



2010
Meeting - Sharing - Doing

National Association of Educational Procurement (NAEP)

TAGM Region

Exhibitor Agreement

ABOUT YOUR HOST - The National Association of Educational Procurement, TAGM Region, is a professional association comprised of individuals employed in colleges, universities, community colleges, and institutions of higher education across the four state region of Tennessee, Alabama, Georgia and Mississippi.

VENDOR EXPO - This year's conference will be held in Atlanta, GA. Host hotel is the Omni International, 100 CNN Center, Atlanta, GA 30303. Reservations may be made at <http://www.omnihotels.com/FindAHotel/AtlantaCNNCenter/MeetingFacilities/NAEP9.aspx> Valet Parking is \$30.00 daily. **Hotel Reservations deadline is November 5, 2010.** The Exhibitor's Showcase will be held in the Georgia World Congress Center, Building A. The vendor exposition is being held to allow vendors to showcase their products to colleges, universities, community colleges and other institutions of higher education. The Corporate Exhibitor's Showcase will be held on Monday, December 6 from 12:15 PM - 4:15 PM. Lunch will be provided for all NAEP-TAGM attendees and Exhibitors. Any product or service may be displayed. Exhibitors will be allowed to set up on Monday, December 6 between 11:00 AM and 12:00 PM. Booth package includes 8' and 3' drape, 1 6' draped table, 2 side chairs, 1 wastebasket, and 1 ID sign. If you desire more than one table for your booth, please indicate in the space provided on the Application Form. If electrical power is required, please refer to the Georgia World Congress Center's Electrical Service Order Form included with Registration documents.

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- 1.) **CONTRACT** - The following rules become binding between the applicant (Exhibitor), its employees and agents, and NAEP-TAGM and the Chairperson of the Vendor Registration/Exhibitor Committee (Management), and any additional amendments that may thereafter be established or put into effect by the Management.
 - 2.) **SPACE ASSIGNMENTS** - NAEP-TAGM reserves the right to make the space assignments or change the space assignment after the acceptance of the application should it be deemed necessary and in the best interest of the exposition.
 - 3.) **PAYMENTS & CANCELLATIONS**
 - a) The full payment is due by November 5, 2010 for the Exhibitors to be included in the initial space assignment procedure
 - b) Should an Exhibitor cancel from the show, the following will apply:
 1. Exhibitors who cancel at any time during 30 days prior to the show will receive no refund
 2. Exhibitors who cancel between the time of payment and 31 days prior to the show will receive 50% refund in the event the space is resold
 3. NO cancellation shall be acknowledged unless received by NAEP-TAGM in writing. The date upon which the notice of cancellation is received shall apply as the official date of cancellation.
 4. Upon notification of cancellation, NAEP-TAGM has the right to rent the space vacated.
 - 4.) **EXHIBIT STANDARDS** - NAEP-TAGM and the Management shall have the right to prohibit any exhibit which in their opinion is not suitable to or in keeping with the character or the purpose of the Exposition. Questionable exhibits shall be modified at the request of the Management.
 - 5.) **SAFETY** - Fire regulations require all display material used for decoration to be flamproof. Any electrical equipment, including signs and lights should be in good operating condition and able to pass the inspection of the local fire department. Each exhibitor agrees to be knowledgeable and responsible regarding ordinances and regulations pertaining to health, fire prevention and public safety while participating in this Exposition.
 - 6.) **USE OF EXHIBIT SPACE/PROMOTIONAL ITEMS POLICY** - Exhibitors shall reflect their company's highest standard of professionalism while maintaining the space during show hours. The space must be maintained by at least one company representative at all times during show hours. All demonstrations and exhibits must be confined to the contracted space. No exhibitor shall assign, sublet, or share the whole or any part of this space.

7.) SECURITY/LIABILITY/INSURANCE –

a.) NAEP-TAGM or Management, the official service contractors for exhibits, their members, the representatives and/or the employees thereof will not be responsible for injury, loss, or damage that may occur to the exhibitor, or the exhibitor employees or property, from any cause whatsoever, prior, during or subsequent to the period covered by this application/contract.

b.) NAEP-TAGM and Management, its agents, and employees, will not be liable for failure to hold the Exposition as scheduled. Payments for exhibit space will be returned in that event except that any actual expenses incurred in connection with the exposition will be deducted if the exposition is called off 60 days or less prior to the opening date because of fire, or any act of God, or public enemy, or strike, or epidemic, or any law, or regulation or public authority which makes it impossible or impractical to hold the exposition.

c.) Exhibitors agree to maintain such insurance that will fully protect the Exposition Management from any and all claims for any nature whatsoever, including claims under the Worker's Compensation Act, and for personal injury, including death which may arise in connection with the cancellation, operation or dismantling of the exhibitor's display.

d.) Damage to inadequately packed property is the exhibitor's own responsibility

e.) Damage to the facility housing the exposition caused or done by the exhibitor shall be replaced or repaired by the exhibitor. Additionally the exhibitor agrees to protect, save and hold harmless NAEP-TAGM, Management, and the GWCC of and from any loss, liability, and/or damage whatsoever.

f.) Exhibitors are advised to add on to their existing insurance a portal-to-portal rider at a nominal cost, protecting them against the loss/damage to their materials by fire, theft, accident, etc.

We, the undersigned company, do hereby make application as an exhibitor in the exposition indicated by this contract.

Instructions to Validate Contract – We, in order to validate this contract, agree to the following:

- 1.) Contract must be signed and be accompanied by full payment. Payment can be made by credit card or check. Make checks payable to NAEP-TAGM Region.
- 2.) The exhibit space assigned by NAEP-TAGM will be accepted unless you reject it within 10 days from the date of written NAEP-TAGM confirmation of space.
- 3.) All rules and regulations governing this show will be strictly adhered to.
- 4.) This contract will not be processed unless complete information is given including an authorized signature.
- 5.) The products/services to be exhibited must be those that rightfully represent your company.
- 6.) There is only space available for 50 Exhibitors. The first 50 paid applications received will receive priority.
- 7.) **ADMISSION** – Management controls all admissions of persons. All persons visiting the exhibit area will be admitted according to the rules and regulations of the Exposition or as amended by NAEP-TAGM. Exhibitors will obtain name tag from NAEP-TAGM Registration desk which will be at the entrance of Exhibit Hall. Name tags must be worn at all times during the exhibit.
- 8.) **AMENDMENTS & REGULATIONS** – Any and all matters and questions not specifically covered by the articles in this contract shall be subject to the decision of Management. The aforementioned items covered by this contract may be amended at any time by Management in the interest of the Exposition and notice therefore shall be binding on exhibitors equally with the foregoing rules set forth in the contract. We have read and agree to all rules and regulations above.
- 9.) **EXHIBIT COST** - \$650.00 per table (Includes exhibit space, (1) Welcome Reception guest pass for 12/5, (1) Vendor Expo pass for 12/6, and one lunch ticket for 12/6.

VENDOR NAME: _____

SIGNATURE: _____ **TITLE:** _____

PRINTED NAME: _____ **DATE:** _____