

2009 UCEA Mid-America and Great Plains Joint Regional Conference

Radisson Hotel
200 Harborview Plaza
La Crosse, Wisconsin 54601
October 28-30, 2009

Exhibit Application & Contract

Instructions:

1. Please read the contract provisions found on the back of this application.
2. Complete the contract application in full. Sign and return with check made payable to **University of Wisconsin-La Crosse** and mail to the address below.
3. Select your level of sponsorship:
 - Platinum sponsor** - \$2,000 – sponsors keynote speaker or special reception, receives one free conference registration, special recognition on brochure and website, recognition in conference materials and an exhibit table for duration of conference.
 - Bronze sponsor** - \$600 – recognition on website and in conference materials, an exhibit table for duration of conference and one free conference registration.
4. A \$300 deposit must accompany this application. Deposit is non-refundable after October 6, 2009.
5. Any balance due on reserved booth space must be paid by October 6, 2009. Failure to do so may result in forfeiture of assigned space and deposit.

The undersigned (hereinafter, called the 'exhibitor') hereby applies for space at the UCEA Joint Regional Conference to be held October 28-30, 2009 at the Radisson Hotel in La Crosse, Wisconsin.

Please submit your company name as you would like it to appear on the website and in the program.

Name for complimentary registration _____ Title _____

Contact Person _____ Title _____

Address _____

City State Zip _____

Phone Fax _____

Website _____ E-mail _____

*Authorizing Signature _____ Date _____

*Completion of this application and signature signify understanding of, agreement to, and willingness to abide by, the contract provisions as they appear on the reverse side of this contract.

Products/services to be exhibited:

UCEA Vendor Contract 2009

REGISTRATION OF BOOTH REPRESENTATIVES: Nametags and other relevant information will be given upon arrival at the conference. Each exhibiting organization shall provide Jan Olson (UW-La Crosse), in advance, the name and title of the person(s) who will be in attendance and responsible for the installation, operation and removal of the display. For security purposes, all exhibitor personnel are required to wear nametags provided at all times.

SHIPPING: Packages are to be shipped to the hotel for arrival no more than 5 business days prior to conference. The boxes must be labeled with the group name (UCEA Joint Regional Meeting), the name of the company, the name of the representative attending the conference and directed to Radisson Hotel, 200 Harborview Plaza, La Crosse, WI 54601.

INSTALLATION & DISMANTLING: Exhibitors may set up their exhibits beginning at 7:00 a.m. on October 28, 2009. Dismantling must be completed by 12:30 p.m. on October 30, 2009.

STORAGE OF PACKING MATERIALS: Packing materials, boxes, or crates should be labeled with exhibitor name. These materials should be stored or discarded in a timely manner to be ready for exhibition opening.

CARE OF FACILITY: Items may not be tacked or stapled to the Radisson Hotel property. Exhibitor will be liable for repair or replacement of damaged property.

SECURITY: UCEA, UW-La Crosse and the Radisson Hotel do not assume any obligation with respect to exhibitor's personal or company property. Exhibitors should insure their display against loss or damage. All packages, cases, etc. are subject to examination before removal from the exhibition area.

FIRE & SAFETY: Exhibitor assumes all responsibility for compliance with all ordinances.

LIABILITY, INSURANCE, INDEMNIFICATION: The exhibitor is responsible for all damages to the exhibit facilities and for all claims and demands on account of any injury or damage to property done or occurring in or about the premises used by any exhibitor, employees, servants, agents, licensees or contractors occasioned by their negligence. The exhibitor agrees to indemnify and hold harmless The University of Wisconsin-La Crosse and UCEA. The exhibitor is required to present evidence of adequate insurance to cover indemnification set forth in the following paragraphs. The exhibitor shall not be liable for any loss or damage resulting from the perils of fire, mudslide, earthquake, lightning, windstorm, cyclone, tornado, hail, riot attending a strike, civil commotion, smoke, motor vehicle damage, and aircraft damage. The exhibitor is required to carry his own insurance to cover such conditions and other acts of God. The exhibiting company acknowledges that it is responsible for obtaining insurance in such amounts as it deems necessary to comply with its obligations contained herein and for its own protection during the course of the event including transit.

FULFILLMENT OF CONTRACT: In the event that any part of the exhibit facility is damaged or destroyed by fire, the elements, civil commotion or by any other cause, or if circumstances shall warrant it impossible for Great Plains/Mid America chair-elects to permit exhibits to occupy the space assigned during any part of the period covered, then the exhibitor will be charged for space only for the period that the space was or could have been occupied. During such circumstances, neither the UW-La Crosse, UCEA nor the Radisson Hotel will be liable for the fulfillment of this contract as to the delivery of space.

GENERAL/AMENDMENTS: These rules are to be construed as part of all space contracts. All interpretations as well as answers to questions and matters not specifically covered by these rules may be amended at any time by UW-La Crosse and will be equally binding on all parties affected. Written notification of any such amendments will be forwarded to exhibition companies.

ACCEPTABILITY OF EXHIBITS: All products and services exhibited shall be to serve the interests of the members of UCEA and shall be operated in a way that will not detract from the other exhibits, the exhibition, or conference as a whole. Great Plains/Mid America chair-elects reserve the right to determine the eligibility of products exhibited.

SIGNS: No signs may be placed outside the area of the assigned exhibit space.

RESTRICTIONS IN OPERATIONS: The exhibitor agrees that audio or video aids will be operated in such a manner as to provide no inconvenience to other exhibitors. No copyrighted music, if licensed through ASCAP, BMI, or SESAC, may be played in exhibit area at any time. All wiring on exhibit or display fixtures must meet underwriters' rules and local fire department regulations. The use or distribution of helium-inflated items within the exhibit hall is prohibited.