

**WASHINGTON ASSOCIATION FOR  
CAREER AND TECHNICAL EDUCATION**



**WA-ACTE  
2009 ANNUAL SUMMER CONFERENCE  
TRADE SHOW**

**CTE...Flips the Switch  
EXHIBITOR PROSPECTUS**

**August 10, 2009**

**Yakima Convention Center  
Yakima, Washington**

## YOU'RE INVITED!

Join the Washington Association for Career and Technical Education for our 2009 Annual Summer Conference Trade Show in Yakima, Washington.

**WA-ACTE Trade Show:**  
**Monday, August 10, 2009**  
**Yakima Convention Center**  
**Yakima, Washington**

**Booth Information:**  
**All Booths 8'x10' Minimum**  
**48 Booths Available**  
**See Contract for Booth Prices**

**Move-in/Set-up/Registration**  
**Sunday, August 9, 2009**  
**3:00 – 6:00 p.m.**  
**Monday, August 10, 2009**  
**6:00 – 9:00 a.m.**

**Move-out**  
**Monday, August 10, 2009**  
**4:30 – 6:00 p.m.**

**Official Trade Show Hours**  
**Monday, August 10, 2009**  
**9:00 a.m. – 4:30 p.m.**  
***All booths must be completely set-up no later than 9:00 a.m.***

### Included With Your Booth:

- Complimentary Exhibitor Badges
- Company Listing in the Conference Program
- Recognition on the WA-ACTE Web Site
- Sign With Company Name
- Back Drape and Side Drapes
- One Skirted Table and Two Chairs
- Electrical Service

### Additional Benefits of Exhibiting at WA-ACTE's Summer Conference Trade Show:

- Exhibitor Roundtables
- Sponsorship Opportunities
- Exposure Opportunities

### Who Should Exhibit? Companies with the following product categories:

Administrative Software  
Agriculture Education  
Applied Learning  
Assessment/Testing  
Automotive Repair  
Aviation  
Basic Skills Programs  
Business and Marketing Education  
CAD/CAM/CNC/CIM Technology  
Career Guidance and Planning  
CD-ROM Manufacturer  
Computer Graphics  
Computer Hardware  
Computer Software  
Construction and Building Trades  
Cosmetology

Counseling  
Curriculum Materials  
Digital Technology  
Education Association  
Educational Publishers  
Educational Training Equipment  
Electronics  
Family and Consumer Sciences  
Furniture  
Graphic Design  
Health Occupations  
Hotel, Restaurant, and Travel  
HVAC  
Hydraulics/Pneumatics  
Industrial Skills Training  
Instructional Materials  
Internet Learning/Services

Job Development/Placement  
Lasers  
Life Skills Programs  
Member Services  
Robotics  
Safety Products  
School-to-Work  
Special Needs  
Tech Prep  
Technology Labs  
Technology Training  
Tools  
TV Production Curriculum  
Web Design  
Welding  
Woodworking

## JOIN US IN YAKIMA FOR WASHINGTON STATE'S LARGEST CAREER AND TECHNICAL EDUCATION TRADE SHOW

The WA-ACTE Annual Summer Conference Trade Show draws more than 800 educators! Attendees have earned high marks from our current exhibitors for their attentiveness, technological know-how, and purchasing power. So don't overlook this fresh and knowledgeable audience in the booming Career and Technical Education field!

Trade Show attendees are technology-savvy educators looking for your products and services. The Trade Show is the perfect venue for you to reach influential buyers now armed with more dollars.

### Who they are...

- Teachers
- Administrators
- Supervisors
- Teacher Educators
- Career Guidance Specialists and Counselors
- Teacher Candidates
- Other Career and Technical Education Professionals and Educational Related Jobs

### Where they come from...

- Comprehensive High Schools
- Secondary Career and Technical Schools
- Four-Year Colleges/Universities
- Two-Year Postsecondary Institutions
- State or Local Education Agencies
- Junior Highs/Middle Schools

### Career and Technical Education includes:

Administration

Business Education

Family and Consumer Sciences

Marketing Education

Technology & Industry / Health Occupations / American Sign Language

Agricultural Education

Diversified Occupations / Work-Based Learning

Career Guidance and Counseling

Industrial Technology Education

### As an Exhibitor You Will Get...

#### Decision-Makers

Trade Show attendees exercise major influence over how Career and Technical Education funding is spent for equipment, curriculum materials, and program improvement.

