

# TASSP Assistant Principal Workshop Exhibit Contract

Assistant Principal Workshop • February 21, 2011 • Table Top Exhibit Rental

Yes! This ad is part of a Corporate Sponsorship package

Please read carefully

Mail to: Texas Association of Secondary School Principals • 1833 S. IH-35, Austin TX 78741  
Phone: (512) 443-2100 Fax: (512) 442-3343

Conference Location: Doubletree Hotel Austin  
6505 IH-35 North  
Austin, TX 78752

**IF PAYING WITH CREDIT CARD, PLEASE VISIT THE TASSP WEBSITE FOR ONLINE BOOTH RESERVATIONS: [www.tassp.org](http://www.tassp.org)**

IN ACCORDANCE with the rules and regulations governing the exhibits for the Texas Association of Secondary School Principals' Assistant Principal Workshop to be held in Austin, Texas, February 21, 2011 (see back of page for a complete listing of the rules which are incorporated herein), the undersigned makes application for exhibit space.

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

Please list the person who will be in charge of receiving space confirmation.

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

The following information will be printed in the Workshop program if received by February 1, 2011  
Please list the appropriate contact person for your company if different from above:

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Note: You must provide an Email address to receive the attendee list after the conference.

Product or services to be exhibited (please limit to 15 words): \_\_\_\_\_

Will you be handing out food or drink samples? (Circle) Yes No If yes, describe: \_\_\_\_\_

Your company's exhibit representatives (names to appear on badges):

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

(No more than 4 badges will be issued per table.)

We agree to abide by the provisions set forth in this contract. Payment in full is required to reserve a space.

Signed \_\_\_\_\_ Position \_\_\_\_\_

BOOTH RENTAL:	<input type="checkbox"/> One table top exhibit: \$395	<input type="checkbox"/> State Agencies: \$175 (as space permits)
PAYMENT:	<input type="checkbox"/> Check (make payable to TASSP) If you wish to pay with credit card, please visit <a href="http://www.tassp.org">www.tassp.org</a> for online registration.	
	Total Amount: \$ _____	Check # _____

Refund deadline is February 1, 2011. Any cancellation prior to the deadline will be subject to a \$35 cancellation fee.  
No refunds for cancelled exhibit space will be made after February 1, 2011.  
Return to TASSP, 1833 South IH 35, Austin, Texas 78741.

OFFICE USE ONLY

Table number(s) assigned: \_\_\_\_\_ Total amount received \$ \_\_\_\_\_ Ck # \_\_\_\_\_

# TASSP Assistant Principal Workshop Exhibit Information and Regulations

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## Hours of Operation

**Monday, February 21, 2011: 9:00 a.m. - 4:30 p.m.**

We request that each table have someone in attendance at all times during the scheduled hours of operation.

## Installation of Exhibits

**Monday, February 21, 2011: 8:15 a.m. - 9:00 a.m.**

All tables must be ready to open at 9:00 a.m., Monday. Any space not occupied or for which no special arrangements have been made prior to opening of show may be resold or reassigned with no obligation for refund.

Materials may be unloaded at the Doubletree Hotel Austin at the lower loading area on the west side of the building.

## Dismantling of Exhibits

**Monday, February 21, 2011: 4:30 p.m. - 6:30 p.m.**

Tear-down of tables must not begin until after the Exhibit area closes at 4:30 p.m. All displays and materials must be out of the Exhibit Hall by 6:30 p.m. Monday, February 21.

## Exhibit Furnishings

Exhibitors will be provided with one 6' skirted table, two folding chairs.

## Safety Regulations

Each exhibitor will comply with the Fire Exhibit Regulations for Assembly Occupancies of the Doubletree Hotel. Each exhibitor will also be knowledgeable of and comply with all ordinances and regulations pertaining to health, fire prevention and public safety while in the Exhibit area. The Exhibit area has been designated a non-smoking area.

## Exhibitor Packet at Conference

Each exhibitor is requested to stop at the Exhibitor's Registration table before the show opens to pick up their Exhibitor Packet. The packet contains up to four company name badges per table top plus additional conference material. Please be sure that all persons exhibiting have a badge. Requests for additional badges must be approved by Exhibit Personnel at the Exhibitor's Registration table.

## Use of Space

Exhibitors will not share the space allotted to them without the knowledge and consent of the TASSP Executive Director. All solicitation of business is to be restricted to the space assigned to each exhibitor. All aisles are to be kept clear. Please be sure that your exhibit does not interfere with or impede access to other exhibits. We request that any noise-creating devices or amplifying systems be operated only at a level which does not interfere with other exhibitors.

**No helium balloons are allowed in the Exhibit area.**

## Sale and Distribution of Items

Exhibitors will be allowed to sell items at their tables in the Exhibit area. The Exhibit Coordinator must be notified of all items that will be sold at exhibit tables.

No food or beverage may be sold unless specifically contracted through the Doubletree Hotel Austin Food and Beverage Management Division. Sample food and/or beverage items are limited to products manufactured, represented, or processed by the exhibiting firm. Exhibitors are responsible for securing a City of Austin Health Permit for the distribution of food/beverage items. The permit must be kept at the table top during Exhibit Hall operating hours. All food/beverage items are limited to sample size. Maximum sample sizes are as follows: beverages, 3 oz. container, food items, "bite size" (1 oz. or less).

Food/beverage items used as exhibit traffic promoters must be purchased from the Doubletree Hotel Austin.

City of Austin Health Department (512) 469-2015

## General Conditions

In an effort to guarantee that the Exhibit area maintains a professional and educational atmosphere, all displays must maintain a professional appearance. Trash should not be visible at any time.

## Non-Exhibiting Vendors and Suppliers

Vendors and suppliers who have not rented exhibit space are not allowed to advertise, display products and/or services, distribute literature or solicit business in the Exhibit area unless approved by the TASSP Executive Director.

## Refunds

No refund of exhibit space will occur for any space that is not canceled by February 1, 2011. All cancellations must be submitted in writing and are subject to \$35 cancellation fee.

## Music Licensing

The exhibitor agrees to pay when due all royalties, license fees or other charges accruing or becoming due to any firm, person or corporation, by reason of any music, either live or recorded, or other entertainment of any kind or nature, played, staged, or produced by the exhibitor, his agents or employees within the premises by the License Agreement including but not limited to royalties or licensing fees due to BMI, ASCAP or SESAC. The exhibitor agrees to hold the Association harmless against any and all such claims or charges.

## Liability

Exhibitor assumes entire responsibility and hereby agrees to protect, defend, and indemnify TASSP, the Doubletree Hotel Austin against all claims, losses and damages to persons or property, governmental charges or fines and attorneys fees arising out of, or caused by, exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof. In addition, exhibitor acknowledges that TASSP, the Doubletree Hotel Austin does 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. No responsibility is assumed for goods delivered to the Exhibit area before the set-up day or for materials left in the Exhibit area after the closing hour. The Doubletree Hotel Austin will not accept shipments prior to the event.

Any discussion concerning a matter not specifically covered by this contract, on subject matters reasonably inferable from the terms of this contract, shall rest solely within the reasonable discretion of the Executive Director, acting by and on behalf of the Association and the Doubletree Hotel Austin.

*These rules and regulations become a part of the contract between the exhibitor and TASSP. We respectfully ask for your full cooperation in observance of these rules and regulations. They have been formulated with your best interest in mind.*

Exhibits Director

Alejandro Argüello

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