

2009 ACTE–Region V Conference EXHIBITOR PROSPECTUS

CTE - Archway to the Future



International Peace Arch, Blaine WA

2009 ACTE–Region V Conference & Trade Show

• April 16-17, 2009 •
Semiahmoo Resort – Blaine Washington

Exhibit Hours: 9:30 AM–3:00 PM

2009 ACTE – Region V Conference Trade Show information

Reserve Your Exhibit Space Now!

You are invited to exhibit at the 2009 ACTE–Region V Conference on April 16-17, 2009, at the Semiahmoo Resort in Blaine, Washington. With an estimated attendance of 200, this two-day trade show is your opportunity to showcase your education-related products and services to the attendees from the seventeen western states in the field of Career and Technical Education.

Who Should Exhibit?

- Interactive technology solutions provider
- Technical training systems provider
- Suppliers of classroom and administrative supplies and equipment
- Library wholesalers and software suppliers
- Financial institutions that serve school employees
- Information system services (hardware and software designers, providers, and consultants)
- Telecommunications companies
- Leadership development specialists
- Publishers of textbooks, reference materials, educational videos, multimedia curriculum materials
- Distance learning providers
- Security companies
- Career guidance software or materials



HOUSING Info

Semiahmoo Resort

Classic \$139

Waterview \$169

Waterview Junior Suite \$169

1-800-770-7992

The 2009 Region V Conference will be held at the spectacular Semiahmoo Resort north of Bellingham, Washington. This beautiful setting, panning a horizon of Canadian snow-clad mountains, Mount Baker, and the seaside harbor of Blaine, Washington, also looks north to White Rock B.C., just over the Canadian border. The conference will provide the Western states' Region V members with a full schedule of offerings and shared best practices. An opportunity for sight-seeing and tours might showcase the Peace Arch, our oil refineries, oyster harvesting, Chuckanut Bay, tulip/agricultural producing, manufacturing, ship building, and other northwest tourism in both economic and educational settings. ACTE Region V conference attendees can fly into nearby Bellingham, Washington, or take a connecting flight from Seattle over the San Juans and Washington inland harbors.

2009 ACTE–Region V Conference Trade Show information

Exhibit Specifications:

The exhibit package includes one 6-foot skirted table, electrical service, and two chairs. Exhibit space is limited to 20 exhibit spaces and will be assigned on a first-come, first-served basis.

Rate and Payment:

The exhibit space fee is \$250 per exhibit space until March 31 and \$300 after April 1. Full payment must accompany the Exhibit Contract. In no case will an exhibit space be assigned without full payment. WA-ACTE accepts checks and credit cards (Visa, MasterCard, and American Express). **Make all checks payable to: WA-ACTE, PO Box 315, Olympia WA 98507-0315 (TIN 91-0884663)**

Exhibit Space Assignments:

Only firms and organizations whose products or services are appropriately related to the purpose of the ACTE–Region V Conference will be permitted to exhibit. Exhibitor space will be assigned at the sole discretion of the WA-ACTE. Factors taken into consideration when assigning a space include the date received, and a balanced distribution of products and services. ***Exhibit space may not be shared between two (2) or more companies without permission of the WA-ACTE.***

Sponsorship Opportunities:

If you are interested in the ACTE–Region V Conference sponsorship opportunities contact Franciene Chrisman at fdc@wa-acte.org or call WA-ACTE at 360-786-9286.

Cancellation Policy:

Cancellation of exhibit space must be in writing to WA-ACTE prior to March 31. *Telephone cancellations will not be accepted.* A \$100 cancellation fee will be deducted from any refund if cancelled prior to March 31. The exhibit fee is non-refundable after March 31.

Meeting Support:

The 2009 ACTE–Region V Conference is being managed by WA-ACTE. WA-ACTE is available to answer your questions at 360-786-9286 / fdc@wa-acte.org

Addendum to Exhibit Space Contract

The following trade show rules and regulations are supplemental to and are incorporated by reference into the enclosed Exhibit Space Contract and shall govern the use of the exhibit space contracted for therein as if they had been fully set forth in said Exhibit Space Contract.

Contract for Space

The order of exhibit space, upon acceptance by WA-ACTE, assignment of space, and the full payment of rental charges, constitutes a contract for rental of the spaces assigned. Any exhibitor failing to occupy space is not relieved of the obligation of paying the full rental price.

Assignment of Exhibit Space

Should an exhibitor desire to assign exhibit space it has reserved to another party who desires to exhibit, the exhibitor shall make a written request for WA-ACTE's approval. WA-ACTE shall have sole, unfettered discretion to approve or deny such request. If the request is approved, the assignee must enter into an Exhibit Space Contract with WA-ACTE. Nevertheless, the assignor shall remain liable to WA-ACTE should the assignee default in any financial obligations to WA-ACTE. No assignor may charge or accept compensation from any assignee that would permit the assignor to derive a profit from the assignment of booth space.