#### Aggressive Promotion

WA-ACTE sends targeted promotions aimed at delivering the decision-making audience you expect.

#### Dedicated Traffic Building Activities

The Trade Show offers one full day of exhibitor time; coffee break and lunch will be provided in exhibitor area, and exhibitor roundtables will be held.

#### Sponsorship and Exposure Opportunities

Goodwill that pays dividends!

## **BENEFITS OF EXHIBITING AT WA-ACTE'S 2009 ANNUAL SUMMER CONFERENCE TRADE SHOW**

- Company name listed on the WA-ACTE web site. This gives you increased visibility among attendees and WA-ACTE members.
- Recognition in the Conference Program. The listing will include your company name and contact information.
- Special sponsorship opportunities. Only exhibitors are granted the option of sponsorships to increase their visibility among attendees.
- Exhibitor roundtables will allow you to speak to groups of prospects. Sign-up early! Space is limited and offered on a first-come, first-served basis.

### **Reserve Your Space Today**

Complete, sign, and return the exhibitor contract with payment by July 10, 2009.

Mail or fax your signed contract and payment to:

WA-ACTE, PO Box 315, Olympia WA 98507-0315 or fax to 360-357-1491

Upon receipt, WA-ACTE will fax back confirmation of your booth space. Exhibitor space will be assigned at the sole discretion of the WA-ACTE. Factors taken into consideration when assigning a space include the date application is 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.

### **Housing Information**

Red Lion Hotel Yakima  
607 E. Yakima Avenue  
Yakima, WA 98901

509-248-5900  
Rate \$86 / \$96

### **WA-ACTE Website**

[www.wa-acte.org](http://www.wa-acte.org)

### **For Further Information Contact**

WA-ACTE  
PO Box 315, Olympia WA 98507-0315  
Phone: 360-786-9286 Fax: 360-357-1491  
[wa-acte@wa-acte.org](mailto:wa-acte@wa-acte.org)

**We'll see you in Yakima!**

## WA-ACTE PASSPORT DONATION

Each attendee is given a passport upon registration and will have it stamped at each exhibit booth, which will ultimately enter them into a drawing for great prizes that are donated by participating exhibitors. The passport drawing will take place at the end of Closing Session. Please attach this to your donated prize and deliver to the onsite exhibit manager. Please make additional copies if necessary.

Exhibitor Contact Name \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Please indicate the type of product being donated for the drawing: \_\_\_\_\_

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## WA-ACTE ROUNDTABLE PROPOSAL FORM

### **A complimentary marketing opportunity for WA-ACTE Trade Show exhibitors:**

Take advantage of this opportunity to meet face-to-face with the key educators and administrators of Career and Technical Education in a conversational setting. Discuss with them how your products and services can meet their needs. There is no charge for this activity. Because of physical limitations, the use of audio/visual equipment is not appropriate; handouts are welcome. To participate in the exhibitor roundtables, please complete and return the Roundtable Proposal Form below no later than June 12, 2009. \*In order to participate, your organization must be a confirmed exhibitor in WA-ACTE's 2009 Annual Summer Conference Trade Show.

**Roundtable Title:** \_\_\_\_\_  
\_\_\_\_\_

Description (25 words or less): (this description will appear in the conference program)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Facilitator's Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**www:** \_\_\_\_\_

**Email to:** [wa-acte@wa-acte.org](mailto:wa-acte@wa-acte.org)

**Deadline:** June 12, 2009



## A SAMPLING OF PAST EXHIBITORS

ADOBE SYSTEMS INC  
 AGC EDUCATIONAL FOUNDATION  
 AMATROL  
 AMERICA'S CAREER RESOURCE NETWORK /  
 NATIONAL TRAINING SUPPORT CENTER  
 AMERICAN TECHNICAL PUBLISHERS  
 APPLIED EDUCATIONAL SYSTEMS INC  
 APPLIED TECHNOLOGIES  
 ARCHITECTURAL WOODS INC  
 AREA HEALTH EDUCATION CENTERS  
 ARIES TECHNOLOGY  
 ASHMEAD COLLEGE  
 ASVAB CAREER EXPLORATION PROGRAM  
 BENCHMARK EDUCATIONAL SOFTWARE  
 BILL FIGLENSKI RFGN & ACRYLICS  
 BRIDGES.COM  
 BRIGGS & STRATTON  
 C-TECH  
 CAREER COMMUNICATIONS INC  
 CAREER CRUISING  
 CAREER SOFTWARE SOLUTIONS  
 CAREER TRAINING CONCEPTS  
 CDX USA - AUTOMOTIVE TRAINING  
 SPECIALTIES  
 CENTER FOR MANUFACTURING  
 EXCELLENCE  
 CERTIPORT INC  
 CFKR CAREER MATERIALS INC  
 CHEC SYSTEMS INC  
 CHRISTA MCAULIFFE ACADEMY  
 COIN EDUCATIONAL PRODUCTS  
 COMMUNITY COLLEGES OF SPOKANE  
 COMPUTER PREP  
 CONSUMER JUNGLE  
 CTE SERVICES  
 DATA PROJECTIONS INC  
 DELMAR LEARNING (THOMSON)  
 DEPARTMENT OF LABOR & INDUSTRIES -  
 APPRENTICESHIP SECTION  
 DEVRY UNIVERSITY  
 DIPLOMA TECHNOLOGIES INC

