

2009 Application & Contract for Exhibit Space

Texas Association for the Gifted and Talented
Annual Professional Development Conference
 December 2-4, 2009 • George R. Brown Convention Center • Houston, TX



Instructions

Complete the following information, listing the company name **exactly** as you wish it to appear in conference materials. All correspondence will be sent to the primary contact indicated below.

1. Company Name _____

Mailing Address _____

City _____

State _____ Zip _____

Primary Contact _____

Job Title _____

Tel () _____ Fax () _____

E-mail _____

Web Link _____

2. Exhibitor agrees to pay minimum 50% deposit within 30 days of telephone reservation. The balance is due by August 14, 2009. Full Payment is due with contacts submitted after August 14, 2009. A countersigned copy will be returned to Exhibitor as booth space confirmation.

3. Exhibitor agrees to lease space at the TAGT Annual Conference & Exhibition in Houston, Texas for a term beginning with move-in at 8:00 AM on Wednesday, December 2, 2009 and ending with move-out on Friday, December 4, 2009.

4. By execution of this contract, Exhibitor understands and agrees to all the terms and conditions in this contract and the Exhibit Regulations on the reverse side of this contract.

Authorized Signature _____ Date _____

Printed Name _____ Job Title _____

5. Description of product/service (limit 25 words):

6. Would you like to know more about becoming an annual sponsor for 2009-2010?

7. Location Requested

Referring to the enclosed floor plan, please make three booth choices. All assignments are on a first-come, first-served basis. We attempt to avoid conflicts where possible.

1st Choice _____ 2nd Choice _____ 3rd Choice _____

Exhibitors you do not wish to be next to: _____

8. Cost of Booth Space

Premium booths are located on corners and in higher traffic aisles. Non-profit organizations contact Jan Hughes at (830) 935-2694 for pricing information.

NOTE: BOOTH COST DOES NOT INCLUDE ANY FURNISHINGS, CARPET OR UTILITIES.

Booth Options / Quantity Needed	EARLY: By June 30, 2009	REGULAR: After June 30, 2009	SUBTOTAL
Standard 10'x10' Quantity _____	\$580	\$680	\$
Premium* 10'x10' Quantity _____	\$680	\$780	\$
Bulk Space 20'x20' Quantity _____	\$2,150	\$2,350	\$
Bulk Space 20'x30' Quantity _____	\$2,900	\$3,100	\$

Total Contract Amount \$ _____

9. Payment Information:

Enclosed is my check payable to TAGT in the amount of \$ _____

I authorize TAGT to charge \$ _____ to my (circle one):

VISA AMEX Discover MasterCard

Acct # _____ CVW# _____ Exp. _____

Name on Card _____

Billing Address _____

City / State / Zip _____

Signature _____

FOR TAGT USE ONLY

Amount _____ Ck # _____ (or) VISA / AMEX / MC / DISC
 Booth Number (s) _____
 Booth Size _____
 Total Booth Cost..... \$ _____
 (Date) _____ (Date) _____
 Payment Received \$ _____ | \$ _____
 Booth Balance due by 8/14/2009..... \$ _____ | \$ _____
 Accepted by _____
 TAGT AUTHORIZED SIGNATURE

To reserve a booth space, please sign completed contract and return with payment to:
TAGT, P. O. Box 1918, San Antonio, TX 78297-1918
Contracts paid by credit card may be faxed to (512) 499-8264



ALL EXHIBITORS IN THE TAGT CONFERENCE & EXHIBITION ARE REQUIRED TO COMPLY WITH THESE REGULATIONS

Assignment of Space

Space for the exhibition will be assigned in the order that requests are received. Requests for tentative booth assignments may be made in writing via fax or mail. Tentative assignments will be held for ten days following the initial contact, after which time a contract with required payment must be received or the space will be reassigned.

Booth assignments will be made on a basic floor plan submitted in the exhibitor prospectus. Show management reserves the right to relocate exhibitors or modify the floor plan should it be deemed necessary.

Post Conference Attendee Mailing List

A mailing list of conference attendees will be made available to exhibitors electronically following the conference. Attendee email addresses will not be provided.

Payment Requirements

Half of the total rental fee must be submitted as a deposit with the application and contract for exhibit space. (Space selections will not be considered reserved until this payment is received by show management). The balance is due by August 14, 2009. Full payment is required with all contracts submitted on or after August 14, 2009.

Cancellation of Exhibit Space

Cancellations of booth space must be made in writing. On cancellations received by show management before August 14, 2009, a penalty of 25% of the total fee shall be assessed with remainder refunded to exhibitor. From August 15 to September 30, a penalty of 50% will be assessed. No refunds will be given after September 30, 2009. Show management reserves the right to refund any money paid for exhibit space on this contract and cancel space with no notice required.

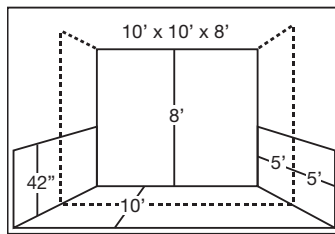
In case of cancellation of the Conference & Exhibition due to act of God, fire, strike, or any other circumstances beyond the control of TAGT, the exhibitor will be refunded any money paid for booth space, less the prorated share for the expenses incurred by TAGT in connection with the exhibition. In case of cancellation of the Conference & Exposition for any other reason, or change in the place or date of the exhibition which is unsatisfactory to the Exhibitor, the Exhibitor will be entitled to a full refund of monies paid for exhibit space.

