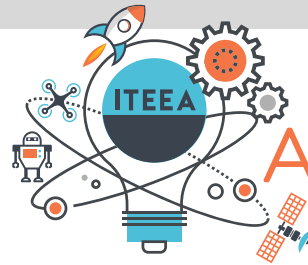


# EXHIBITOR CONTRACT CORPORATION

Atlanta, Georgia - April 12-14, 2018



**ATLANTA**  
APRIL 12-14, 2018

## EXHIBITOR CONTACT AND CORPORATE MEMBERSHIP

**Exhibitor Contact Information** (contact for all mailings and exhibitor kit):

Company Name \_\_\_\_\_ Contact Name \_\_\_\_\_  
 Address \_\_\_\_\_ Contact Phone \_\_\_\_\_ Ext. \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Contact Email \_\_\_\_\_

**Corporate Membership**

ITEEA Corporate Member?  Yes  No

I would like to become a Corporate Member.  One Year \$400  Two Years \$700

I would like to renew my Corporate Membership.  One Year \$400  Two Years \$700

**For More Information**

about Corporate Membership, visit [www.iteea.org/CorporateMembership.aspx](http://www.iteea.org/CorporateMembership.aspx).

**Total Membership \$ \_\_\_\_\_**

## CONTRACT AGREEMENT

Company Name \_\_\_\_\_

The exhibitor agrees to abide by all exhibit terms, conditions, and rules set forth on all pages of this contract.

By submitting this contract, I agree to the conditions, rules, and regulations set forth in the ITEEA Exhibitor Terms, Conditions and Rules.

Signature \_\_\_\_\_

Date \_\_\_\_\_

- Total Membership** \$ \_\_\_\_\_
- Total Booth** \$ \_\_\_\_\_
- Total Action Lab** \$ \_\_\_\_\_
- Total Sponsorship** \$ \_\_\_\_\_
- Total Program Advertising** \$ \_\_\_\_\_
- Total Banner Ad (Mobile App)** \$ \_\_\_\_\_
- Total Journal/Digital Advertising** \$ \_\_\_\_\_
- Total Invoice** \$ \_\_\_\_\_

*Payment in full is due with returned contract.*

## PAYMENT INFORMATION

Company Name \_\_\_\_\_

Payment Amount: \$ \_\_\_\_\_

Check # \_\_\_\_\_ (payable to ITEEA - U.S. funds drawn on U.S. bank)

Credit Card:  Mastercard  VISA  Discover  American Express

Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name as it appears on card \_\_\_\_\_

Signature \_\_\_\_\_

**Return to:**

ITEEA Membership/Sales  
1914 Association Drive  
Suite 201

Reston, VA 20191-1539

Phone: 703-860-5028

Fax: 703-860-0353

Email:

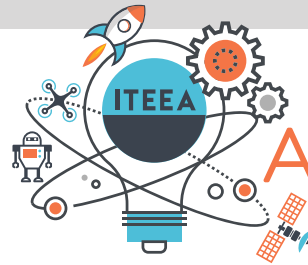
[membership.sales@iteea.org](mailto:membership.sales@iteea.org)



For exhibit and advertising information, visit [www.iteea.org/advertising.aspx](http://www.iteea.org/advertising.aspx).

# EXHIBITOR CONTRACT CORPORATION

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## BOOTH SELECTION

### Company Information

(type or print information exactly as it should appear in the Conference Program, on the booth sign, and in the mobile app):

Company Name \_\_\_\_\_ Website \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

### Booth Selection

Booth Price – Inline	\$1,750	Number of booths requested _____
Booth Price – 10x10 Corner	\$1,800	Number of booths requested _____
Booth Price – 10x20 2 Corners	\$3,525	Number of booths requested _____
Booth Price – 20x20 Island	\$6,650	Number of booths requested _____

### Location Request

First Choice \_\_\_\_\_  
 Second Choice \_\_\_\_\_  
 Third Choice \_\_\_\_\_

We (the contracting company) understand that if our choice of space has already been allocated, ITEEA will assign the best available space.