EDUCATIONAL ADVANTAGE  
 EINSTRUCTION  
 EMC PARADIGM JIST PUBLISHING  
 ENERGY CONCEPTS INC  
 ETON TECHNICAL INSTITUTE  
 FASHION INSTITUTE OF DESIGN AND  
 MERCHANDISING  
 FINNEY COMPANY / HOBAR PUBLICATIONS  
 FIRST INVESTORS  
 GLAZER'S CAMERA  
 GLENCOE/MCGRAW-HILL  
 GOODHEART-WILLCOX PUBLISHER  
 HEARTSONG JEWELRY  
 HIGH-TECH INSTITUTE  
 HUNTER ENGINEERING COMPANY  
 HVAC EXCELLENCE  
 IDG BOOKS WORLDWIDE  
 IGNITE - INSPIRING GIRLS NOW IN  
 TECHNOLOGY EVOLUTION  
 IMAGINIT TECHNOLOGIES  
 INDUSTRIAL ARTS SUPPLY COMPANY  
 (IASCO)  
 INNOVATIVE TECHNOLOGIES IN EDUCATION  
 INC  
 JOB CORPS / DESI  
 JOHNSON & WALES UNIVERSITY  
 JUMP\$TART WASHINGTON  
 KLEIN EDUCATIONAL SYSTEMS  
 KNOWLEDGE MATTERS INC  
 KP EDUCATION SYSTEMS  
 LAB VOLT SYSTEMS  
 LASER QUEST  
 LEARNMASTER  
 LEARNING ZONE XPRESS  
 LJ TECHNICAL SYSTEMS  
 MARCRAFT / ETG  
 NASCO  
 NATIONAL CAREER ASSESSMENT SERVICES  
 INC  
 NATIONAL TEXTBOOK COMPANY  
 NAVY RECRUITING DISTRICT

NEXES  
 NOCTI (NATIONAL OCCUPATIONAL  
 COMPETENCY TESTING INSTITUTE)  
 NORTHWEST TECHNICAL PRODUCTS  
 NW SCHOOL OF WOODEN BOAT BUILDING  
 OFFICE DEPOT  
 OLYMPIC INSTITUTE FOR LEADERSHIP  
 DEVELOPMENT  
 PACIFICAD INC  
 PEAK SOLUTIONS LLC  
 PEARSON PRENTICE HALL  
 PEMCO INSURANCE COMPANY  
 PERRY TECHNICAL INSTITUTE  
 PIERCE COUNTY CAREERS CONNECTION /  
 WA TECH PREP  
 PREMIER - A FRANKLIN COVEY CO  
 PRESS-A-PRINT  
 PUGET SOUND CENTER FOR TEACHING,  
 LEARNING AND TECHNOLOGY  
 RADAR INC  
 READ RIGHT SYSTEMS INC  
 REALITYWORKS INC  
 RENTON TECHNICAL COLLEGE  
 ROBERT MCNEEL & ASSOCIATES  
 RRED LINE STRATEGIES  
 SAXTON BRADLEY INC  
 SCHOOL EMPLOYEES CREDIT UNION OF  
 WASHINGTON  
 SCHOOLTECH  
 SHAIN / SHOP-BILT INC  
 SHELGREN FINANCIAL GROUP INC  
 SHORELINE COMMUNITY COLLEGE  
 SKILLTALK  
 STEPTIME MEDIA  
 SUMNER WOODWORKER STORE  
 SYBEX INC  
 TECH ED CONCEPTS INC  
 THE CAD STORE  
 THE DESIGN COMPANY  
 THE DIBBLE FUND FOR MARRIAGE  
 EDUCATION

