



Application and Exhibit Booth Contract

American Speech-Language-Hearing Association

2009 ANNUAL CONVENTION

November 19-21, 2009 • Ernest N. Morial Convention Center • New Orleans, LA

Return completed application and payment to Exhibits, Convention & Meetings-325, ASHA, PO Box 1160, Rockville, MD 20849 or fax to 301-296-8576. **PLEASE TYPE OR PRINT CLEARLY** Address listed below will be included in onsite Exhibits & Program Session Guide.

Exhibiting Company: _____

Address _____

City _____ State _____ ZIP _____ Country _____

Phone _____ Fax _____

E-mail _____ Web _____

Contact _____ Title _____

Cost of Exhibit Space: \$1,850 per 10' x 10' booth (inline); \$1,950 per 10' x 10' booth (corner and island). One-half the space rental fee is due with this application. (The balance plus a \$50 service charge is due August 17, 2009, or pay in full and avoid the \$50 service charge.) Full payment is due with application if submitted after July 31, 2009. (Do NOT add/pay the \$50 service charge if registering after July 31; just pay the exhibit booth fee.)

Space Requirements: Number of Booths _____

Please indicate your preferred booth locations. You will be called to discuss exact booth location.

1. _____ 2. _____ 3. _____ 4. _____

List companies you **do not** want to be located near:

Products/Services to be Exhibited:

We will will not be engaged in direct over-the-counter sales during the exhibition.

Booth Identification Sign: Please provide exact lettering for two-line, standard booth sign.

You will be responsible for paying appropriate taxes in Louisiana on your sales.

Company Name _____

City and State/Province _____

Exhibit Description: For use in the on-site guide. Twenty-five (25) words or less. Statements may be edited. To ensure publication, descriptions must be received by September 14, 2009. (E-mail description to Renee Tross at rtross@asha.org.)

Payment Method: Check (Payable to ASHA; US funds only.) Visa MasterCard (**American Express & Discover are not accepted.**)

Card # _____ Exp Date _____

Cardholder's Name _____

Signature _____

Please charge \$_____ to the credit card now.

Signature: We certify that we are Equal Opportunity Employers. We have read and agree to abide by all terms, rules, and regulations set forth in this contract and the exhibitor prospectus.

Signature _____ Date _____

Title _____

FOR ASHA USE ONLY:

Date Rec'd _____ Total # of Booths _____ Total Cost \$ _____

Deposit Rec'd \$ _____ Check #/CC _____ Booth(s) Assigned _____

Company ID# _____ Accepted by ASHA _____

Director, Exhibit Sales & Operations

Bal Due \$ _____ Bal Rec'd/Date _____ Check # _____ Visa MasterCard

EXHIBITOR CONTRACT RULES AND REGULATIONS

The following rules and regulations have been designed for the benefit of all exhibitors. American Speech-Language-Hearing Association (ASHA) requests the full cooperation of the exhibitor in their observance. ASHA reserves the right to terminate the exhibitor's display privileges at any time for breach of any of these terms, rules, and regulations. Such termination may become effective during the Convention, at which time the exhibitor agrees to close his/her exhibit upon receipt of a notice of termination, and thereafter remove his/her exhibit from the exhibition hall as soon as possible without disruption of the meeting. Expulsion of an exhibitor under these rules shall not give rise to a claim for a refund of the fees paid by such exhibitor.

Booth and Exhibit Specifications: All exhibits must adhere to the ASHA booth and exhibit specifications enclosed with this contract. Exhibitors desiring to use other than standard booth equipment or any signs, decorations or arrangements of display material conflicting in any way with these rules and regulations must submit to ASHA a detailed sketch of the proposed layout with the application and receive written variance approval from ASHA.

There will be no objectionable noise or odor or other disagreeable feature attendant to any exhibit. Each exhibit shall be so installed that it will not project beyond the space allotted. No exhibit shall obstruct or otherwise interfere with the other exhibits.

Default in Occupancy: Any exhibitor failing to occupy space contracted for is not relieved of the obligation of paying the full rental of such space as provided in the signed application. If not occupied by the time set for completion of installation of displays, such space may be possessed by the Association.

