2013 CAEPA Rendezvous Conference / Exhibitor Contract and Application
October 18 & 19, Colorado Springs, CO

These guidelines are to be considered part of the Exhibitor Contract. The Vendor Liaison reserves the right to interpret them, as well as make final decisions on all points which these guidelines do not cover.

1. EXHIBITION SPACE: Exhibits will be located in the hallway adjacent to breakout rooms, at the Antlers Hilton Colorado Springs.

2. EXHIBIT HALL HOURS: The Exhibit Hall will be open to conference attendees during the following hours:

Friday, October 18, 2013 8:00 am – 4:00 pm
Saturday, October 19, 2013 8:00 am – 3:30 pm

3. INSTALLATION AND DISMANTLING OF EXHIBITS: Exhibits must be set up before 8:00 a.m. on Fri., Oct. 18. All exhibits must be dismantled by 4:30 pm on Saturday, Oct. 19, 2013. Any equipment or materials of the Exhibitor remaining past that time may be considered abandoned and disposed of as is deemed advisable. Any costs will be incurred by the Exhibitor.

4. BOOTHS: All exhibitor tables measure 6' x 30"; skirted. No walls, partitions, decorations or any other obstructions may be erected which in any way interfere with the view of any other exhibitor. Signs may be placed on the walls, but exhibitors are asked to use something to hang the signs that does not leave residue on the wall.

All booths will be assigned by the Vendor Liaison with priority given first to those sponsoring activities and/or providing materials for the conference and then based upon the chronological receipt of registration. Register Early!

5. EXHIBITOR REGISTRATION: All exhibitors must be registered. Properly completing the Exhibitor Contract and Application, including the names of individual representatives, and paying applicable fees will constitute conference registration. To change the name of a representative, please email the Vendor Liaison, Ann Leonard (aleonard@caepa.org).

Exhibitors are required to sign-in at the Registration Table, located in the conference front entrance of the Antlers Hilton Hotel.

6. CONFERENCE PROGRAM MATERIALS: All participants and Exhibitors attending the conference will receive a program listing all exhibitors/vendors/publishers who are exhibiting. To be listed in the conference program, Exhibitors must complete contracts and register by September 1, 2013. Camera ready ad copy is due on this date to karin.mcguire@state.co.us.

7. CALL FOR SESSION PRESENTATIONS: Exhibitors are invited to submit a proposal for session presentation at the conference. Proposal information is available at https://www.caepa.org/?page=2013_rend. All Exhibitor proposals must be submitted via email to Susan.Harris@trinidadstate.edu and will be equally evaluated by the Conference Committee. The deadline for session presentation submissions is June 1, 2013.

8. DELIVERY AND STORAGE: For assistance regarding shipping, delivery, storage and display assembly, contact Ann Leonard, CAEPA Vendor Liaison. Whatever your exhibit requires, the Antlers Hilton Hotel has the resources to help. Materials shipped directly to the hotel can be stored for 48 hours prior to the event start. Items stored for *more than* 48 hours can expect to incur additional charges.

9. CANCELLATION: Cancellation must be made in writing to the Vendor Liaison, Ann Leonard (aleonard@caepa.org) and is subject to a $75 service fee. Refunds will be mailed no more than thirty days after the 2013 CAEPA Rendezvous Conference. No refunds will be granted for cancellations after September 27, 2013.

10. CHARACTER OF EXHIBITS: Products and/or services related to the educational and professional development of our members are suitable for exhibition. The Vendor Liaison reserves the right to decline or prohibit any exhibit that, in her judgment, is not suitable to or in keeping with the character of the 2013 CAEPA Rendezvous Conference.

11. DISPLAY SPACE NOT CLAIMED: Booths not occupied by the opening of the Exhibit Hall may be cancelled or reassigned without refund. The Vendor Liaison reserves the right to assign labor to set up any display that is not in the process of being erected at that time. The charge for the labor will be billed to the Exhibitor.

12. SUBLETTING SPACE: No Exhibitor may assign, sublet, or apportion the whole or any part of the space allotted to him/her nor exhibit therein, nor permit any other person or exhibitors/vendors/publishers to exhibit therein, any goods other than those manufactured or distributed by the Exhibitor in the regular course of its business, without written consent of the Vendor Liaison.

13. CANVASSING, SOLICITING, EXHIBITING OR DISTRIBUTING SAMPLES: Exhibitors are confined to their own booth(s). Printed advertising is not permitted beyond the confine of the purchased booth space. Order taking and direct sales by Exhibitors are permitted. Exhibitors/vendors/publishers who choose to sell merchandise at the 2013 CAEPA Rendezvous Conference assume full responsibility in securing a vendor license and collecting applicable taxes.

14. HOLD HARMLESS CLAUSE: The Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, save and hold harmless the Colorado Adult Education Professional Association (CAEPA), its officers, directors, members, representatives and agents, from and against all claims, losses and damages to persons or property of any kind, governmental charges or fines, and attorneys fees and costs arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof.

Exhibitor understands and agrees that neither CAEPA nor Antlers Hilton Hotel maintain insurance covering the Exhibitor's property, and it is the sole responsibility of the Exhibitor to obtain such insurance.

15. FIRE PROTECTION, MACHINERY, FLAMMABLE LIQUIDS AND ELECTRICITY: All display materials must be fireproof. No person shall erect an engine, motor, or other machinery on the premises, or use any gas, electricity, flammable liquid or charcoal therein, without prior written approval of Antlers Hilton Hotel. All electrical work and equipment required in addition to that provided must be ordered through Antlers Hilton Hotel to insure that it will meet all state and local codes.

16. LIGHT AND POWER: General house lighting is provided for adequate illumination of the Exhibit Hall. All electrical work and equipment required in addition to that provided must be ordered through Antlers Hilton Hotel to insure that it will meet all state and local codes.

17. ADDITIONAL *INFORMATION*: The Exhibitor agrees to abide by the above terms and by any other reasonable rules of CAEPA and/or Antlers Hilton Hotel. Disputes arising between the Exhibitor and CAEPA and/or Antlers Hilton Hotel, provided that they do not materially alter their terms of this contract, will be referred to the CAEPA Board of Directors and the decision will be final.

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Print Name and Company of Sponsor/Exhibitor

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Authorized Signature of Sponsor/Exhibitor

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Date Signed

Return to: CAEPA Vendor Liaison 830 S. Everett St., Lakewood, CO 80226 720-648-8512