*THE HELPER COMPANY  
THOMSON  
THOMSON DELMAR LEARNING  
UNITED STATES AIR FORCE  
UNITED STATES ARMY RECRUITING  
UNIVERSAL LASER SYSTEMS INC  
US NAVY  
USMC RECRUITING STATION SEATTLE  
VALPAR INTERNATIONAL CORPORATION  
VEBA SERVICE GROUP LLC  
VMS INC  
WASHINGTON RESTAURANT ASSOCIATION  
WASHINGTON SOCIETY OF CERTIFIED  
PUBLIC ACCOUNTANTS  
WA STATE ATTORNEY GENERAL /  
LIFESMARTS  
WASHINGTON STATE HEALTH  
PROFESSIONAL LOAN REPAYMENT AND  
SCHOLARSHIP PROGRAM  
WELSH PRODUCTS INC  
WESTERN WASHINGTON GOLF COURSE  
SUPERINTENDENT ASSOCIATION (WWGCSA)  
WESTNET LEARNING TECHNOLOGIES  
WOIS / THE CAREER INFORMATION SYSTEM  
WOODCRAFT (SEATTLE)  
WOODCRAFT (SPOKANE)  
WORKFORCE TRAINING AND EDUCATION  
COORDINATING BOARD  
WORKFORCEEXPLORER.COM  
WORLD'S FINEST CHOCOLATE INC  
WSU EXTENSION*

## **GOLD - SILVER - BRONZE SPONSORSHIPS**

### **GOLD LEVEL SUPPORTER (\$2,000)**

- **Recognition Signs at Each of the Following Summer Conference Events:**
  - Opening Session
  - General Session
  - Closing Session
  - Lunch With Exhibitors
  - Coffee Break
- **Free Exhibit Booth**
- **Name in Program as a Sponsor**
- **Recognition Ribbon for Name Badge**
- **Sign at Booth: “WA-ACTE Gold Level Supporter”**
- **Recognition in ALL *Visions* Issues**
- **Link from WA-ACTE Website**
- **Personalized Plaque**

### **SILVER LEVEL SUPPORTER (\$1,000)**

- **Recognition Signs at Each of the Following Summer Conference Events:**
  - General Session
  - Closing Session
  - Coffee Break
- **Free Exhibit Booth**
- **Name in Program as a Sponsor**
- **Recognition Ribbon for Name Badge**
- **Sign at Booth: “WA-ACTE Silver Level Supporter”**
- **Recognition in Two *Visions* Issues**
- **Link from WA-ACTE Website**

### **BRONZE LEVEL SUPPORTER (\$500)**

- **Recognition Sign at the Following Summer Conference Event:**
  - Closing Session
- **Free Exhibit Booth**
- **Name in Program as a Sponsor**
- **Recognition Ribbon for Name Badge**
- **Sign at Booth: “WA-ACTE Bronze Level Supporter”**
- **Recognition in One *Visions* Issue**

## MORE SPONSORSHIP OPPORTUNITIES

Maximize your exposure and make sure your sales efforts add up by making WA-ACTE sponsorship opportunities a part of your marketing equation. Companies who take advantage of WA-ACTE's value-added marketing services have the most successful shows in the Career and Technical Education market. A full range of sponsorship possibilities are available and designed to suit every company's show budget. All sponsorships include recognition in the conference program as an official sponsor and added recognition on the WA-ACTE Web site. If you have any questions or have sponsorship ideas of your own, please contact WA-ACTE at [wa-acte@wa-acte.org](mailto:wa-acte@wa-acte.org) or call 360-786-9286.

Contact Name \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Up to 800 attendees are expected. Please indicate number of items being donated. These items will be inserted into our conference tote bags.

Tote Bags - # \_\_\_\_\_

### Tote Bag Inserts

Pens - # \_\_\_\_\_

Pencils - # \_\_\_\_\_

Notepads - # \_\_\_\_\_

Other - # \_\_\_\_\_

Lanyards - # \_\_\_\_\_

Other Suggestions - # \_\_\_\_\_

**Please FAX a copy of this form to WA-ACTE  
360-357-1491 by July 10, 2009**

Ship all donations to arrive by Friday, July 31 to:

WA-ACTE Summer Conference Sponsorship  
Attn: FD Chrisman  
c/o Yakima Convention Center  
10 North 8<sup>th</sup> Street  
Yakima WA 98901

# WA-ACTE 2009 Annual Summer Conference Trade Show Rules and Regulations

August 10, 2009 • Yakima Convention Center • Yakima WA

## 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 booths, upon acceptance by the Washington Association for Career and Technical Education, hereinafter-named 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.

