



*"Innovation Connection = STEM Education + Industry"*

# Four State Regional Technology Conference

**Pittsburg State University/Kansas Technology Center**

**November 8-9, 2012**

## **Exhibitor's Contract 2012**

### **Types of Displays and Location Assignments**

The Conference is an educational show designed to provide a showcase for equipment, product, and services customarily used by schools. The Sponsor reserves the right to refuse rental or display space to any company whose display, goods, or services, or not likely to be, in the opinion of the Sponsor, compatible with the general character and objectives of the conference.

Whenever possible, space assignments will be made by the Sponsor in keeping with the preferences as to location requested by the Exhibitor. The Sponsor, however, reserves the right to make final determination of all space assignments in the best interest of the Conference.

### **Exhibit Restrictions**

The Sponsor reserves the right to restrict any exhibits, which because of excessive noise or other reasons, may be objectionable. The Sponsor also reserves the right to prohibit or remove any exhibit, which in the judgement of the Sponsor, may detract from the general character of the exhibits. These restrictions include persons, things, conduct, printed material, or anything of a character, which may be detrimental to the Conference as a whole.

### **Liability**

Neither the Sponsor nor its agents or employees shall be liable for any damage to the property of or loss of business to Exhibitor, or any loss or theft, or damage by fire or other means, or for any injuries to the Exhibitor, its employees, agents, customers, or guests, arising from any cause or matter by the negligence of the Sponsor.

Exhibitor, on behalf of itself, its employees, and agents, agrees to protect, indemnify, and hold harmless the Sponsor, agents, and employees, from costs, losses, damages, and expenses including, court costs and attorney fees, and other expenses of litigation arising out of or from any accident or other occurrence in connection with the use of occupation by Exhibitor of its exhibit space, causing injury to any person or property whomsoever or whatsoever, even though occasioned, caused, or contributed to by the negligence of the Exhibitor, or Sponsor, or their agents or employees.

Security guard(s) will be maintained at all times by the Sponsor; however, the presence of such guards does not constitute acceptance or any responsibility by the Sponsor for such safety of the Exhibitor's products and property, but is merely a service to aid the Exhibitors during the duration of the Conference.

### **Exhibitors Schedule**

#### **Exhibit Set-up**

Wednesday, November 7, 2012	3:00 p.m. - 6:00 p.m.
Thursday, November 8, 2012	7:00 a.m. - 9:00 a.m.

#### **Exhibit Days and Times**

Thursday, November 8, 2012	9:00 a.m. - 5:00 p.m.
Friday, November 9, 2012	8:00 a.m. - 12:00 p.m.

#### **Exhibits Dismantling**

Friday, November 9, 2012	12:00 p.m. - 2:00 p.m.
--------------------------	------------------------

**NOTE:** All exhibits are expected to remain open until 12:00 p.m. on Friday, November 9, 2012

### **Unloading and Handling Exhibit Material**

A forklift will be available for unloading and loading exhibits between the hours of 3:00 p.m. and 6:00 p.m. on Wednesday, November 7, 2009, 7:00 a.m. and 9:00 a.m. on Thursday, November 8, 2012; and after 12:00 p.m. on Friday, November 9, 2012.

### **Cancellation of Contract**

The Sponsor reserves the right to terminate this contract immediately and to withhold from the Exhibitor possession of their exhibit space if:

- The Exhibitor fails to pay all space rental charges by two weeks prior to the Conference. Said space then may be assigned to another exhibitor by the Sponsor.
- The Exhibitor fails to perform any material term or condition of the contract or refuses to abide by these rules and regulations. In the event of a default by the Exhibitor as set forth in the previous paragraph, the Exhibitor shall forfeit as liquidated damages the amount paid by the Exhibitor for space rental regardless of whether or not the Sponsor enters into a further lease of the space involved.

If an Exhibitor fails to occupy the rental space by 9:00 a.m. on the first day of the conference, the Sponsor reserves the right to rent this space to another Exhibitor.

Failure to occupy rental space by an Exhibitor does not allow an Exhibitor to forfeit any charges for which they may be liable.

