

# Application and Contract for Exhibit Space



**NCEA 2010**  
ST. PAUL & MINNEAPOLIS

**2010 Convention & Expo**  
**St. Paul & Minneapolis, MN**  
**April 6-8, 2010**  
**Minneapolis Convention**  
**Center**

**For NCEA Use**

Date Rec'd \_\_\_\_\_ Deposit Rec'd \_\_\_\_\_  
Space \_\_\_\_\_  
Price of Space \_\_\_\_\_  
Contract Accepted by  
**National Catholic Educational Association**  
Per \_\_\_\_\_  
Date \_\_\_\_\_

We, the undersigned do hereby submit this application and contract for exhibit space as indicated below for our use at the 2010 NCEA Convention & Expo to be held in the Minneapolis Convention Center, April 6-8, 2010. We have read and agree **to comply with the exhibit regulations and instructions** on the reverse side of this application and contract form, and in the exhibitor brochure, which is part of this application and contract. **A non-refundable deposit of 50% of booth price per 10' x 10' booth** in partial payment is enclosed (Make check payable to NCEA). We agree to pay the **balance** of the space rental price **on or before January 15, 2010**. Applications received after **January 15, 2010, require full payment**. Pricing: in-line 10'x10' booth = \$1200.00; Corner 10'x10' booth = \$1400.00; cross aisle exhibits will be charged for aisle space at \$600 per 100 square feet. After January 15, 2010, In-line 10'x10' booth \$1320.00; Corner 10'x10' booth \$1540.00.

**PLEASE PRINT OR TYPE**

1. Number of 10'x10' booths required: \_\_\_\_\_  In-Line  Corner  \$250.00 Added Value

2. We  shall **NOT** engage in direct over-the-counter sales during the Exposition.  
 shall engage in direct over-the-counter sales during the Exposition.

**Exhibitor assumes responsibility for securing any required licenses/permits and collecting all applicable taxes.**

3. Our booth(s) preferences are: **(please choose from different areas of the floor plan)**

Choice #1 \_\_\_\_\_ Choice #2 \_\_\_\_\_ Choice #3 \_\_\_\_\_

**NOTE:** Your wishes will be taken into consideration, but cannot be guaranteed.

4. Description of products/services to be displayed for listing in the 2010 NCEA Convention & Expo Program Book: (25 words or less)

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

5. The names of exhibit representatives (no more than two) for listing in the 2010 NCEA Convention & Expo Program Book: (This is **not** for badges. Badge request forms will be sent at a later date.)

1. \_\_\_\_\_ 2. \_\_\_\_\_

Name of Company \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Website \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Credit Card Payment:  MasterCard®  Visa Amount \$ \_\_\_\_\_

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name on Card \_\_\_\_\_  
(Please print name exactly as printed on the card)

Signature \_\_\_\_\_

**Email form to: expo@ncea.org**

**Mail form to: NCEA Events Office, 1077-30th Street, NW, Suite 100, Washington, D.C. 20007-3852**

# Official Exposition Regulations

All exhibits and exhibitors are subject to the following regulations. The words "Management," "Association," and letters "NCEA" herein refer to the National Catholic Educational Association acting through its officers, employees, or agents in the management of the Exposition.

## Dates and Hours of Exposition:

Tuesday, April 6, 2010 .....	12:00 pm to 6:00 pm
Wednesday, April 7, 2010.....	8:30 am to 4:30 pm
Thursday, April 8, 2010.....	8:30 am to 4:30 pm

**1. Exposition Sponsorship and Objectives**—The NCEA Exposition is produced by and is the property of the National Catholic Educational Association Incorporated, herein referred to as NCEA. The Exposition is a practical, educational adjunct to the professional meetings held during the NCEA Convention and is meant to supplement the professional meetings by showing educators the latest educational equipment, supplies and services. Exhibitors are expected to display their products or discuss their services with awareness of the professional and practical needs of Catholic educators. NCEA reserves the right to refuse space to any applicant who, in the opinion of the Association, is unlikely to contribute to the overall objectives of the Convention.