## Nonpayment and Cancellations

Payment for your booth space is due, in full, by July 10. Companies who have not made payment in full by this date will not be permitted to set up their booths.

WA-ACTE reserves the right to cancel booth space if payment in full is not made by June 30. All cancellations of booth space must be made in writing. If cancellations occur before June 30 the exhibitor forfeits 50% of the exhibit space rate. If cancellation occurs after June 30 no refund will be made. In such case, the exhibitor will become obligated to make immediate payment of any unpaid portion of the total cost of the assigned exhibit space. 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.

## Non-Profit Educational Booths

All nonprofit companies must attach a copy of their IRS Tax Exempt Certificate to the contract.

## Allocation of Space

WA-ACTE reserves the right to alter the Exhibit Floor Plan or change space assignments in the event of emergency and/or in the interest of any exhibitor. In such event, the exhibitor(s) affected will be notified by WA-ACTE.

## 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 Show Management's approval. The WA-ACTE Conference Director 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 booths prior to the closing time of the show floor. Exhibitors will not be permitted to dismantle and move equipment from their exhibit booth during the show. Companies violating this rule are subject to losing their rank in booth 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 Show Management at least sixty days prior to 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 booth space must be located within the boundaries of the assigned booth. No signs of any type are permitted outside of an assigned exhibit space (columns, walls, floors, and ceilings) without approval in writing from Show Management. 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 booth 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 booth 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.

In cases where the reverse side of an exhibitor's back wall, side wall, riser, or display is exposed to view, such portion of this display must be suitably draped with fireproof materials so that no part of the display construction, electrical wiring, or the like, can be seen from the aisles or adjoining booths belonging to other exhibitors.

#### Booth Equipment

Each 8' x 10' booth will be set with 8' high back wall drape and 3' high side divider drape. Nothing may be attached to this drape by the order of the fire marshal. Each booth will include one 6' draped table, 500w 110v electrical service, and two chairs. Each exhibitor will be provided with one 7" x 44" company identification sign consisting of the company name. Copy for these signs will be provided to the decorator by WA-ACTE, using the information provided by the exhibiting company.

#### 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 booth space will be made. Exhibitors may take orders for goods that are to be shipped and billed to customers at another location at a later date. 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 Sales 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' booths 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 booths must be staffed during all exhibit hours in which the Trade Show is open to conference attendees.

#### Security

Do not leave valuable equipment that can be carried away, or easily damaged unattended in your booth.

#### Official Contractors

To ensure orderly and efficient installation, operation and removal of displays, and to eliminate confusion by the presence of unknown or unqualified firms, the Washington Association for Career and Technical Education has designated certain firms as the official service contractors. As such, the Washington Association for Career and Technical Education holds these firms responsible for quality service and fair prices, and is prepared to intercede on behalf of an exhibitor in the event of faulty work or unfair charges. The exhibitor agrees to use the official contractors for the following services: electrical, plumbing, telephones, booth cleaning, rental furniture, and floor covering. Orders must be placed with these firms unless a previous arrangement with a display house has been made.

Exhibitors may use a nonofficial contractor for installation and dismantling or any other services, beyond those specified above. However, the WA-ACTE Exhibits Manager must be notified in writing by June 30 or the nonofficial contractor will not be allowed on the exhibit floor.

All nonofficial contractors hired by the exhibitor must notify in writing the decorating company and the WA-ACTE Exhibits Manager of the services they will provide. A booth plan and specifications should accompany the request. Nonofficial contractors will be required to provide a certificate of insurance naming the Washington Association for Career and Technical Education, the Trade Show location, and the decorating company as additional insured. The "Certificate of

Insurance” must be in the amount of \$1,000,000 combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability, covering the dates of occupancy, including move-in and move-out.

#### 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, 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 booths 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 Washington Association for Career and Technical Education and the decorating company 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.

Exhibitors may distribute printed advertising from within the confines of their own space only, but may not advertise outside of the exhibit space for which they have contracted. Show Management reserves the right to decline or prohibit any exhibit or part of any advertisement or promotion that in its opinion is not suitable or in keeping with the character of the exhibit or the Trade Show.

#### Sales Training Meetings

Approved meetings must be limited to exhibitor personnel and authorized representatives and may not be for the purpose of selling products to WA-ACTE member-educators.