Number of Booths \_\_\_\_\_ x rate \_\_\_\_\_

Products/companies with which you prefer to be in close proximity:

Products/companies with which you prefer NOT to be in close proximity:

**Subtotal Booth** \$ \_\_\_\_\_  
 Less \$100 before  
 September 30, 2017 only \$ \_\_\_\_\_  
**Total Booth** \$ \_\_\_\_\_

**Payment in full is due with returned contract.**

**Signed contract and payment must be received before booth space is assigned. Save \$100 before 9/30/17!**

**Description of Product/Company** (50 words or less – for Exhibitor listing in the February issue of TET)

ITEEA reserves the right to edit copy. Information submitted after 12/1/17 will not be included in the February issue of TET.

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## VENDOR RAFFLE

Company Name \_\_\_\_\_

### Vendor Raffle

I would like to donate a prize for the Vendor Raffle (\$100 minimum value).  
Product description due by 12/15/17.

### Return to:

ITEEA Membership/Sales  
 1914 Association Drive  
 Suite 201  
 Reston, VA 20191-1539  
 Phone: 703-860-5028  
 Fax: 703-860-0353  
 Email:

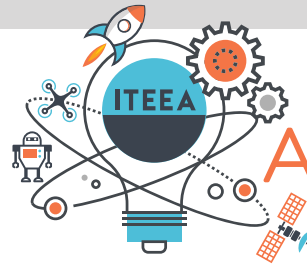
[membership.sales@iteea.org](mailto:membership.sales@iteea.org)



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# EXHIBITOR CONTRACT CORPORATION

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**ATLANTA**  
APRIL 12-14, 2018

## EXHIBITOR ACTION LABS

Company Name \_\_\_\_\_

- 50 minutes of demonstration      \$400
- 2 days (50 minutes each day)      \$700

Email [marketing.sales@iteea.org](mailto:marketing.sales@iteea.org) or call 703-860-2100 for available timeslots and pricing.

Title of Action Lab \_\_\_\_\_

Action Lab Description – 50 words or less (ITEEA reserves the right to edit copy):

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

### Remember

You are responsible for all audiovisual equipment and associated costs as well as Internet connection.

Action Lab room reservation deadline: **December 15, 2017.**

Action Lab description (50 words or less) is due with your contract. Include it here or email separately to: [marketing.sales@iteea.org](mailto:marketing.sales@iteea.org).

**Total Action Lab      \$ \_\_\_\_\_**

*Payment in full is due with returned contract.*

## SPONSORSHIP OPPORTUNITIES

Company Name \_\_\_\_\_

### Sponsorship Choice

Sponsorship Title \_\_\_\_\_

Sponsorship Opportunity Level:

- Platinum     Gold     Silver     Bronze

Please see all sponsorship opportunities at: [www.iteea.org/sponsors\\_2018.aspx](http://www.iteea.org/sponsors_2018.aspx)

**Total Sponsorship      \$ \_\_\_\_\_**

*Payment in full is due with returned contract.*

Previous sponsors receive first right of refusal until **September 30, 2017**. Afterwards, all sponsorships are on a first-come, first-served basis.

## CONFERENCE PROGRAM ADVERTISING SPACE RESERVATION

Company Name \_\_\_\_\_

### Preliminary Conference Program

- Full Page Color      \$ 500

Space Reservation      [August 1, 2017](#)

Artwork Due      [August 15, 2017](#)

### On-Site Conference Program

- Full Page Color      \$ 500

Space Reservation      [January 1, 2018](#)

Artwork Due      [January 15, 2018](#)

Preliminary Program      \$ \_\_\_\_\_

On-Site Program      \$ \_\_\_\_\_

**Total Program      \$ \_\_\_\_\_**

*Payment in full is due with returned contract.*

### Banner Ad (ITEEA Conference Mobile App)

- ITEEA Conference Mobile App Banner Ad      \$ 500

Limited to 5 advertisers.