### **Damage to Property**

It is hereby agreed that the Exhibitor will not injure, mar, or in any manner deface the property, including the campus and surrounding buildings, and will not cause or permit anything to be done whereby the premise shall be in any manner injured, marred, or defaced. The Exhibitor agrees that if the said premises shall be damaged by an act of said Exhibitor, its agents, or employees, said Exhibitor shall pay the State of Kansas such sum as may be necessary to restore the premises to the same condition as when the Exhibitor received space.

### **Inability to Perform**

If the Sponsor shall be prevented from conducting the Exhibitor by any cause beyond its control and if it cannot permit the Exhibitor to occupy its space due to circumstances beyond its control, the Sponsor will refund to the Exhibitor the amount of the rental paid by each Exhibitor, less \$10.00 processing fee, and the Sponsor shall have no further obligation of liability to the Exhibitor.

### **Exhibit Booths**

Since booths are located in hallways, it is impossible to give exact dimensions, but minimum are will be approximately eight linear feet, each. Exhibitor is allowed one 5-foot or 6-foot folding table and two chairs. AC current will be available when requested in advance.

### **Subletting of Exhibit Space**

Exhibitors are prohibited from assigning or subletting a booth or any part of the space allotted to them except upon written permission of the Sponsor.

### **Options Available**

You have the opportunity to sponsor the luncheons and/or breakfast (see other side of this page).

Exhibitors who are interested in exhibiting at the Conference but cannot physically present shall be assigned to the Virtual Vendor Hall and will be charged as per fees assigned.

### **Clarification of Matters not Contained Therein**

The terms of this agreement and the rules and regulations are subject to revision of the Sponsor and all points not covered are subject to its decision. All correspondence shall be directed to the Four States Regional Technology Conference Exhibits Coordinator.



*"Innovation Connection = STEM Education + Industry"*

# Four State Regional Technology Conference

Pittsburg State University/Kansas Technology Center

November 8-9, 2012

## Exhibitor's Contract 2012

Please sign, date below and return this contract along with your payment to:

**Michael W. Neden, FSRTC**  
Pittsburg State University  
1701 S. Broadway  
Pittsburg, Kansas 66762

### Exhibit Space Selection

Exhibit Space is assigned on a first-come/first serve basis.  
Use Exhibits Floor Plan to select your preferred spaces. Select 3 choices.  
Choice of Exhibit Space: 1st: \_\_\_\_\_ 2nd: \_\_\_\_\_ 3rd: \_\_\_\_\_

### Contact Person

Name(s): \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City:, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Names for Badges

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

### Brief Description of product(s) to be displayed

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



### Exhibitor Fees

Sponsorship - Thursday Lunch (\$400), Continental Breakfast (\$200) Closing Lunch (\$400)  
Exhibit Space Fees:

Amount Enclosed \$ \_\_\_\_\_

**Commercial Exhibitor** \$200 per space(includes registration fee)

# of Spaces Requested

\_\_\_\_\_

Amount Enclosed \$ \_\_\_\_\_

**Community College** \$100 per space(includes registration fee)

\_\_\_\_\_

Amount Enclosed \$ \_\_\_\_\_

**Trade/Professional** \$100 per space(includes registration fee)

\_\_\_\_\_

Amount Enclosed \$ \_\_\_\_\_

**"Virtual Vendor"** \$100 per space(includes registration fee)

\_\_\_\_\_

Amount Enclosed \$ \_\_\_\_\_

**Student Organizations** \$0 per space(includes registration fee)

\_\_\_\_\_

**A minimum of \$100.00 is due with this contract.**

If not paid in full, total amount due: \$ \_\_\_\_\_

Need tables: Y N One table per reserved space  
Need chairs Y N Two chairs per reserved space  
Need electricity Y N If yes, please indicate your needs. \_\_\_\_\_

**Exhibit Acceptance:** I, the duly authorized representative of the undersigned company, on behalf of that company, subscribe and agree to all terms and conditions contained in this contract.

Name: \_\_\_\_\_

Contract Accepted by: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Exhibits Chairman \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**This contract must be returned by November 1, 2012**