



ACPA ATLANTA 2008 ANNUAL CONVENTION

March 29 – April 2, 2008 EXHIBITOR APPLICATION

EXHIBIT BOOTH COST

Each booth is 10'x10' and comes with one 6' draped table and two chairs, booth identification sign, draped 8' back wall and 3' sidewalls.

Social Responsibility.....	@ \$3,500/booth	\$ _____
Profit	@ \$1,250/booth	\$ _____
Non-profit	@ \$900/booth	\$ _____
Exposed Corner.....	@ \$100 additional/corner booth	\$ _____
TOTAL BOOTH		\$ _____

Booth Location

All booths are assigned on a first come basis.

Choice #1 _____ Choice#2 _____ Choice#3 _____

BOOTH REPRESENTATIVES

Included in booth costs are complete convention registrations for two (2) representatives.

Free Representative #1 Name _____ E-mail _____

Free Representative #2 Name _____ E-mail _____

ADDITIONAL REPRESENTATIVES _____ @ \$150 each \$ _____

Name _____ E-mail _____

Name _____ E-mail _____

PAYMENT

A US\$300 deposit is required to reserve space. Full payment must be made by February 1, 2008. See Terms and Conditions for complete details.

***Sign up by November 2, 2007 and receive a \$100 discount on booth fees.**

DISCOUNT	\$ _____
DEPOSIT PAID	\$ _____
TOTAL DUE	\$ _____

PAYMENT METHOD

Amex VISA MasterCard Check (payable to ACPA) Mail; ATTN: ACPA 2008 Exhibits One Dupont Circle NW, Suite 300, Washington, DC 20036, USA

Number _____ Exp. Date _____

Signature _____ Name (print) _____

SIGNATURE

My signature below indicates that I understand and agree that this application is subject to the conditions outlined in the terms and conditions of exhibiting at the ACPA 2008 Annual Convention..

Signature _____ Date _____

Fax application to: ACPA, Attn: Exhibits, 202-296-3286

TERMS AND CONDITIONS

2008 ACPA ANNUAL CONVENTION, March 29-April 2, 2008

All exhibitions shall relate to the activities of ACPA and its members and shall not detract from the general character of the Convention. All exhibitors must be aware and abide by ACPA's Statement of Nondiscrimination and Ethical Principles Statements (both are available by calling ACPA at 202.835.2272 or visiting www.myacpa.org) Accordingly, ACPA reserves the right to decline any exhibit application which it feels, at its sole discretion, is not appropriate for the Convention. ACPA's decision will be final.

MANDATORY DEPOSIT/ASSIGNMENT OF SPACE - Each exhibit space shall be assigned by ACPA in the order in which applications and deposit checks are received. A \$300 deposit for each booth space must be forwarded with the application, with balance due by February 1, 2008. Exhibit space shall not be assigned until the deposit has been received with the application. The number of booths which an exhibitor may rent shall be limited only by exhibition hall space requirement.

CANCELLATION DEADLINES A refund, less \$100, will be made before January 11, 2008. No refund of the deposit will be made after January 11, 2008. Further, any exhibitor who cancels the contracted booth(s) after February 1, 2008 will forego any refund of the balance paid. Further, no refund shall be made to any exhibitor who fails, for any reason, to occupy the space reserved. Additional representatives fees of \$150 will not be eligible for refund after February 29, 2008.

STANDARD EXHIBIT AREA (BOOTH) - Each exhibit area (booth) shall consist of a space of 10' wide by 10' deep and shall contain one draped table, two chairs and a booth sign. The height of all displays must not exceed 10'. Decorum and good taste as well as safety and structural integrity shall be adhered to by the exhibitor. No exhibitor shall erect any walls, partitions, paintings, decorations, or other types of obstructions which would interfere with the view of any other exhibitor's booth.

ADDITIONAL FURNITURE/ELECTRIC - Additional furniture (tables, chairs, etc.) and electricity will be available to exhibitors at an extra charge. Please forward any such requests to the decorator after receipt of packet in January. The cost for such additional services shall be at the sole expense of the exhibitor.

EXHIBITOR'S BADGES - The exhibit booth fee includes two for profit and one for non profit, Annual Convention registrations that permits entry to Convention events, except the Placement Center. The badge must be worn at all times.