Ad price      \$ \_\_\_\_\_

**Total Banner Ad      \$ \_\_\_\_\_**

*Payment in full is due with returned contract.*

### Return to:

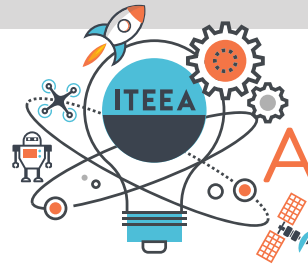
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Email: [membership.sales@iteea.org](mailto:membership.sales@iteea.org)



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# EXHIBITOR CONTRACT CORPORATION

Atlanta, Georgia - April 12-14, 2018



**ATLANTA**  
APRIL 12-14, 2018

## JOURNAL AND ONLINE ADVERTISING SPACE RESERVATION

Company Name \_\_\_\_\_

### Technology and Engineering Teacher/TET

<b>Issue(s)</b>	<b>Size</b>	<b>Artwork</b>	<b>Ad price</b>	\$ _____
<input type="checkbox"/> September <input type="checkbox"/> February	<input type="checkbox"/> 1/4 pg. <input type="checkbox"/> B/W <input type="checkbox"/> Color	<input type="checkbox"/> Pickup from previous TET issue (month, year, page #): _____	<b># of insertions</b>	_____
<input type="checkbox"/> October <input type="checkbox"/> March	<input type="checkbox"/> 1/2 pg. <input type="checkbox"/> B/W <input type="checkbox"/> Color		<b>Total TET</b>	\$ _____
<input type="checkbox"/> November <input type="checkbox"/> April	<input type="checkbox"/> FP <input type="checkbox"/> B/W <input type="checkbox"/> Color			
<input type="checkbox"/> December/January	<input type="checkbox"/> Inside Cover <input type="checkbox"/> Color			
	<input type="checkbox"/> Back Cover <input type="checkbox"/> Color			

### Children's Technology and Engineering/CTE

<b>Issue(s)</b>	<b>Size</b>	<b>Artwork</b>	<b>Ad price</b>	\$ _____
<input type="checkbox"/> September <input type="checkbox"/> March	<input type="checkbox"/> 1/4 pg. color	<input type="checkbox"/> Pickup from previous CTE issue (month, year, page #): _____	<b># of insertions</b>	_____
<input type="checkbox"/> December <input type="checkbox"/> May	<input type="checkbox"/> 1/2 pg. color		<b>Total CTE</b>	\$ _____
	<input type="checkbox"/> FP color			
	<input type="checkbox"/> Inside Cover color			

### Online Advertising

<b>STEM Connections Sponsorship:</b>		<b>STEM C price</b>	\$ _____
<b>Select Month(s):</b>	<input type="checkbox"/> September <input type="checkbox"/> December <input type="checkbox"/> March <input type="checkbox"/> June	<b># of insertions</b>	_____
	<input type="checkbox"/> October <input type="checkbox"/> January <input type="checkbox"/> April <input type="checkbox"/> August	<b>Feature Ad Price</b>	\$ _____
	<input type="checkbox"/> November <input type="checkbox"/> February <input type="checkbox"/> May	<b># of insertions</b>	_____
<b>Online Feature Advertising</b>		<b>Profile Ad Price</b>	\$ _____
<input type="checkbox"/> 6 Months <input type="checkbox"/> 12 Months    Begin Date: _____    End Date: _____		<b># of insertions</b>	_____
		<b>Total Online</b>	\$ _____

### Online Company Profile Advertising

6 Months     12 Months    Begin Date: \_\_\_\_\_    End Date: \_\_\_\_\_

<b>Journal/Digital Advertising Totals</b>	<b>TET Advertising</b>	\$ _____
	<b>CTE Advertising</b>	\$ _____
	<b>Online Advertising</b>	\$ _____
	<b>Total Advertising</b>	\$ _____

Payment in full is due with returned contract.

All terms and conditions stated in the current ITEEA Media Kit apply.

The ITEEA Media Kit can be found at [www.iteea.org/MediaKit.aspx](http://www.iteea.org/MediaKit.aspx).

