHIBITS—Management reserves the right to restrict exhibits which, because of noise, safety, conduct of exhibitors, method of operation, materials, or any other reason, become objectionable and also to prohibit or to evict any exhibit which in the opinion of the management may detract from the general character of the exhibit as a whole. This reservation includes persons, things, conduct, printed matter, or anything of a character which the management determines is objectionable to the exhibit. In the event of such restriction or eviction the NSTA and management are not liable for any refunds of rentals or other exhibit expense.

LIABILITY—A) The exhibitor must surrender space occupied by him in the same condition as it was at the commencement of occupation. The exhibitor shall assume all responsibility for damage to the exhibit hall by reason of his exhibit and shall indemnify and hold harmless the exhibit facility, NSTA, and their representatives for all liability which might ensue from any cause whatsoever arising out of the exhibitor's participation in the exhibits or in conference activities. The exhibit facility, NSTA, and their representatives will not be liable for injuries to any person or for damage to property owned or controlled by the exhibitor, which claims for damage or injuries may be incident to, arise from, or be in any way connected with the exhibitor's occupation of display space, and the exhibitor, on signing the contract, expressly releases and indemnifies the aforementioned from any and all claims for such loss, damage or injury. B) Insurance Risk—Exhibitor bears the risk of loss due to the inadequacy or failure of any insurance or any insurer, including any insurance that may be provided by exhibitor, NSTA, or the Conference Center. C) Consequential Damages—NSTA shall not in any event be liable to exhibitor for any consequential damages.

CANCELLATION—Preliminary cancellation deadline is 5:00 p.m. EST, August 14, 2009. For cancellations postmarked after that date, a fee of \$750 per 10' x 10' space will be assessed. For exhibitors renting less than 300 square feet, the final cancellation date is 5:00 p.m. EST, September 4, 2009. Exhibitors will be obligated to full rental fee unless request for cancellation has been made in writing and postmarked by final cancellation dates. For exhibitors renting 300 square feet or more, the final cancellation date is 5:00 p.m. EST, July 15, 2009. Cancellation provisions apply to all or part of exhibit space reserved. If booth space is not occupied four hours prior to the exhibit opening, management shall have the right to use such space as it sees fit. Contracts received after cancellation date have 2 weeks from postmark date of contract to cancel. No cancellations will be accepted 15 days prior to the first day of show move-in. Exhibiting company will be responsible for full payment of booth rental.

SERVICE INFORMATION—All services customarily required by exhibitors will be available and must be obtained through the official service contractors. No other contractors will be permitted without prior approval. Complete shipping instructions and information regarding furniture and carpet rental, electrical work, plumbing, labor for erecting and dismantling exhibits, drayage, etc., will be forwarded to exhibitors in advance. A service desk will be maintained in the exhibit area.

EXHIBITOR ADMISSION—Each exhibiting firm will be entitled to register four (4) representatives without charge for each 10' x 10' booth space rented. Exhibitors will be billed \$275 for each additional representative. Business representatives who attend NSTA conferences and promote their business by any means other than through exhibiting will be registered as an Industry Representative at a fee of \$1,300 for each Area conference. The fee is applicable to each person in attendance. Complimentary registration's intended use is for the employees of the exhibiting company only. Exceptions are: nonscience educational companies, independent contractors, and science education companies with no more than five full- or part-time employees. Violation of the use of complimentary registrations will result in cancellation of the contract and forfeiture of payments. The Industry Representative guidelines will be enforced through NSTA's security and registration systems, and registration will be handled by the Exhibits Department.

RULES AND REGULATIONS—Exhibitor recognizes and agrees that NSTA retains full power and authority to interpret and enforce all Rules and Regulations for the Conference, including the authority to amend or adopt new Rules and Regulations that NSTA considers necessary and proper for the exhibition. Failure to comply with these or any other regulations or amendments shall constitute sufficient cause for NSTA to require the immediate removal of the exhibit or offending exhibitor. This may result in forfeiture of all fees paid and the opportunity to exhibit at future conferences or exhibitions sponsored by NSTA. NSTA may lease any space so forfeited to another exhibitor.

