

# APPLICATION AND CONTRACT FOR EXHIBIT SPACE

## 2009 National Career Pathways Network Conference

Sept. 30 – Oct. 3 • Hyatt Regency • Atlanta, Georgia  
Exhibit Hall Show Days are October 1 & 2



**Booth assignment begins May 15**

After reading this contract and the terms and conditions found on the reverse side, complete the spaces below. Sign and return the entire form to NCPN along with your payment. Space will not be reserved and contract will not be process until payment is received.

Firm Name \_\_\_\_\_ (The "Exhibitor")

Person to Receive Exhibit Information \_\_\_\_\_ Title \_\_\_\_\_

Street Address \_\_\_\_\_

Address of Above Person \_\_\_\_\_

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

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

Telephone \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Fax \_\_\_\_\_

Corporate Website URL \_\_\_\_\_

Email Address (REQUIRED) \_\_\_\_\_

**Exhibitor hereby makes application for exhibit space at the 2009 National Career Pathways Network (NCPN) Conference to be held at the Hyatt Regency in Atlanta, GA. Exhibitor understands that this application becomes a contract when signed by Exhibitor and accepted by NCPN. Exhibitor agrees to abide by the conditions of this contract, including the attached "Exhibit Terms and Conditions."**

**EXHIBIT SPACE RENTAL: \$875 per 10' x 10' booth.**

Indicate choices in order of preference by designating selected booth numbers:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

List companies you do not wish to be located near: \_\_\_\_\_

**BOOTH IDENTIFICATION SIGN:** Name of Company \_\_\_\_\_

City, State \_\_\_\_\_

**CONFERENCE PROGRAM DESCRIPTION:** Please type and attach your company description of 25 words or less on a separate page. Description must be submitted with contract, and will also be used in the complimentary Virtual Tradeshow basic listing.

**PAYMENT:** \_\_\_\_\_ Booth(s) @ \$875 per booth = \$ \_\_\_\_\_

### BILLING INFORMATION:

Organization: (if different than Exhibitor) \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

We have enclosed: Check # \_\_\_\_\_ P.O. # \_\_\_\_\_ Amount Enclosed \$ \_\_\_\_\_ (Checks payable to NCPN)

Credit Card:  MasterCard  VISA  American Express Account # \_\_\_\_\_ Exp. \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

**Mail contract with payment to: Teemus Warner, NCPN Exhibit Coordinator, P.O. Box 21689, Waco, TX 76702-1689  
Fax: 254-776-2306**

For office use only - Booth Assignment

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Date**

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

# National Career Pathways Network

## EXHIBIT TERMS AND CONDITIONS

### Use of Space

All demonstrations or other activities of Exhibitor must be confined to the limits of the exhibit booth. Exhibitor shall not assign, share, or sublet any of the space allotted to Exhibitor without the written consent of NCPN. Exhibitor shall not exhibit goods other than those manufactured or sold by Exhibitor in the regular course of business. Exhibitor shall not display or place any product, sign, partition, apparatus, shelving, or other construction which extends more than eight (8) feet above the floor. Exhibitor shall not interfere with the light or view of other exhibitors.

### Sales and Solicitations

Over-the-counter sales by Exhibitor are permissible, provided that goods sold are educational in nature (unless approved by NCPN). Sales tax of 8% must be paid to the Georgia Department of Revenue on FORM FS-32.

[http://www.etax.dor.ga.gov/salestax/st3forms/STD\\_Miscellaneous\\_Events\\_Sales\\_Tax\\_Form\\_FS-32.pdf](http://www.etax.dor.ga.gov/salestax/st3forms/STD_Miscellaneous_Events_Sales_Tax_Form_FS-32.pdf). Exhibitor shall not authorize solicitations of business or conferences in the interest of business by firms other than Exhibitor.

### Giveaways, Promotions, and Drawings

Exhibitors are permitted to give away small, inexpensive novelties and literature describing their products and/or services. Prize drawings, lotteries, raffles, or games of chance must be approved in advance by NCPN. All of the above activities must take place within an Exhibitor's assigned booth space. Exhibitors may not distribute printed advertising outside of the exhibit space for which they have contracted.

