



TASSP Summer Workshop Exhibit Contract

Exhibition Dates: June 15-16, 2011 • Booth Rental

Yes! This 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: Austin Convention Center
500 East Cesar Chavez Blvd.
Austin, TX 78701

IF PAYING WITH CREDIT CARD, PLEASE VISIT THE TASSP WEBSITE FOR ONLINE BOOTH RESERVATIONS: www.tassp.org

IN ACCORDANCE with the rules and regulations governing the exhibits for the Texas Association of Secondary School Principals' Summer Workshop to be held in Austin, Texas, June 15-16, 2011 ([see back form for a complete listing of the rules which are incorporated herein](#)), the undersigned makes application for exhibit space.

Company Name _____ Web Address: _____

PLEASE LIST THE PERSON WHO WILL BE IN CHARGE OF RECEIVING SPACE CONFIRMATION AND THE SERVICE KIT.

Name _____ Title _____

Address _____ City _____ State _____ Zip _____

Phone Number (____) _____ Fax Number (____) _____ Email _____

The following information will be printed in the Workshop program if received by May 13 (5 weeks prior to the conference).
Please list the appropriate contact person for your company if different from above:

Name _____ Title _____

Address _____ City _____ State _____ Zip _____

Phone Number (____) _____ Fax Number (____) _____ Email _____

Indicate the booth location you prefer by ranking in order (1-2): ____ Registration Area ____ Concession Area	Are you a presenter at this TASSP Summer Workshop? ____ YES ____ NO
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Booth sign should read (please limit to 45 characters): _____

Program listing of 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: _____

Companies or products to which you prefer NOT to be adjacent: _____

Your company's booth staff (names to appear on badges):

1. _____ 3. _____

2. _____ 4. _____

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

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

Signed _____ Position _____

BOOTH RENTAL: One in-line booth: \$495 One corner and one in-line booth: \$1025 Two in-line booths: \$915
 One corner booth: \$625 State Agencies: \$195 for one in-line booth

PASSPORT BOOTH: Passport Booth Designation: \$175 (To win daily cash door prizes, registrants collect stamps from the passport booths)

WORKSHOP PROGRAM ADS: Full page/full color ad: \$600 1/2 page/full color ad: \$450 1/3 page/full color ad: \$300

PAYMENT: Check (make payable to TASSP) If you wish to pay with credit card, please visit www.tassp.org for online registration.

Total Amount: \$ _____ Check # _____

Refund deadline is May 13, 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 May 13, 2011.

Booth number(s) assigned: _____	OFFICE USE ONLY	Total amount received \$ _____	Ck # _____
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TASSP Summer Workshop Exhibit Information and Regulations

Exhibit Hours of Operation

Wednesday, June 15: 7:30 a.m. - 3:00 p.m.

Thursday, June 16: 7:30 a.m. - 3:00 p.m.

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

Installation of Exhibits

Tuesday, June 14: 12:00 noon - 5:30 p.m.

Wednesday, June 15: 6:30 a.m. - 7:30 a.m.

The exhibit hall will be locked after 5:30 p.m. on Tuesday, so if setting up that day, please plan to be there before 5:30 p.m. All booths must be ready to open at 7:30 a.m., Wednesday. Any space not occupied or for which no special arrangements have been made prior to opening of show may be resold or reassigned by the Exhibit Director with no obligation for refund.

Materials may be unloaded at the Convention Center at the loading dock located at the corner of 3rd Street and Red River. Parking is available at the Convention Center Garage located at 4th Street and Red River, one block north of the Convention Center. Austin Convention Center does NOT provide pushcarts for loading/unloading.

Dismantling of Exhibits

Thursday, June 16: 3:00 p.m. - 5:30 p.m.

You may dismantle your booth on Thursday, June 10 after the Exhibit Hall closes. Tear-down of booths must not begin until after the Exhibit Hall closes at 3:00 p.m. All displays and materials must be out of the Exhibit Hall by 5:30 p.m. Thursday, June 16.

Official Service Contractor

Freeman Decorating Company will be our official service contractor for this conference. You will be mailed a service kit after you receive your booth assignment. It will outline all additional rates and services and contain forms to use in securing necessary services at the conference. Freeman Decorating will maintain a service desk during the conference to assist you.

Each exhibitor is responsible for all charges incurred through the ordering of supplementary materials and services. This conference will conform to the rules and regulations as formulated by the National Association of Exposition Managers and the Exposition Service Contractors Association. These rules specify exactly how an exhibitor may use the services of a firm other than the official contractor to provide exhibitor services. Any questions concerning material handling should be directed to Freeman Decorating at (210) 227-0341.

Booth Furnishings

All booths will be 10' x 10', with an 8' high background drape and 3' high side drapes. Included with each booth will be one 7" x 44" identification sign, one 6' skirted table and two folding chairs. Other furnishings and services may be ordered through Freeman Decorating.

Safety Regulations

Each exhibitor will comply with all fire regulations as detailed in the Exhibitor Service Manual provided by Freeman Decorating and the Fire Exhibit Regulations for Assembly Occupancies of the Austin Convention Center. 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 Hall. The Exhibit Hall 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 hall opens to pick up their Exhibitor Packet. The packet contains four company name badges per booth plus additional conference material. Please be sure that all persons working in the booth have a badge.

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 Hall.

Sale and Distribution of Items

Exhibitors will be allowed to sell items at their booths in the Exhibit Hall. The Exhibit Director must be notified of all items that will be sold at booths.

No food or beverage may be sold unless specifically contracted through the Austin Convention Center 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 booth 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 booth traffic promoters must be purchased from the Austin Convention Center Food and Beverage Division.

City of Austin Health Department - (512) 469-2015

Austin Convention Center - (512) 476-5461

General Conditions

In an effort to guarantee that the Exhibit Hall maintains a professional and educational atmosphere, all booths 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 Hall unless approved by the TASSP Executive Director.

Refunds

No refund of booth rental will occur for any space that is not canceled by May 13, 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 and the Austin Convention Center 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 and the Austin Convention Center 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. No responsibility is assumed for goods delivered to the Exhibit Hall before the set-up day or for materials left in the Exhibit Hall after the closing hour. The Austin Convention Center will not accept shipments prior to the event. Please Contact Freeman Decorating for shipping information.

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, Convention Center and the City.

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

TASSP, 1833 S. I-35, Austin, TX 78741

512/443-2100 ext.230 • FAX 512/442-3343

E-Mail: aarguello@tassp.org