Carpet: The Exhibit Hall is not carpeted; **exhibitors are required to provide carpet.** If carpet is not in a booth, ASHA will order it and charge to exhibitor. Companies occupying island booths must have carpet to cover entire booth or contract with decorator to fill in space with aisle carpet.

All exhibits must be fully staffed during exhibit hours. Any exhibiting company that vacates or tears down its exhibit prior to 3:00 p.m. on November 21 or is not fully staffed during the show will forfeit its earlybird lottery/drawing privileges for next year's Convention.

Installation and Dismantling of Exhibits: The Convention Center will be available from 2:00–6:00 p.m. on November 17, and 8:00 a.m.–5:00 p.m. on November 18, for installation of exhibits. Please note that overtime for all trades starts at 4:30 p.m.

All shipping containers must be emptied and cleared away for storage by 5:00 p.m. on November 18. No freight can be brought in after aisle carpet is laid. Exhibitors may set out materials in their booths until 6:00 p.m. on November 18 as long as their activities do not interfere with the laying of aisle carpet. Exhibits may not be dismantled before 3:00 p.m. on November 21. Exhibits must be dismantled, packed and ready for shipout by 8:00 p.m. on November 21.

ASHA reserves the right to alter the Convention hours in any manner whatsoever in the best interest of the Association.

Off-Site Activities: Exhibitors who plan to have off-site activities are encouraged to schedule their events before and after Convention programming (generally 8:00 a.m.–5:00 p.m. daily). Public notices of such events shall be displayed only in the exhibitor's booth. Notices may not be posted in any convention hotels or in the Convention Center.

Restrictions in Operations of Exhibits: Exhibitors may not alter the location of exhibits or of booths without the written consent of Association management. Exhibitors may not sublet their space nor any part thereof. Exhibitors may not permit nonexhibiting companies' representatives in their booths. The Association reserves the right to restrict or relocate at the exhibitor's expense any exhibits that become objectionable because of noise, method of operation, materials, traffic congestion, or any other reason. Exhibit demonstrations must be confined within the bounds of their respective booths. Aisle space may not be used to distribute promotional material. Companies planning to sell must comply with all Association, state, and local sales permit requirements.

Protection of Hall Property: Exhibitors may not tape, paste, thumbtack, nail, or otherwise affix signs or posters to the walls, columns, or booth drape, or hang things from sprinkler pipes. Any signs or posters leaning against the walls must be properly padded so as not to cause damage. Smoking is prohibited in the Convention Center Exhibit Hall and meeting rooms.

Limitations of Liability: ASHA reserves the right to alter the location of exhibits or of booths if deemed advisable in the best interest of the Convention generally. The exhibitor agrees to make no claim against the American Speech-Language-Hearing Association, its committees, members, agents, or employees or Morial Convention Center or the city of New Orleans for any reason whatsoever, including negligence, loss, theft, damage, or destruction of goods; or for any injury to himself, his agents, or employees while in the Convention quarters; or for any damage of any nature or character whatsoever including any damage to his business by reason of failure to provide space for the exhibit or the removal of the exhibit; or for any action of any nature of the American Speech-Language-Hearing Association or its committees, members, agents, employees, Morial Convention Center, or the city of New Orleans for failure to hold the Convention on schedule. The service contractor shall not be liable beyond the limits of its respective services as stipulated in the Exhibitor Service Manual.

Security and Insurance: ASHA will provide peripheral security in the Exhibit Hall three days prior to the opening of the show, during the three show days and until 12:00 noon on November 22. The management of the Convention Center, the city of New Orleans, ASHA, the service contractor and its subcontractors can accept no responsibility for the protection of exhibitor's materials and displays during the Convention. Exhibitors are expected to carry all risk insurance on their exhibits, utilize lock boxes, and/or arrange for their own security in their booths, as appropriate, at their own expense.

Use of Logos: ASHA, the ASHA circle trademark and logo, and the ASHA Convention marks and logos are the property of the American Speech-Language-Hearing Association. Any use of these trademarks, marks, or logos without written authorization is strictly forbidden and a violation of state and federal law.