### Return to:

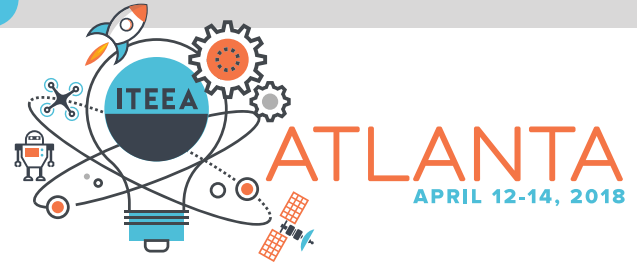
ITEEA Membership/Sales  
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# EXHIBITOR CONTRACT CORPORATION

Atlanta, Georgia – April 12-14, 2018



An application for exhibit space, when cosigned by a representative of ITEEA and a person representing a company, institution, agency, or organization, becomes a contract subject to the following terms and conditions:

## EXHIBITOR CONDUCT

Exhibits may not project beyond the space allotted, and aisles must be kept clear for traffic. Exhibits shall not obstruct the view or interfere with traffic to exhibits of others, and must be constructed in compliance with ITEEA Display Rules and Regulations. Distribution of pamphlets, brochures, or any advertising matter must be confined to the exhibit space. Absolutely no advertising materials of any nature are allowed in guest rooms, hallways of hotels, or receptions, without written approval from the ITEEA Executive Director. All promotional plans must be submitted to Exhibit Management for approval. Exhibit Management, in its sole and absolute discretion, may withdraw its consent at any time, in which event the Exhibitor shall terminate such activity immediately.

## DISPLAY RULES AND REGULATIONS

**Standard 10 x 10 Booth:** These can be open to the aisle on one, two or three sides, depending on location. Height of built-up displays is limited to 8 feet and should not project more than 4 feet from the back wall (if applicable).

**10x20 Exhibits:** These can be open to the aisle on three or four sides, depending on location. Height of built-up displays is limited to 8 feet and should not project more than 4 feet from the back wall (if applicable).

**Island Exhibits:** These have four open sides. Height of built-up displays is limited to 8 feet and should not project more than 4 feet from the back wall (if applicable). Special designs may be submitted to Exhibits Manager for approval.

In general, exhibits should not be obtrusive or interfere with other displays and line of sight to other booths.

## DEFAULT BY EXHIBITOR

Exhibitor shall be in default if it fails to pay at predetermined dates the required sums under this agreement or breaches any of the other provisions of this contract.

## FILM, SOUND DEVICES, AND LIGHTING

If videos, loud speakers, or sound devices are used, the Exhibitor agrees to comply with union requirements for the operation of the equipment. Equipment will be permitted only if tuned to conversational level and if not objectionable to neighboring Exhibitors. Any music played by the Exhibitor during show hours will hold the Exhibitor liable for all music licensing fees. Exhibit Management reserves the right to restrict the use of glaring lights or objectionable lighting effects.

## FIRE AND SAFETY REGULATIONS

All local regulations may be strictly enforced. Exhibitors assume all responsibility for compliance with such regulations. All exhibits must meet OSHA requirements pertaining to the safe use of tools, materials, and equipment with regard to the safety of the Exhibitors and Attendees. All decorations and booth equipment must be fireproofed, and electrical wiring must meet the safety requirements of the official service contractor and the hotel. Affidavits attesting to flameproof compliance with Fire Department regulations must be submitted when requested. No combustible material may be stored in or around exhibit booths.

## AMERICANS WITH DISABILITIES ACT

Exhibitor represents and warrants that its exhibit complies with ADA to the extent applicable, and the Exhibitor will indemnify show management from any loss arising from failure to comply.

## FLOOR PLAN

All dimensions and locations shown on the official floor plan are believed, but not warranted, to be accurate. ITEEA reserves the right to make modifications that may be necessary to meet the needs of the Exhibitors and the exhibit program.

## REGISTRATION

Each exhibiting company is entitled to: four (4) complimentary badges per 10x10 booth for bona fide exhibitor personnel. Exhibitor will be preregistered by submitting a personnel attendee list 30 days prior to the trade show. Exhibitors must check in at the Exhibitor Registration Counter to pick up their identification badges. Exhibitors who register on site must present valid proof that they are employed with the exhibiting company. Firms and representatives of firms not assigned exhibit space are prohibited from soliciting business in any form in the exhibition area. Violators of this prohibition will be promptly ejected from the exhibition area.

