

# 2011–2012 ACSI Early Education Conferences

## Exhibit Space Reservation

For ACSI Use

Name of Exhibiting Company \_\_\_\_\_  
 Phone \_\_\_\_\_ Extension \_\_\_\_\_ Fax \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Person in Charge of Reserving Exhibit Spaces \_\_\_\_\_ E-mail \_\_\_\_\_  
 Nature of Business \_\_\_\_\_ Website \_\_\_\_\_

### Booth Sign Will Display Your Company Name

Please list your top three choices of booth spaces for each conference in which you will exhibit. In the total column, list the fee for the booth that is your first choice. If you are requesting more than one booth for a particular conference, please note separate booth choices and total on this form or send an explanatory letter. Detach the entire reservation section and mail to ACSI.

Write in the number of the spaces you desire for each conference. Put your 1st choice in the "1st choice" box. Then indicate your 2nd and 3rd choices in the event your 1st choice is already reserved.

Lancaster, PA, Mar 15–16, 2012	<input type="checkbox"/> I will need electricity.	<input type="text"/>	<input type="text"/>	<input type="text"/>	TOTAL
Prime exhibit spaces—\$225	<input type="checkbox"/> I will not need electricity.	1st Choice	2nd Choice	3rd Choice	\$ _____
Standard exhibit spaces—\$205					
Elk Grove, CA, Apr 21, 2012		<input type="text"/>	<input type="text"/>	<input type="text"/>	TOTAL
Prime exhibit spaces—\$205		1st Choice	2nd Choice	3rd Choice	\$ _____
Toronto, ON, Canada, Apr 28, 2012		<input type="text"/>	<input type="text"/>	<input type="text"/>	TOTAL
Prime exhibit spaces—\$250		1st Choice	2nd Choice	3rd Choice	\$ _____
Standard exhibit spaces—\$200					

Total the exhibition fees from all the conferences you have chosen and enter under "Grand Total" below.

GRAND TOTAL \$ \_\_\_\_\_

I have read the Exhibit Space Contract on the next page, and I agree to the terms.

Check enclosed in the amount of \$ \_\_\_\_\_ . SIGNED \_\_\_\_\_

Credit Card Number                  MasterCard  Visa  AMEX  Discover

Exp. Date \_\_\_\_\_ / \_\_\_\_\_ Signature \_\_\_\_\_

**If you are paying with U.S. dollars,**  
 please send this form along with your check or  
 money order (payable to ACSI) to

ACSI  
 Attn: Becky Hewes  
 PO Box 65130  
 Colorado Springs, CO 80962–5130  
 888.892.4259 Fax 719.867.6168

For overnight or express packages:  
 731 Chapel Hills Drive,  
 Colorado Springs, CO 80920-3949

**If you are paying with Canadian dollars,**  
 you must pay by cheque; credit cards are not accepted.  
 Please send this form along with your check to

ACSI Eastern Canada  
 1 Wenden Ct RR #2  
 Minesing, ON L0L 1Y2 Canada  
 705.728.7344 Fax 705.728.4401  
 E-mail acsiec@acsi.org

\* Visit [www.acsi.org](http://www.acsi.org) and  
 select *Advertisers & Exhibitors*  
 for updated exhibit and  
 availability information.

#### Cancellation & Refund Policy

60 or more days before booth setup.....Less \$25  
 4–59 days before booth setup..... Less 50%  
 3 or fewer business days before booth setup..... No Refunds

No refunds will be given unless either the ACSI exhibit coordinator or the  
 ACSI regional director in charge of the event is notified.

# 2010–2011 ACSI Conventions/Conferences

## Exhibit Space Contract

### Terms of Contract

Visual access to surrounding Exhibitor booths must not be unreasonably blocked by an Exhibitor. General displays should be no higher than ten feet in the back and four feet on the sides. In cases of end-cap booths, the back drape will be restricted to a maximum width of eight feet. Exhibitors must check with the ACSI regional director responsible for a particular site for permission to exceed these measurements.

ACSI assigns exhibit booths on a first-come, first-served order after receipt of your application and accompanying check, and acceptance of the application by ACSI. ACSI reserves the right to refuse any Exhibitor application for any reason. Exhibitors who have not paid in full for their booth will not be allowed to exhibit.

ACSI has reserved the right to require Exhibitors to remove any item, sign, etc., from displays that do not conform to the moral standard, the tone, or the general standards of ACSI or the evangelical Christian school movement.

The Exhibitor agrees that the exhibit shall be set and maintained through the duration of the convention/conference in full compliance with the rules of this contract. ACSI reserves the right to reject, eject, or prohibit any exhibit in whole or part, or any Exhibitor or Exhibitor representatives, with or without giving cause. In such a case, ACSI's liability shall not exceed the return of the exhibit fee to the Exhibitor in the amount that is unused at the time of ejection.

As a contractual condition of exhibiting at an ACSI convention or conference, an Exhibitor shall be fully responsible to pay for any and all damages to the exhibit site, or for injuries to any person at the site that result from any act or omission of the Exhibitor. An Exhibitor agrees to defend, indemnify, and hold harmless ACSI and its employees, the convention/conference site owners, managers, agents, employees, subsidiaries, and affiliates from any damages or charges resulting from Exhibitor use of the property. An Exhibitor's liability shall include all losses, costs, damages, or expenses arising from, or out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees that arise from or out of the Exhibitor's occupancy and use of the exhibition premises or site location.

As a contractual condition of exhibiting at an ACSI convention or conference, ACSI and its employees shall be held harmless for the possible loss of Exhibitor equipment, merchandise, or other materials from an Exhibitor's display.

Exhibitors are strongly discouraged from bringing minor children onto the convention/conference site property. Exhibitors disregarding this request shall be totally responsible for the supervision of such children. Exhibitors are also responsible for any damages caused by the children and for any medical costs for injuries incurred by the children at the convention/conference site.

Exhibitors using sound equipment must make sure that the sound does not disturb neighboring displays. Sound projection should be confined to the limits of the booth.

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**Note:** Send in your reservation as soon as possible. Complete the forms for the conventions and conferences in which you wish to exhibit and return them with full payment (check, money order, or credit card) to  
ACSI • Attn: Becky Hewes • PO Box 65130 • Colorado Springs, CO 80962–5130  
For overnight or express packages: 731 Chapel Hills Drive, Colorado Springs, CO 80920-3949  
888.892.4259 • Fax 719.867.6168

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If you are paying with Canadian dollars, please mail reservations for the Canada conventions or conferences directly to the regional offices shown below. For ACSI Eastern Canada, you must pay by cheque; credit cards are not accepted. For ACSI Western Canada, you may pay by cheque or credit card.

ACSI Eastern Canada  
1 Wenden Ct RR #2  
Mining, ON L0L 1Y2 Canada  
705.728.7344 Fax 705.728.4401  
E-mail [acsiec@acsi.org](mailto:acsiec@acsi.org)

ACSI Western Canada  
44 Willow Brook Dr NW  
Airdrie, AB T4B 2J5 Canada  
403.948.2332 Fax 403.948.2395  
E-mail [acsiwc@acsi.org](mailto:acsiwc@acsi.org)