



2008 AEE Heartland Region Conference Exhibitor Agreement

2008 AEE Heartland Conference – March 28-30, 2008

Please type or print all pages of this agreement. Once complete, photocopy for your records.

Contact Person: _____

Name of Company/Program/Individual: _____

Address: _____

City: _____ State/Province: _____

Zip/Postal Code: _____ Country: _____

Email: _____ Telephone #: _____

Fax #: _____

Description of Exhibit (for publication in the conference materials). If incomplete, no description will appear. (Please do not exceed 50 words.):

Will you be selling items from your booth? Yes (please see customs/tax information) No

Will you need electricity at your booth? Yes No

Payment:

\$100

\$0 – This is a complimentary exhibit booth/I am an accepted conference presenter

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: _____

Zip/Postal Code: _____ Country: _____

Note: Special instructions regarding collection and payment of sales tax are included in this agreement. Upon acceptance by AEE, this agreement 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 30 or more days prior to the start of the conference, AEE shall refund all fees, but if terminated by the exhibitor less than 30 days prior to the conference, AEE shall not refund any fees.

You can purchase a booth by returning a signed copy of this Agreement (Part I & II), with a check or credit card payment for the full amount, to: George Williams College, Attn: Eric Howden, P.O. Box 210, Williams Bay, WI., 53191.

The booth reservation deadline is March 15, 2008 (March 1st for inclusion in the conference brochure). Booth availability and/or inclusion in conference publications are not guaranteed if payment and this Agreement are received after the deadline.

I understand and agree that conference registration is **not** included in fee being paid for the exhibit space and that if I plan to attend any conference sessions or activities that a paid conference registration fee must be paid.

I understand and agree that each exhibit space/booth measures 6' x 8', and contains one 6' table (undraped) and two chairs and that all signage, table coverings and display materials must be supplied by the exhibitor.

I understand and agree that I assume entire responsibility and hereby agree to protect, indemnify, defend and save the Association for Experiential Education, 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.

I understand that sales will be permitted on the exhibit floor and I understand and agree that the village of Williams Bay/the state of Wisconsin 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 2008 AEE Heartland Region 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, state 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 its 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 2008 AEE Heartland Region Conference.

I understand and agree that my entire exhibit must be removed from the exhibit hall by 1 p.m. on Sunday, March 30, 2008.

Name of Exhibiting Company/Program/Individual: _____

Printed Name of Signer: _____ Title: _____

Signature of Exhibitor: _____ Date: _____

Contact Phone #: _____ Email: _____

Heartland Region Representative Signature: _____