Exhibit Installation and Dismantling

It is the duty and responsibility of exhibitors to install their exhibits before the opening of the trade show and dismantle them immediately after the close of the show. WA-ACTE will not allow exhibitors to close and dismantle their space before the closing time of the show floor. Companies violating this rule are subject to losing their rank in space selection for future shows.

Use of Exhibit Space

Where exhibitors plan to construct any part of their exhibit above the exhibit height limitation, approval in writing shall be obtained from the WA-ACTE at least sixty days before the official opening of the exhibits. Sketch of proposed construction shall be submitted when requesting approval. All signs including graphics, photographs, and other advertising matter in connection with an exhibitor's space must be located within the boundaries of the assigned space. No signs of any type are permitted outside of an assigned exhibit space (columns, walls, floors, and ceilings) without approval in writing from WA-ACTE. This restriction also applies to any device used to project a company name or logo on the ceilings or walls of the trade show location or otherwise beyond the permitted height or sides of space itself. Exhibitors operating sound equipment will be expected to keep the sound at reasonable volume, approximately that of a normal speaking voice, in order to avoid disturbing other exhibitors. WA-ACTE reserves the right to turn off the electric supply of any exhibitor that violates this rule.

Space Restrictions

Exhibits must be confined to the exact space allocated. Circulars, publications, advertising matter, and all kinds of promotional giveaway may be distributed only within spaces. Nothing can be posted on, tacked, nailed, screwed in, or otherwise attached to columns, walls, floors, or other parts of the building or furniture.

Space Equipment

Each space will include one draped table and two chairs and electrical service.

Sales and Solicitation Prohibitions

Exhibitors may show, discuss, explain, or demonstrate items or services, but **shall not** make sales that result in the delivery of merchandise and/or the exchange of money in the Exhibit Hall. Companies found violating this policy will be asked to leave the show floor. No refunds on exhibit space will be made. Exhibitors may take orders for goods that are to be shipped and billed to customers at another location later. Solicitations of business or conferences in the interest of business except by exhibiting firms are prohibited. Persons connected with non-exhibiting concerns are prohibited from any dealing, exhibiting, or soliciting within the trade show. Exhibitors are urged to report immediately violations of this latter rule to the Exhibits Manager.

Exhibitor Presentations

WA-ACTE does not allow product sales presentations to be conducted anywhere at its conference except within the show area at exhibitors' spaces or at other officially arranged or leased space outside the exhibit hall. WA-ACTE prohibits product presentations at any of its conference sessions. An exhibitor found in violation of this policy will be barred from future presentations.

Exhibitor Staffing

Exhibit spaces must be staffed during all exhibit hours in which the trade show is open to conference attendees.

Security

No security is provided. Do not leave valuable equipment that can be carried away, or easily damaged unattended in your exhibit space.

Distracting Operations and Equipment

Exhibitors are expected to be courteous to other exhibitors and should be aware that distracting operations and noisy equipment will not be allowed. Sound system volume must be kept to a minimum and care should be used with certain equipment to avoid interfering with neighbors' computers and other sensitive electronics. After the show opens, any noisy and unsightly work will not be tolerated. No signs, posters, or other materials determined in the sole discretion of WA-ACTE to be offensive, inappropriate, or otherwise not suitable or in keeping with character of the exhibit or the show, are allowed in exhibit space or anywhere in the trade show. WA-ACTE reserves the right to remove any exhibit from the show floor, without any refund of exhibit costs, if exhibit is deemed in violation of this regulation.

Fire Prevention Requirements

Exhibitors shall conform to all regulations of the local fire department. In addition, all main and cross aisles, corridors, exhibit areas, exit stairways, and other areas will be maintained at their required width at all times the trade show is open; no obstructions such as chairs, tables, or displays will be allowed to protrude into aisles. No combustible decoration, such as crepe paper, tissue paper, cardboard, or corrugated paper, shall be used at any time. All packing containers, excelsior, and wrapping paper are to be removed from the floor and must not be stored under tables or behind displays. Muslin, velvet, or any cloth decorations must stand flameproof test as prescribed by the ordinance of the conference city.

Insurance

The WA-ACTE and the hotel will exercise reasonable care for the protection of exhibitors' displays but can accept no responsibility for the loss of, or damage to, any of the said materials or displays. Exhibitors who desire to carry insurance on their exhibits must do so at their own expense.

Liability

Each party to this agreement shall be responsible for damage to persons or property resulting from negligence on the part of itself, its employees, or its officer. Neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this agreement.

Giveaways, Promotions, Drawings

Exhibitors are permitted to give away plastic tote bags, notebooks, key rings, pens, pencils, and other small, inexpensive novelties, as well as literature describing their products and/or services. However, the distribution of beverages or foodstuffs in the exhibit area is strictly prohibited. Prize drawings, lotteries, raffles, or games of chance must be approved in advance by WA-ACTE.