### Restrictions in Operation of Exhibits

NCPN may restrict exhibits by Exhibitor which, because of noise, method of operation, materials, or any other reason, become objectionable, and also to prohibit any exhibit which in the opinion of NCPN may detract from the general character of the exhibits as a whole. This reservation includes persons, things, conduct, printed matter, or anything of a character which management determines is objectionable to the exhibit area. In the event of the exercise by Exhibitor of such rights, NCPN shall not be obligated to refund any exhibit rental.

### Liability

The Exhibitor assumes full responsibility and liability for damages to persons or property connected with the Exhibitor's display or caused by the Exhibitor's agents or employees. Exhibitor agrees to hold harmless, indemnify, and defend the National Career Pathways Network and the Hyatt Regency, Atlanta, GA and their respective employees and agents against any claims or expenses arising out of the use of the exhibition.

### Selection of Exhibitors

NCPN may prohibit an exhibit by Exhibitor which NCPN deems inappropriate, this reservation being all-inclusive as to persons, things, printed matter, products, and conduct.

### Installation and Dismantling of Exhibits

No dismantling is permitted until exhibit hall closing time on Friday, October 2, at 1:45 p.m. EST. Failure to observe these rules will jeopardize the Exhibitor's space assignment and/or the right to exhibit at future NCPN conferences.

### Exhibit Staffing

Exhibitor's booth must be staffed and open during all exhibit hours in which the trade show is open on Thursday, October 1, and Friday, October 2.

### Refund

Refund of the Exhibitor's Booth Payment will be made in the event NCPN does not accept Exhibitor's Application and Contract. In the event that Exhibitor desires not to occupy the contracted space, Exhibitor shall promptly notify the NCPN Exhibit Manager in writing. Cancellation of exhibit space prior to thirty days before the opening date of the exhibit will result in 25 percent of the full exhibit price being retained by NCPN; between thirty and fifteen days, 50 percent will be retained. No refund will be made for cancellation after fifteen days prior to the opening of the exhibit.

### Exhibitor Installation and Dismantling:

Exhibitors can unload and load their own show materials, but are limited to 15 minutes on the dock. Exhibitors can install and dismantle their own booths. Please contact George Fern Company at 502-367-0254 with questions. Exhibitors should address in advance any problems they anticipate may arise.

### Governmental and Other Requirements

Exhibitor hereby agrees to comply with all applicable governmental statutes, rules, and regulations and to comply with the terms and conditions of NCPN's contract with the owner of Property where the NCPN Conference is being held.

### Insurance

If Exhibitor wishes to insure its exhibit materials, goods, and/or wares of exhibits against theft, damage by fire, accident, or loss of any kind, it must do so at its own expense. In the event that any insurance carried by either NCPN or Exhibitor, covering losses arising out of damage to or destruction of the Property or its contents, permits a waiver of rights of subrogation against NCPN or Exhibitor, as the case may be, NCPN and Exhibitor each hereby waives its right of recovery against the other for any loss covered by such insurance to the extent allowed by the insurance policy.

### Security

As a courtesy to Exhibitor, security for the exhibit area will be furnished during the hours deemed necessary by NCPN. The furnishing of such service is in no case to be understood or interpreted by Exhibitor as a guarantee to it against loss or theft of any kind. Exhibitor hereby agrees that NCPN will not be responsible for the loss or destruction of Exhibitor's property.

### Fire Protection

All materials used in the exhibit area must be flameproof and fire resistant in order to conform to local fire ordinances and in accordance with regulations established by the National Association of Fire Underwriters. Crepe paper and corrugated paper, flameproof or otherwise, will not be permitted. Display racks, signs, spotlights, and special equipment must be approved before use, and all displays are subject to inspection by the Fire Prevention Bureau. Any exhibits or parts thereof found not to be fireproof may be ordered dismantled. All aisles and exhibits must be kept clear at all times, and fire stations and fire extinguisher equipment are not to be covered or obstructed.

**Exhibitor and its employees, representatives, and agents hereby agree to abide by the policies and terms in this Agreement.**