**2. Contract for Space**—This application for exhibit space, the notice of space assignment by the NCEA, and the full payment of rental charges together constitute a contract for the right to use the space. Applications should be filed promptly and must be accompanied by a non-refundable deposit equal to 50% of booth space taken (**applications will not be processed without the deposit**). The balance is due on or before January 15, 2010. Management reserves the right to reassign space not completely paid for by January 15, 2010. Any cancellation must be made in writing to NCEA. If notification is received before January 15, 2010 all monies less non-refundable deposit will be refunded. **No refunds will be granted for space canceled after January 15, 2010.**

**3. Arrangements of Exhibits**—All exhibits must be arranged so as not to obstruct the general view or hide the exhibits of others. The standard equipment provided the exhibitor by the Management will consist of a cloth backwall 8 feet high and side dividers 3 feet high. No construction or built-up exhibit including signs, shall exceed the over-all height of the backwall, unless approved by Management. Equipment more than 4 feet in height may not extend more than five feet from the backwall. Exposition Management reserves the right to adjust such displays to accommodate all concerned. All aisle space belongs to NCEA. Exhibitors may not obstruct the aisles. Exhibitor overhead signs and banners must be approved in advance by Management. Approval deadline is February 26, 2010..

**Double-end Booths**—A double-end booth faces on three aisles. Exhibitors with this type of booth must limit their 8' high backwall to the middle 10' of their exhibit area. This backwall must not exceed 8' high. The remainder of the display area must not exceed 4' in height. **Island Booths**—An island booth faces on four aisles and must not exceed 16' in height. **Cross Aisle Booth**—Exhibitors who choose booth space on two sides of an aisle will be invoiced for the aisle space between the exhibit booths at the rate of \$600 per 100 square feet. Exhibitors may carpet the aisle space in this type of booth if they wish; however, aisle space must remain unobstructed. The backwall of this exhibit space may not exceed 8' high.

**4. Installation**—Exhibits may be installed in the Minneapolis Convention Center on Monday, April 5, between 8 am and 6 pm; and on Tuesday, April 6, between 8 am and 10 am. All exhibits must be setup by 10 am on Tuesday, April 6. No children under the age of 16 are permitted on the show floor during installation or dismantling.

**5. Dismantling**—THE NCEA EXPOSITION OFFICIALLY CLOSES ON THURSDAY, April 8, 2010. Exhibitors may not dismantle or disturb their exhibits until after the official closing. Failure to observe this rule may jeopardize the exhibitor's space assignments or right to exhibit at forthcoming Expositions. All exhibits and accompanying supplies must be dismantled and removed from the Minneapolis Convention Center by 1 pm, Friday, April 9, 2010.

**6. Unclaimed Space**—Any space unclaimed by 10 am, Tuesday, April 6, 2010, may be reassigned without refund of rental paid. The Management will not be liable for any incurred expenses.

**7. Cancellations**—Any cancellation must be made in writing to NCEA. Any exhibitor who fails to notify NCEA of a booth cancellation will be considered a no-show, thus jeopardizing the exhibitor's right to exhibit at forthcoming expositions.

**8. Booth Personnel**—Each booth must be staffed by at least one person during exhibit hours.

**9. Work Rules**—Any help needed to move, erect or dismantle exhibits should be requested from NCEA's Official General Service Contractor:  
GES Exposition Services, Customer Service Representative, 7050 Lindell Rd., Las Vegas, NV 89118 or at the Exhibitor Services Desk in the Minneapolis Convention Center.

**10. Care of Building/Regulations**—Exhibitors or their agents shall not injure or deface the walls or floors of the building, the booths, the equipment or furnishings in the booth. The exhibitor will be held liable for any such damage caused by him or his agent. The exhibitor assumes full responsibility for complying with union regulations, local, city and state laws regarding sales taxes and regulations concerning fire, safety, electrical wiring and health.

**11. Use of Exhibit Space**—No exhibitor shall assign, sublet or share the whole or any part of the space allotted without the consent of the Management and approval of the terms thereof. No exhibitor is permitted to show goods other

than those manufactured or handled by him in the regular course of business. No firm or organization not assigned space in the Exposition will be permitted to solicit business in any manner within the Expo Hall.

