

Conference Exhibitor Agreement – Part I

2011 Annual International AEE Conference | November 3-6, 2011 | Jacksonville, FL



Keep a copy for your records.

Contact Person: _____

Name of Organization (For exhibit signage): _____

Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____ Country: _____

Email: _____ Telephone: _____ Fax: _____

Attending Representative #1 (booth and table top display): _____

Attending Representative #2 (booth only): _____

Exhibit description for printed and online conference materials. If blank, no description will appear. (50 words, max.):

Choice of Booth Location (See floor plan) 1st Choice#: _____ 2nd Choice#: _____ 3rd Choice#: _____

If all 3 choices have already been reserved, AEE will assign a booth. Space assignments will be made following the order in which applications and payments are received. Special preference may be given to previous exhibitors.

- Yes I will be selling items from my booth (please see customs/tax information) No
 Yes, I want to take part in “Meet the Employer” No
 Yes, I want to donate to the AEE Auction. Item(s) donated: _____

Booth and Promotion Prices:

- Booth AEE Accredited/Institutional/Organizational Member (\$600)* X # of booths ____ = \$ _____
 Booth all other AEE Members (\$700)* X # of booths ____ = \$ _____
 Booth Nonmember (\$775)* X # of booths ____ = \$ _____
 Table top display (\$450)* X # of tables ____ = \$ _____
 Information table placement (\$100) \$ _____
 Goodie Bag placement (\$100) \$ _____
- TOTAL (enclosed): = \$ _____

Method of Payment (All fees are in U.S. funds.):

- Check (payable to AEE) Visa Master Card AMEX Discover
- Card Number: _____ Expiration Date: _____ CVV2 Code: _____
- Name on Card: _____ Signature: _____
- Address (to which billing statement is mailed): _____
- City: _____ State/Province: _____ Postal Code: _____ Country: _____

Note: Special instructions regarding collection and payment of sales tax are on the back of this agreement. Upon acceptance by AEE, this instrument shall be a legally binding contract between the Exhibitor and AEE. Either party may terminate this contract at any time by written notice to the other. If this contract is terminated by the Exhibitor 45 or more days prior to the start of the conference, AEE shall refund all fees less a \$100.00 service charge, but if terminated by the exhibitor less than 45 days prior to the conference, AEE shall not refund any fees.

• You can purchase a booth online at www.aee.org, or by returning a signed copy of the Agreement (Part I & II), with a check or credit card payment for the full amount, to: AEE/Exhibit Hall, 3775 Iris Avenue, Suite 4, Boulder, CO 80301, USA.

• The booth reservation deadline is October 21, 2011. Booth availability and/or inclusion in conference publications are not guaranteed if payment and Agreement (Parts I & II) are received after October 1. Booths purchased after October 21, 2011, will be subject to a \$25 late registration charge.

*Booth purchases receive two complimentary registrations, table top display purchases receive one complimentary registration.

Conference Exhibitor Agreement – Part II

The undersigned “exhibitor” in consideration for her/his exhibition at the 2011 Annual AEE Conference and other good and valuable consideration the sufficiency of which is hereby acknowledged agrees to the following:

- I understand and agree that as a paid booth exhibitor I will receive two complimentary Conference registrations (for the representatives working at my booth only) and that if I choose to staff my booth with more staff, I will pay full registration fees for such additional staff. Table top display purchases receive one (1) complimentary registration.
 - I understand and agree that each exhibit space/booth measures 8’ x 10’, and contains one 6’ draped table, two chairs, one wastebasket, 8’ back and 3’ side divisions, and one booth identification sign displaying my company’s name and booth number. Table top displays will fit onto one 8 foot long table and will be set up outside of the regular exhibit hall.
 - I understand and agree that I assume entire responsibility and hereby agree to protect, indemnify, defend and save the Association for Experiential Education (AEE), and its 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 my exhibit’s installation, removal, maintenance, occupancy or use of the exhibit premises or a part thereof, excluding any such liability caused by the sole negligence of AEE, its employees and agents.
 - I understand and agree that I am solely responsible for all transportation of items I will exhibit to and from the AEE Conference. Additional information regarding decorating and drayage will follow in an “Exhibitor Service Kit” provided by the decorator.
 - I understand that sales will be permitted only in the exhibit hall and I understand and agree that the city of Jacksonville and the State of Florida may levy a fee and/or sales tax of any items that I sell from my booth.
 - I understand that I am solely responsible for any reimbursement, due to the entities listed above, based on my participation/sales. Furthermore, I agree that I will file all appropriate paperwork.
 - I understand and agree that I and the staff in my exhibit booth will conduct ourselves in a respectful, cooperative, and harmonious manner appropriate to the integrity of the conference attendees, fellow exhibitors, and conference and Association staff. I furthermore agree to adhere to noise restrictions deemed necessary and implemented by the conference and Association staff as needed to prevent disturbing other exhibitors and events in progress.
 - I understand and agree to pay the Association for Experiential Education the appropriate fees for the privilege of exhibiting at the 39th Annual AEE Conference. Furthermore, I understand and agree that this document becomes a legally binding contract between AEE and myself once my Agreement and payment has been received and processed by AEE.
 - I understand and agree that I am solely responsible for lost, stolen or damaged items.
 - I understand and agree that I am responsible for having my exhibit booth continuously staffed during the exhibit hours and the move-in and move-out times. I am solely responsible for loss, theft and damage to my attended or unattended exhibit booth.
 - I understand that my booth will be located in an area that will remain unlocked during the conference and that I am responsible for staffing/securing my booth during the conference. I understand and agree that selection of my exhibit booth is determined on a first-come, first-served basis, and that booth selection/assignment may be based in part on past AEE exhibit history, selection availability and layout of the exhibit hall.
 - I understand and agree that I am responsible for compliance with all local, and national fire, safety and health regulations, and that I will obtain any and all required permits, if required, from any and all authorities having jurisdiction.
 - I understand and agree that I am solely responsible for insurance coverage as it relates to my exhibit and my belongings.
 - I understand and agree to the retention of my payment for expenses incurred by AEE if the conference is prevented or interrupted by circumstances beyond the control of AEE (including, but not limited to, natural disasters, fire flooding, and power outages).
 - I understand and agree that AEE may at any time, and for any reason deemed necessary to enforce the rules of exhibiting, remove my privilege of exhibiting at the 39th Annual AEE Conference.
 - I understand and agree that I will not dismantle my exhibit prior to the stated closing hour of the Exhibit Hall on November 5, 2011. I understand and agree that my entire exhibit must be removed from the exhibit hall by 9 a.m. on Sunday, November 6, 2011.
- Exhibitor & Exhibiting company/program understands that failure to comply with any provision of this Conference Exhibitor Agreement Part I and II may affect its future conference exhibiting eligibility and priority.

NAME OF EXHIBITING COMPANY/PROGRAM: _____

PRINTED NAME OF SIGNER: _____ TITLE: _____

CONTACT PHONE NUMBER: _____ EMAIL: _____

SIGNATURE OF EXHIBITOR: _____ DATE: _____

AEE REPRESENTATIVE SIGNATURE: _____