## EXHIBIT CONTRACTOR

Fern Exposition and Event Services is the Official Decorator, Drapage Contractor, and Labor Contractor, and shall have the exclusive right to supply all equipment, furniture, carpeting, and decorating materials on a rental basis to individual exhibitors. Furniture, additional draping, accessories, signs, electrical outlets, and AV equipment are the sole responsibility of the Exhibitor and should be ordered in advance from Fern Exposition and Event Services. A service information kit, with complete ordering information, will be emailed to each Exhibitor after January 1, 2018, once space has been assigned.

## CANCELLING AN EXHIBIT CONTRACT

**Cancellation of Show:** The performance of this agreement by either party is subject to acts of God, war, government regulation, disaster, civil disorder, curtailment of transportation facilities, power outages, or other emergencies over which any party has no control, making it illegal or impossible to provide the facilities or to hold the function; the Exhibitor does not have the right to request a refund because the facility does not provide a service (e.g., electricity goes out and attendees cannot see exhibit).

**Cancellation by Exhibitor:** In the unfortunate event the Exhibitor notifies ITEEA in writing of the Exhibitor's intent to repudiate the contract after acceptance, but prior to January 15, 2018, ITEEA Exhibit Management shall be entitled to retain fifty percent (50%) of the full exhibit booth price as liquidated damages. If ITEEA receives such notice after January 15, 2018, the Association reserves the right to retain the full exhibit booth price, not as a penalty, but as liquidated damages, and to resell or reassign the booth space.

## LIABILITY

**Restrictions in Operation and Exhibits:** The Exhibitor agrees to comply strictly with the applicable terms and conditions contained in the agreement between Exhibit Premises and ITEEA regarding the exhibition premises. Any part of the exhibit that does not lend itself to an attractive appearance, such as unfinished side or end panels, must be draped at the Exhibitor's expense. ITEEA management reserves the right to have such finishing done, billing the Exhibitor for charges incurred. ITEEA reserves the right to restrict exhibits, which, because of noise, method of operation, materials, or any other reason, become objectionable, and also to prohibit or evict any exhibit which, in the opinion of ITEEA, may detract from the general character of the exhibition as a whole. This reservation includes all persons, things, conduct, printed matter, or anything of a character that ITEEA determines objectionable to the exhibition or that does not conform to ITEEA standards. In the event of such restriction or eviction, ITEEA is not liable for any refund or other exhibit expenses.

**Responsibilities of ITEEA and the Exhibit Facility:** The Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and save ITEEA, Exhibit Premises, Fern Exposition and Event Services, and employees and agents harmless against all claims, losses, and damages to persons or property, governmental charges or fines, and attorneys' fees arising out of or caused by the Exhibitor's installation or removal, maintenance, occupancy, or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of ITEEA, Exhibit Premises, Fern Exposition and Event Services, and their employees and agents. In addition, the Exhibitor acknowledges that ITEEA, Exhibit Premises, and Fern Exposition and Event Services do not maintain insurance covering the Exhibitor's property, and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses by the Exhibitor. Guards will be furnished, and the furnishing of such guards shall not be deemed to increase the liability of ITEEA, Exhibit Premises, and Fern Exposition and Event Services, their members, representatives, officers, or employees or to modify in any way the assumption of risk and release provided for the above.

## ATTORNEY FEES AND COSTS

Should any litigation arise out of this contract, the Exhibitor shall pay all costs and reasonable attorneys' fees incurred by ITEEA, Exhibit Management, and/or the cosponsoring Associations if ITEEA and/or the cosponsoring associations are the prevailing parties. This provision shall extend to the costs and attorneys' fees incurred at both the trial and appellate level.

## GENERAL INFORMATION

The Marketing Director will be available to assist Exhibitors before, during, and after the trade show. Questions may be referred to: ITEEA Marketing, 1914 Association Drive, Suite 201, Reston, VA 20191; 703-860-2100; [membership.sales@iteea.org](mailto:membership.sales@iteea.org).



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