**12. Fire/Safety Regulations**—Exhibitors assume all responsibility for compliance with all city and state ordinances and regulations including those covering fire and safety. All exhibit equipment and materials must be made of flame-proofed material and must clear the floor. If the exhibitor neglects or violates these regulations or otherwise incurs fire hazards, the Management may cancel without refund, all or such parts of his/her exhibit that may be irregular.

**13. Entertainment**—The exhibitor agrees **not to sponsor group functions** such as tours, speeches or other activities **during Convention and Exposition hours** that would in any way interfere with delegates attendance at regular NCEA meetings or induce visitors away from the Exposition.

**14. Circularization and Solicitation**—Distribution by the exhibitor of any printed matter, souvenirs or other articles **must be confined to the space assigned**. No undignified manner of attracting attention will be permitted. Exhibitors are responsible for keeping the aisle or aisles near their booth(s) free of congestion or promotion. **No exhibit or advertising matter will be allowed to extend beyond the space allotted to the exhibitor.**

**15. Direct Sales**—Direct sales are defined as the on-the-spot transfer of goods for money, check, credit card, draft or any other kind of payment. Exhibitors who engage in direct sales are responsible for securing appropriate licenses/permits as required and collecting all applicable local and state taxes.

**16. General Restrictions** (a) Exhibitors can distribute only those food and drink samples which are manufactured or handled by them in the regular course of business. (b) The Management reserves the right to restrict exhibits which, because of noise, methods of operation or any reason, become objectionable, and also to prohibit or evict without refund any exhibit or person which in the opinion of the Management may detract from the general character of the Exposition. (c) No display material exposing an unfinished surface to neighboring booths or an aisle will be permitted. (d) Exhibitors are not permitted to set up displays in hotel rooms, hotel suites, or lobbies.

**17. Locations of Exhibits**—The Management reserves the right to alter location of exhibits or booths shown on the official floor plans as it deems advisable and in the best interest of the Exposition; however, no change of location will be made without full discussion with the exhibitor affected by such changes.

**18. Fair Employment**—The exhibitor agrees that during the life of this contract he will not discriminate against any employee or applicant for employment because of race, color, creed, national origin or ancestry. It is the policy of NCEA that all parties doing business with the Association adhere to the principles of and take reasonable affirmative action to ensure positive progress in Equal Opportunity Employment.

**19. Liability and Insurance**—The Management will employ reputable guards and will take reasonable precautions to safeguard the exhibitor's property; however, the Management will not be liable for loss or damage to property of the exhibitor or his representatives or employees from theft, fire, accident or any other cause beyond its control. Exhibitors are advised to insure themselves at their own expense against property loss or damage and against liability for personal injury. Management's liability for injury to persons or loss or damage to property shall be limited to such as may be caused by its negligence. The exhibitor shall indemnify the Management against and hold it harmless from negligence of the exhibitor or in connection with the exhibitor's use of display space. Management reserves the right to require, at its sole discretion, exhibitors to procure and maintain, at their own expense, insurance against liability for personal injury or property damage arising from the acts or omissions of employees or agents of exhibitors and, to require exhibitors, as a condition of being permitted to exhibit, to provide Management with a certificate of insurance listing Management as a named insured or other satisfactory proof that such insurance is in place.

**20. Failure to Open Exposition**—In case the premises of the Minneapolis Convention Center shall be destroyed or damaged, or if the NCEA Exposition fails to take place as scheduled or is interrupted and/or discontinued, or access to the premises is prevented or interfered with by reason of any strike, lockout, injunction, act of war, act of God, emergency declared by any government agency or for any other reason, this contract may be terminated by NCEA. In the event of such termination the exhibitor waives any and all damages and claims for damages and agrees that the sole liability of NCEA shall be to return to each exhibitor his space payments, less his pro-rata share of all costs and expenses incurred and committed by NCEA.

**21. Regulations and Contract**—These regulations have been formulated in the best interest of all concerned and become a part of the contract between the exhibitor and the NCEA. All matters and questions not covered by these regulations are subject to the decisions of the Management.