A. General Regulations

1. Exhibit management will provide necessary security personnel during the hours the exhibit area is closed. However, the exhibitor is solely responsible for his own exhibit material and should insure his exhibit against loss or damage.
2. Exhibit booths must be staffed during exhibit hours by persons who are well prepared to explain, courteously and effectively, all products and services on display. Each exhibitor must wear an official exhibitor's identification badge.
3. Management reserves the right to make modifications to the exhibit hours as may be necessary to meet program needs.
4. The exhibitor agrees not to dismantle or pack his/her display before the close of the exhibit. NSTA will assess the exhibiting company a **\$500 fee** for any booths dismantled, packed, or abandoned before the 12:00 noon teardown time. For exhibitors holding 300 square feet or more, the fee will double.
5. It is understood that no rooms, suites, or other space in conference hotels will be used for exhibit purposes, workshops, or other exhibitor sales related use. Social affairs of all kinds should be scheduled not to conflict with program events.
6. The exhibitor agrees to abide by all local tax regulations. Exhibit management will advise of any tax requirements but each exhibitor is responsible for collecting and submitting payment of their own sales tax to the appropriate legal authority.

B. Construction and Arrangement of Exhibits

1. Exhibits must not project beyond the space allocated or obstruct the view of the exhibits of others. Reasonable effort must be made to provide space within the confines of the booth for interviews, demonstrations, distribution of materials, etc., so that visitors do not obstruct the aisles.
2. In straight-line exhibits, no solid construction will be permitted to exceed 44 inches in height except in the back half of the booth, where it shall not exceed 8 feet. For example in a 10' x 10' booth, solid construction above 44 inches must begin at least 5 feet back from the aisle line.

In island spaces or peninsula spaces—20' x 20', 20' x 30', or larger—narrow overhead panels of open "bridge-type" construction will be permitted to a maximum height of 10 feet along the center line of the space or along the aisles to facilitate the construction of open-type exhibits. No equipment or partitions, except slender supporting posts, may extend above the 44-inch height within 5 feet of the aisle. **Plans for island and peninsula displays must be submitted to and approved by management 45 days in advance of the conference.**

3. Any part of the exhibit which does not lend itself to an attractive appearance, such as unfinished side or end panels, must be draped at the exhibitor's expense. Management reserves the right to have such finishing done, billing the exhibitor for charges incurred.
4. All decorations must be flame-proofed. All hangings must clear the floor. Electrical wiring must conform with the National Electrical Code safety rules. Exhibitors must comply with all city fire regulations.
5. Exhibitors, or their agents, shall not injure or deface the walls or floors of the buildings, booths, or the equipment of the booths. When such damage appears, the exhibitor is liable to the owner of the property so damaged.
6. Helium balloons are not allowed.

C. Limitations on the Use of Space

1. No exhibitor shall assign, sublet or share the space allotted without the knowledge and written consent of management. Exhibitors must show only goods manufactured or dealt in by them in the regular course of business. All exhibits, interviews, demonstrations, and distribution of materials shall be confined exclusively to the assigned booth and must be relevant to the exhibitor's products and shall not be made primarily to attract or amuse. Sufficient space must be provided within the exhibit booth to contain persons watching demonstrations and other promotional activities. Each exhibitor is responsible for keeping the aisle or aisles near his booth free of congestion resulting from his demonstrations or other promotion.
2. Musical instruments, radios, sound motion picture equipment, record players, or any noise-making machines shall be operated only at a noise level that will not interfere with other exhibitors or add unduly to general acoustic inconvenience. All such promotional devices must be approved by management 30 days prior to the exhibit opening and must be in harmony with any agreements entered into by the Association, the management of the hall, and applicable labor unions. Approval cannot be given, however, for the use of sound equipment for live demonstrations in booths less than 20' x 20'.
3. Distribution of items other than literature describing the company's product is discouraged. Such distribution is not expressly prohibited, however, if it does not violate standards of good taste or tend to introduce a carnival atmosphere.
4. No raffles may be conducted in the Exhibit Booth unless approved by NSTA.
5. No animals are allowed in the Exhibit Hall unless prior approval is granted by show management.