Exhibitors planning sales training meetings at their booths during non-exhibit hours must get special permission from the WA-ACTE Exhibits Manager so that security, lights, seating, and other exhibit hall facilities may be arranged. WA-ACTE reserves the right to grant or refuse permission for sales training meetings in the exhibit hall. Meetings must be confined within the exhibitor’s booth. Any extraordinary costs for exhibit hall facilities associated with non-exhibit hours meetings must be paid for by the exhibitor. Exhibitors must ensure that attendees to their meetings do not enter another exhibitor’s booth or wander in the exhibit hall. An exhibitor must supply the WA-ACTE Exhibits Manager prior to show setup time the exact time, duration of the meeting, names and the number of expected attendees. Exhibitor badges will be required for every participant to enter exhibit hall.

#### 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 prior to 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.

#### Trade Show Location Regulations

Exhibitors agree to abide by all Trade Show location regulations relating to exhibitors. Contact the Trade Show location with questions.

#### 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 and all 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

Washington Association for Career and Technical Education  
Annual Summer Conference Trade Show – August 10, 2009  
Yakima Convention Center • Yakima, Washington

Exhibitor should fill out, sign, and forward contract to WA-ACTE with payment for number of spaces selected. A copy of the contract, confirming booth space, signed by WA-ACTE, will be faxed to the exhibitor upon receipt of contract and payment. **Exhibitor space will be assigned at the sole discretion of the WA-ACTE. Factors taken into consideration when assigning a space include the date application is 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.** The rules and regulations governing use of this exhibit space contract are set forth in the attachment entitled "WA-ACTE 2009 Annual Summer Conference Trade Show Rules and Regulations," enclosed with this Exhibit Space Contract. These rules and regulations are incorporated by reference into this contract, and by executing this agreement Exhibitor agrees to be bound thereby as if same had been set forth fully herein. Booth spaces will be confirmed upon a signed contract and payment for each booth. WA-ACTE reserves the right to cancel booth space if payment in full is not made by July 10, 2009. All cancellations of booth space must be made in writing. If cancellations occur before July 10, 2009, the exhibitor forfeits 50% of the exhibit space rate. If cancellation occurs after July 10, 2009, no refund will be made. In such case, the exhibitor will become obligated to make immediate payment of any unpaid portion of the total cost of the assigned exhibit space. 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.

### COMPANY INFORMATION FOR MAIN CONTACT

**PLEASE PRINT**

Contact Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

[www.](#) \_\_\_\_\_

### COMPANY INFORMATION FOR PROGRAM LISTING - Same As Above

Contact Name \_\_\_\_\_

Company \_\_\_\_\_

Email \_\_\_\_\_

[www.](#) \_\_\_\_\_

Additional Names for Badges (no badges will be printed onsite): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MAKE CHECKS PAYABLE TO: WA-ACTE**

Mail or fax signed contract to:  
 WA-ACTE, PO Box 315, Olympia WA 98507-0315 or fax to 360-357-1491

Choice of Exhibit Space:	<b><u>BEFORE July 10, 2009</u></b>	<b><u>AFTER July 10, 2009</u></b>
Number of booths requesting: <input type="checkbox"/>	\$300 per booth *Business Partner \$255	\$350 per booth *Business Partner \$305
<input type="checkbox"/> Gold Level Supporter \$2,000	<input type="checkbox"/> Silver Level Supporter \$1,000	<input type="checkbox"/> Bronze Level Supporter \$500
Total Amount Due: \$ _____	*Must be a WA-ACTE Business Partner for this rate. Go to: <a href="http://www.wa-acte.org/bussmember.html">http://www.wa-acte.org/bussmember.html</a> for more information on becoming a WA-ACTE Business Partner. **All nonprofit companies must attach a copy of their IRS Tax Exempt Certificate.	

**Method of Payment:**

<input type="checkbox"/> Visa / MC / Debit / AmEx	<input type="checkbox"/> PayPal <a href="mailto:pay@wa-acte.org">pay@wa-acte.org</a>	<input type="checkbox"/> Check
Account # <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Expiration Date <input type="text"/> <input type="text"/> / 20 <input type="text"/> <input type="text"/>	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.

Date \_\_\_\_\_ Signed \_\_\_\_\_

The WA-ACTE agrees to furnish \_\_\_\_\_ number of booths per the prices shown, which is hereby made a part of this contract.

Date \_\_\_\_\_ Signed \_\_\_\_\_