



**2020 Midwinter Leadership Conference
Prescott, Arizona
February 6-7, 2020**

ACTEAZ Trade Show and Expo Contract of Conditions to Exhibit

Exhibit Information

The guidelines below are to be construed as part of all contracts. The Exhibits Coordinator and/or the Association for Career and Technical Education of Arizona (ACTEAZ) reserves the rights to interpret them, as well as to make final decisions on all points the guidelines do not cover.

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 exposition, either as exhibit personnel or delegate, or both is also familiar with these Rules and Regulations.

• **Character of Exhibits:**

Products and/or services related to the educational, professional development for our members are suitable for exhibition. ACTEAZ reserves the right to prohibit products or services, they feel are not appropriate for this conference.

• **Exhibit Location:**

Exhibits will be conducted at Prescott Resort and Conference Center, 1500 Highway at 69, Prescott, AZ 86301

• **Exhibit Hours and Check-in Time:**

February 6, 2020 - 11:00 a.m. - Check-In and Setup
February 6, 2020 - 12:00 p.m. - 5:00 p.m. Exhibit Time
February 7, 2020 - 7:30 a.m. – 11:30 a.m.

Note: Exhibitor tables will be ready for set up by 11:00 a.m. on February 6, 2020.

Exhibit Information (Continued)

- **Exhibitor Staffing**

Exhibit tables must be staffed during all exhibit hours in which the ACTEAZ Trade Show and Exhibits are open.

- **Restrictions on Selling**

All over-the-counter sales of any kind that involve the exchange of currency for goods received during the exhibition are **STRICTLY PROHIBITED**.

- **Giveaways, Promotions, and 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 food items in the exhibit area is strictly prohibited. Prize drawings, lotteries, raffles or games of chance must be approved in advance by ACTEAZ.

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 Exposition.

- **Canvassing, Soliciting, Exhibiting**

The exhibitors are confined to their own table(s). No other exhibitions may be held on the Hotel property in conflict with the ACTEAZ Trade Show and Expo without the express permission of the exhibit coordinator. Printed advertising is not permitted beyond the confines of the purchased table space.

- **Signs, Poster and Literature:**

No nails, screws or bracing wire may be used in erecting displays without the consent of the Exhibit Coordinator or the Prescott Resort and Conference Center. All property destroyed or damaged by the exhibitor must be replaced in its original condition by the exhibitor at their own expense.

- **Lighting and Power**

General house lighting is provided for adequate illumination of the area.

Exhibit Information (Continued)

- **Security and Safety**

The Exhibit Coordinator, the Association for Career and Technical Education of Arizona (ACTEAZ), ACOVA, the Arizona Department of Education and its agents cannot guarantee against loss or damage of any kind. The Association for Career Technical Education of Arizona will exercise reasonable care for the protection of Exhibitor's displays but cannot accept any responsibility for the loss of, or damage to, any of the said materials or displays. **EXHIBITORS MUST PROVIDE THEIR OWN INSURANCE.**

- **Fire Protection, Machinery, Flammable Liquid and Electricity**

All draping or display material or cloth must be fire-proofed. No person shall erect any engine, motor or other machinery on the premises, or use any gas, flammable liquid or charcoal therein, without prior written approval of Prescott Resort and Conference Center. Everything must be approved by Fire Marshal or their representative.

Hold Harmless Clause

Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save the Association for Career and Technical Education of Arizona (ACTEAZ), and its Officers and Board of Directors and Consultants, the Arizona Department of Education, ACOVA, the Prescott Resort and Conference Center, their employees and agents/officers harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorneys' fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of the Prescott Resort and Conference Center and their employees or agents. Prescott Resort and Conference Center, their officials, agents or employees shall not be liable for any loss, damage or injury to properties of any kind that are shipped or otherwise delivered to or stored in or on the premises. Properties shall not be received until lessee has made proper arrangements for receiving, handling and storage of such materials.

The individual exhibitor shall obtain and keep in force during the term of the installation, and use of exhibit premises, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance, insuring and specifically referring to the Contractual liability set forth in this Exhibit Agreement, in an amount not less than \$1,000,000 Combined Single Limit for personal injury and property damage. The Exhibitor agrees to provide a Certificate of Insurance evidencing the coverage described above upon setting up their Exhibitor table(s) to the Association for Career Technical Education of Arizona.

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 licenses and permissions have been or will be obtained prior to using the contracted space. Exhibitor agrees to indemnify and hold ACTEAZ and its officers and board of directors, consultants, harmless from all claims, losses and damages (including court costs and attorneys' fees) arising out of the Exhibitor's use of the contracted space.

Non-Payment and Cancellations

It is understood that ACTEAZ 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 ACTEAZ, then exhibitors shall be reimbursed pro rata for any prepaid rent, less any and all legitimate expenses incurred by ACTEAZ related to the show, and after giving effect to any insurance recoveries. If cancellation by ACTEAZ 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 table rental fee.

Payment for your exhibitor table space is due in full by **January 17, 2020**. All cancellations of exhibitor tables must be received in writing by **January 17, 2020**. There will be a \$100.00 cancellation fee if the cancellation is received prior to the **January 17, 2020**, deadline. Any cancellation received after the deadline date will be billed at full exhibitor rate. ACTEAZ reserves the right to cancel table space if payment in full is not made by this date.

ACTEAZ Reserves Right

ACTEAZ will do its best to honor the table space requests of the exhibitors at their time of signing up; however, ACTEAZ does reserve the right to make any revisions if necessary to the final layout of the exhibitors' tables.

Signatures

As Exhibit Representative, I have read, understand, and agree to the terms and conditions set forth in the aforementioned Contract of Conditions to exhibit.

Exhibit Representative

Date

Company Name

ACTEAZ Exhibit Coordinator

Date Received

Please mail your completed Exhibitor Registration Form, signed Contract, and your payment to:

**ACTEAZ
20403 N. Lake Pleasant Road, Suite 117 PMB 615
Peoria, AZ 85382**

You may also send the signed copy to shellyyork@acteaz.org.

**623-377-5118 (Office)
623-889-9980**