Use of Exhibit Space

Exhibit space is to be used solely for the display of the exhibitor's products and services offered for sale to the educators and parents of gifted students. Exhibitors are not permitted to sublet any portion of their space, or to display merchandise of other manufacturers or distributors where no direct business relationship exists between them.

All exhibits must conform to the IAEE Guidelines for Display Rules and Regulations, and must not be of such nature or arrangement to obstruct the view or interfere with exhibits to others. No exhibit material may extend beyond the boundaries of the exhibit space, or exceed the height restrictions. No materials may be suspended from the ceiling or bridged across an aisle. All demonstrations must be confined within the exhibit space. No exhibitor may solicit attendees or distribute literature or other materials outside of his booth space.

The height of displays may not exceed 8 feet, with two exceptions: perimeter booths and entire island booths occupied by one exhibitor may be as high as 12 feet. Displays may not exceed 42 inches in height in the front half of the booth. Following is a diagram showing these height restrictions for booth space:



The use of sound systems or equipment producing sound is a privilege, not a right. Show management reserves the right to determine at what point sound constitutes interference with others and must be discontinued.

Show management reserves the right to decline or prohibit any exhibit or part of exhibit which in its opinion is not in keeping with the character of the general exhibits; this includes personal conduct, clothing or costumes, in addition to printed matter, souvenirs or anything that can be classified, in the opinion of show management, as undesirable, objectionable or inappropriate.

Should there be any question on conforming to display rules or interfering with other exhibitors, final judgment will be made by show management.

Selling Policy

Exhibitors may sell products on the exhibit floor during regular exhibit hours. Exhibitors are responsible for any and all permits required by law or local ordinance. An exhibitor without a Texas location needs a use tax permit. Call the State of Texas Comptroller of Public Accounts at 800-252-5555 for any forms, rules, etc., or complete information can be found at <http://www.window.state.tx.us>.

Care of Exhibit Space

Exhibitors must not place any refuse or any materials which will endanger public safety or cause inconvenience to other exhibitors on the floor during exhibit hours. Booths must be in order before the opening of the show.

Exhibitors shall not injure, mar, mark, paint, or in any manner deface the hall, or use nails, hooks, pins, screws, or tape on the building. The exhibitor is liable for any and all damages which he may cause to the building or otherwise in connection with his exhibit. Helium balloons are prohibited.

Insurance and Liability

Insurance on the exhibit is entirely at the exhibitor's expense. Each exhibitor must maintain adequate insurance to cover injury, loss, or damage to the general public, their employees, and property.

TAGT will not be responsible for the loss of property of exhibitors from theft, damage by fire, water, accident, or other causes. Although we will do all in our power to protect The Conference Facility against such loss, it is recommended that all exhibitors have representatives in attendance at all times, especially when exhibits are being set up or dismantled, to protect them against loss.

By accepting these rules, it is expressly understood and agreed that the exhibitor will make no claim of any kind against the Texas Association for the Gifted and Talented, or any of its members, contractors, or employees, for any loss, damage to or destruction of goods, or for any injury that may occur to himself or his employees while in the exhibit hall, or for any damage of any nature or character whatsoever.

The Conference Facility is not liable to the exhibitor for any damage to, or for the loss or destruction of, any exhibit or The Conference Facility of the exhibitor by fire or other casualty covered by an extended coverage endorsement to a fire insurance policy, whether caused by negligence of the hall, its officers, agents, servants, employees or otherwise, all claims for any such loss or damage being expressly waived by exhibitor who agrees to indemnify and hold The Conference Facility harmless from such claims.

Decorations / Equipment Provided

Backdrops and wingdrapes and a booth sign measuring 7" x 44" showing booth number and company name, will be provided with each 10' x 10' booth. All other furnishings and displays will be at the exhibitor's expense. An exhibitor service manual with order forms for furnishings will be sent to exhibitors in September.

Installation and Removal of Exhibits

All exhibits must be completely installed and ready for viewing by the date and hour the show is scheduled to begin. Exhibits or displays may not be removed from the show until the show has been officially closed.

The designated official service contractor, Freeman, will be available to install and remove exhibits. TAGT allows exhibitors to install and remove their own exhibits, or to appoint firms other than the official contractor, so long as these firms conform to all rules and regulations and do not disrupt the orderly installation and removal of exhibits. If an outside contractor is used, the exhibitor must furnish show management with the name and address of the contractor as well as a certificate of insurance 15 days prior to the show.

There are certain exclusive contractors with specific responsibilities for services, such as electrical, drayage, cleaning, and catering, with which exhibitors must contract. An exhibitor service kit with designated contractors and their forms will be sent to each exhibitor in September or upon receipt of the contract.

All exhibitor property must be removed from the exhibit hall by the end of the designated exhibitor move-out time. In the event that exhibit space is not vacated by that time, show management is authorized to remove, at the exhibitor's expense, all goods and property of the exhibitor, and show management or its agents shall not be liable for any damage or loss to such goods or property by reason of such removal.

Conditions of Contract

This contract is subject to all rules and regulations named herein, and also to all conditions the exhibit facility has made available. Exhibitor agrees to abide by all applicable fire, utility, and building codes.

All points not covered herein are subject to settlement by show management, and show management reserves the right to make such changes, amendments, and additions to these rules, and such further regulations as may become necessary. This agreement shall be governed by the laws of the State of Texas.

Exhibitor Representative

The signer of the Application & Contract for Exhibit Space shall be the official representative of the exhibitor and shall have the authority to act on behalf of the exhibitor in all matters relating to the show.

Initials: _____