Copyrights, Royalties, and Trademarks

It is the exhibitor's sole responsibility to obtain and pay for any and all applicable licenses and permissions before any moving or still image, computer software, sound recordings, artwork, printed material, or other item bearing or embodying a copyright, trademark, patent, publicity right, or other intellectual property is displayed, performed, reproduced, modified, or distributed, in whole or in part, at or from the contracted space. Exhibitor warrants that all-necessary license and permissions have been or will be obtained before using the contracted space. Exhibitor agrees to indemnify and save the trade show location, WA-ACTE and its officers, agents, and employees harmless from all claims, losses and damages (including court costs and attorney's fees) arising out of Exhibitor's use of the contracted space.

Cancellation

It is understood that WA-ACTE may cancel the show in its discretion. In the event of cancellation due to labor problems, weather, government regulation, fire, acts of God, or other causes beyond the reasonable control of WA-ACTE, then exhibitors shall be reimbursed pro rata for any prepaid rent, less any and all legitimate expenses incurred by WA-ACTE related to the show, and after giving effect to insurance recoveries. If cancellation by WA-ACTE is due to any other reason, there shall be a full reimbursement of prepaid rent. In no event shall the amount of any refund to an exhibitor exceed the amount of the booth rental fee paid.

Responsibility

It is the responsibility of the exhibiting firm to be fully familiar with these Rules and Regulations and to see that each member of the firm attending the trade show, either as exhibit personnel or delegate, or both, is also familiar with these Rules and Regulations.

Interpretation and Enforcement

Interpretations and applications of these rules and regulations shall be within the sole discretion of WA-ACTE, and all rulings in such instances shall be final with regard to use of any exhibit space. In addition to any other recourse referenced in these rules and regulations, WA-ACTE may have recourse for the violation of any of these rules in any manner it deems appropriate, including expulsion of an exhibitor from the show and suspension from future shows. Any matters or questions not specifically covered in these rules and regulations shall be subject solely to the determination of WA-ACTE. Any legal action by an exhibitor against WA-ACTE related to these rules must be brought in state or federal court in Olympia, Washington, and any recovery by an exhibitor is limited to rental fees actually paid by the exhibitor, and indirect or consequential damages may not be sought.

Successors and Assigns

The exhibitor contract, including these rules and regulations, shall bind and inure to the benefit of the parties hereto and their respective successors and assigns.

EXHIBIT SPACE CONTRACT

2009 ACTE –Region V Conference Trade Show

April 16-17, 2009 • Semiahmoo Resort – Blaine,WA

Exhibitor must enclose a check or credit card information per exhibit space, payable to WA-ACTE. This contract shall become binding upon acceptance by WA-ACTE, subject to the terms and conditions set forth in this contract. Mail your signed application with accompanying payment information to WA-ACTE, PO Box 315, Olympia WA 98507-0315 or fax with credit card information to 360-357-1491. Contact WA-ACTE at 360-786-9286 or wa-acte@wa-acte.org (TIN 91-0884663)

The undersigned agrees to participate as an exhibitor in the 2009 ACTE–Region V Conference Trade Show. The exhibitor agrees to pay the designated space fee. The exhibit fee includes one six-foot skirted table, electrical service, and two chairs.

In witness whereof, the exhibitor has caused this contract to be executed individually or by an officer, agent, or representative duly authorized to execute the same. A copy of the contract, confirming exhibit space, signed by WA-ACTE, will be faxed or emailed to the exhibitor upon receipt of contract and payment.

PAYMENT POLICY AND SCHEDULE

Exhibit space will be confirmed upon a signed contract and payment. Cancellation of exhibit space must be in writing to WA-ACTE prior to March 31. Telephone cancellations will not be accepted. A \$100 cancellation fee will be deducted from any refund if cancelled prior to March 31. The exhibit fee is non-refundable after March 31. Failure to cancel in writing, set up booth, and/or staff booth space will result in no refund and exhibitor will be billed at full space rate.

PLEASE PRINT OR TYPE

Contact Name _____

Onsite Representatives/Badge Name(s) _____

Company/Organization Name _____

Address _____

City/State/ZIP _____

Telephone _____ **Fax** _____

Email _____ **www.** _____

COST INFORMATION:	THRU 3/31/2009	AFTER 4/1/2009
(#) _____ Exhibit Spaces	\$250 per space	\$300 per space
Total Amount Due: \$ _____		
METHOD OF PAYMENT:		
<input type="checkbox"/> Visa/MC/American Express	<input type="checkbox"/> Check # _____	<input type="checkbox"/> Purchase Order# _____
Account #	Expiration Date	Signature

Exhibitors and their employees or representatives agree to the prices on this contract and will abide by the policies and regulations as indicated in the show rules and regulations as well as those that appear in the exhibitor service kit for the trade show. By signing below, I have read and understand all terms and conditions of the contract stated herein.

Date _____ Signed _____

<p>For Office Use Only</p> <p>WA-ACTE agrees to furnish _____ Exhibit Space(s), per the prices shown, which is hereby made a part of this contract.</p> <p>Date _____ Signed _____</p>
