

APPLICATION & CONTRACT FOR EXHIBIT SPACE

Agency/Business Representative

The Exhibitor will name one individual as its duly authorized representative to have charge of the exhibit. It is expected that this individual will accept and assume responsibility for being in attendance at the exhibit during exhibit hours. This individual will also be responsible for the installation, operation and removal of the exhibit. Said representative shall be authorized to enter such service contracts as may be necessary, for which the exhibiting agency/business shall be responsible

Non-Discrimination

The Exhibitor represents and warrants that it is an equal opportunity organization and that it does not discriminate employment services, facilities or accommodations based on race, gender, religion, age, ancestry, national origin, physical disability, personal appearance, sexual orientation, marital status, or any other basis prohibited by applicable law.

Liability and Insurance

The GURC will take responsible precautions to safeguard the Exhibitor's property; however, the Exhibitor understands that neither the GURC, nor Crowne Plaza St. Louis-Clayton maintains insurance covering the Exhibitor's property or lost revenue. Thus it is the sole responsibility of the Exhibitor to obtain such insurance. The GURC and Crowne Plaza St. Louis-Clayton do not assume any obligation or duty with respect to protection of the property of exhibitors, which shall at all times be the sole responsibility of each Exhibitor.

Hold Harmless Clause

The Exhibitor assumes responsibility and liability for losses, damages and claims arising out of injury to person/s or damages to the Exhibitor's displays, equipment, and other property brought upon the premises of the Crowne Plaza St. Louis-Clayton. The Exhibitor agrees to indemnify, defend, and hold harmless the GURC, the Crowne Plaza St. Louis-Clayton, and its owners, servants, agents, and employees against all claims or expenses for such losses, including reasonable attorney fees, arising out of the use of the Hotel premises, excluding any liability caused by the negligence of the GURC or Crowne Plaza St. Louis - Clayton or its owners, servants, agents, and employees.

CANCELLATION POLICY

Should an Exhibitor wish to cancel this contract, the refund schedule is as follows:

Written notification of cancellation of contract *on or before* September 15, 2008 will qualify for a 50% refund of total contracted costs.

Note: Exhibitor contracts are not considered canceled unless the GURC has received notice in writing. Written notifications can be mailed or e-mailed but note that postmarks are not accepted (date applies to 'date received'). Written notification may also be faxed to 904-819-6433.

EXHIBITOR INFORMATION -Please Print Clearly

Indicate your choice below with an 'X'

	<u>Non-Profit or Deaf Owned</u>	<u>For Profit</u>
Exhibit booth	\$175__	\$250__
Extra Table	\$50__	\$50__
Tote bag insert	\$75__	\$100__
Total	\$_____	\$_____

Form of Payment: Check ___ PO ___ Credit Card ___
 (Visa/MC#) _____ Exp ___/___ Security Code _____

Organization Name: _____

Contact Person: _____

Street Address/City/State/Zip _____

Day Phone: (____)-____-____ **VP or TTY** (____)-____-____

FAX (____) _____

Cell Phone: (____) _____

Email _____

Organization Status:
 (Profit) _____
 (Non-Profit: 501C3# *required*) _____

Exhibit Representative(s): (Names on Badges):

- 1) _____
- 2) _____

The undersigned has read and agreed to the above exhibit regulations and understands that these regulations are incorporated into this contract by reference and further understands that these regulations become a contract when accepted and confirmed by the Gallaudet University Regional Center (GURC).

Mail this contract with check or money order payable to:

**Gallaudet University Regional Center (GURC)
 Flagler College
 PO Box 1027
 St. Augustine, FL 32085-1027**

Signature/Representative in Charge: _____
 Date: _____
 Printed Name and Title: _____

Exhibit Area

- Each 6' table includes linen, skirting, two (2) chairs, up to two (2) name badges, and one (1) conference program book.
- Arrangements for telephone lines, internet access and other technology must be made (and paid for) directly with the hotel.
- Crowne Plaza St. Louis - Clayton Hotel will receive and store packages shipped to the hotel up to 3 days in advance of the conference.
- Exhibitors may be in an open area that will not be locked during the evening hours.
- Refreshment breaks will be set up near the Exhibit Area to allow for maximum exposure to attendees.
- Exhibitors may attend workshops at no cost but must buy tickets to attend meal functions.
- Exhibitors will be listed in the conference program book.

Exhibit Dates/Schedule

<u>Booth set up</u>	<u>Exhibits open</u>	<u>Booth tear down</u>
Monday 8-10 AM	Monday 10-5PM Tuesday 8-5PM Wednesday 8-11AM	Wednesday 11AM

Office Use Only

Date Contract Rec'd _____ Amount Rec'd _____
 Check # _____
 Date Confirmation Sent _____
 Space or Booth Number _____