REGISTRATION - By completing the commitment form, there is no need to complete an attendee registration form. This will serve as your registration form. Any updates to representatives attending the convention should be provided to ACPA.

EXHIBIT SET-UP AND TEAR-DOWN SCHEDULE -All exhibits must be set up prior to the exhibit hall opening at the designated times and cannot be torn down prior to the designated time.

SECURITY - Security personnel shall be provided during the duration that the exhibit hall is set-up. ACPA shall not be responsible for the loss by theft or otherwise of any property of the exhibitor and thus recommends that exhibitors remove any portable technology or other valuables from the Exhibit Hall overnight.

LIABILITY - The American College Personnel Association and the facility in which exhibits are housed will not be responsible for any injury, loss, or damage that may occur to an exhibitor, the exhibitor's employees or property, or to any other person prior, during, or subsequent to the period covered by the exhibit contract. Each exhibitor assumes the entire responsibility and hereby agrees to protect, indemnify, defend, save and hold harmless ACPA and the facility in which exhibits are housed and their employees and agents against all crimes, losses, damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy, or use of exhibition premises or part thereof. Exhibitor shall at their expense and upon request, provide ACPA or facility proof of insurance as required.

DAMAGE TO PROPERTY OF OTHERS - Exhibitors agree not to injure, deface or to otherwise damage the host property of others. If such damage occurs, the exhibitor is liable to the owner of the property.

INSURANCE - Each exhibitor acknowledges that ACPA, and the facility in which exhibits are housed does not maintain insurance covering exhibitor's property or persons, and that it is the sole responsibility of each exhibitor to obtain business interruption, property damage, extra territorial, personnel, public liability and any other related insurance. Such coverage should be arranged through the exhibitor's regular insurance carrier.

PROHIBITED POSTING - No decoration, poster, sign or similar items shall be posted on, tacked on, nailed, screwed or otherwise attached to any column, wall, floor or any other part of the exhibition hall building or furniture.

DISTRIBUTION OF MATERIAL/SALES - The printed advertising or other materials of the exhibitor may be distributed only from within the exhibitor's own booth. Drawings, contests, lotteries or the sale of merchandise of any kind and description may be permitted only if pre-approved by ACPA. Promotional giveaways are permitted and encouraged.

ALCOHOLIC BEVERAGES - Except as may be provided or sanctioned by ACPA as part of the general Convention, the sale, distribution and/or consumption of alcoholic beverages in the exhibit hall shall be strictly prohibited.

ADA COMPLIANCE - The exhibitor must be in full compliance with Title III of the Americans with Disabilities Act in all of its offerings of public information and services during the Convention.

MUSIC LICENSING - Any exhibitor using licensed music in the area of their booth, or any booth presentation or any other presentation during the course of the Convention shall be responsible for reporting any such use to ASCAP or BMI and shall pay any licensing fee due for any such use of music.

PAYMENT OF LICENSE FEES/TAXES - Exhibitors shall be solely responsible for the payment of any ASCAP or BMI licensing fees, the payment of any sales or for the collection and payment of any sales or other tax necessitated by any sales tax or promotion within its booth or any other place on the Convention premises during the course of the said Convention. ACPA shall not be responsible for the payment of such fees or tax, and the exhibitor hereby expressly holds ACPA harmless for the obligation of the payment of any such fee or tax and further agrees to indemnify ACPA in the event that a demand for the payment of any such fee or tax is made upon ACPA. ACPA reserves the right to prohibit sales. Exhibitors are responsible for acquiring appropriate license(s). Exhibitors shall upon request, provide proof of tax (sales, use, temporary permits or otherwise) compliance.

HOLD HARMLESS - Exhibitors shall hereby protect, save and hold ACPA and the management of the Convention Entertainment Center, their respective employees, agents, contractors and sub-contractors harmless from any and all claims for loss, costs, liability, expense or any other claim arising from, out of an/or by reason of the exhibitor's occupancy and use of the exhibition premises or exhibition booth or any part thereof during the course of the Convention. The identification also extends to the payments of or liability for nonpayment of any fee or tax levied upon the distributor.

SHIPPING INSTRUCTIONS - Additional information and shipping shall be sent to each exhibitor within four weeks of the start of the Convention. All expenses related to shipping will be the sole responsibility of the exhibitor.