

SPACE APPLICATION AND CONTRACT

1 Type or print clearly 2 Fill in all sections of this application 3 Make checks payable to: **Sourcewell Technology** or provide credit card below
 4 Sign this application 5 Make a copy (both sides) of this application for your records
SEND CONTRACT WITH PAYMENT TO: Impact Education Conference, 1430 Spring Hill Road, 6th floor, McLean VA 22102 or fax to 703.934.4899
 Federal Tax ID #: 41-0915592

1. CONTACT INFORMATION: The information provided will be used for your company listing and on the online floorplan. The person listed as the exhibit contact will receive all mailings/billings related to exhibiting. It is the responsibility of the exhibiting company to notify Show Management of any changes that impact the accuracy of this information.

Company Name: _____ Directory Reference (i.e. A-Z) _____
 Street Address: _____
 City: _____ State/Province: _____ Zip Code/Postal Code: _____ Country: _____
 Company Telephone: _____ Company Fax: _____
 Company Website: _____ Company Email: _____
 Exhibit Contact Name: _____ Contact Title: _____
 Contact Email: _____ Contact Phone/Ext.: _____
 Contact Cell (for on-site purposes): _____ Contact Fax: _____
 Twitter Handle: _____

At what other industry events does your company exhibit: _____

2. SPACE REQUIREMENTS: Minimum booth size: 10' x 8' = 80 sq. ft. Exhibitors in 10' x 8' booths may not share space under any circumstance.

Our desired exhibit size: _____ ft. (depth) x _____ ft. (frontage) = a total of _____ sq. ft.
 Booth Preference: 1. _____ 2. _____ 3. _____ 4. _____

3. ASSIGNMENT INFORMATION: To assist in the assignment of exhibit space, please list those companies who have product lines competitive with yours:

1. _____ 3. _____
 2. _____ 4. _____

4. DIRECTORY LISTINGS: Please select all that apply.

<input type="checkbox"/> Audio visual products	<input type="checkbox"/> Hardware service and resale	<input type="checkbox"/> Media center tools and services	<input type="checkbox"/> Software – network
<input type="checkbox"/> Curriculum and instruction	<input type="checkbox"/> Hardware – end user	<input type="checkbox"/> Mobile technology	<input type="checkbox"/> Telecommunications services
<input type="checkbox"/> Data management tools	<input type="checkbox"/> Hardware – network	<input type="checkbox"/> Office supplies	<input type="checkbox"/> Value added reseller
<input type="checkbox"/> Digital Learning Resources	<input type="checkbox"/> Higher education institution	<input type="checkbox"/> Printers and printing management	<input type="checkbox"/> Video conferencing technology and services
<input type="checkbox"/> Evaluation and measurement	<input type="checkbox"/> Interactive whiteboards	<input type="checkbox"/> Publishing	<input type="checkbox"/> Web 2.0 Tools
<input type="checkbox"/> Furniture	<input type="checkbox"/> Internet publishing and reference	<input type="checkbox"/> Software / Apps – end user	<input type="checkbox"/> Other _____

5. ACCEPTANCE AS BINDING CONTRACT FOR EXHIBITOR: Please read Exhibit Rules & Regulations regarding payment for space.

Standard booth size (80 Sq.Ft.): \$1,100

Booth Package Includes: • Pipe/Drape • Carpet • 4' draped table • Two chairs • 35" x 7" ID Sign • Basic WiFi • (1) complimentary box lunch ticket per day

Total Booth Cost: \$ _____

Name (please print) _____ Date: _____

Signature: _____

Please sign electronically or you may print, sign and fax to: 703.934.4899

A 50% DEPOSIT MUST ACCOMPANY APPLICATION. Full payment is required by August 1, 2019. Payment for exhibit space must be enclosed in U.S. funds payable to Sourcewell Technology.

6. PAYMENT INFORMATION:

Date: _____ Charge to my: AMEX Mastercard Visa Check Enclosed

Card Number: _____ CSV code: _____

Expiration Date: _____ Amount Authorized: \$ _____

Name on Account: _____

Billing Address: _____

Signature: _____

Please sign electronically or you may print, sign and fax to: 703.934.4899

FOR SHOW MANAGEMENT USE ONLY:

DATE RECEIVED _____

MIS NUMBER _____

ORDER NUMBER _____

Show Management

EXHIBIT RULES & REGULATIONS

PART OF CONTRACT: These rules and regulations are incorporated into the Space Application and Contract for space. Sourcewell, formerly Technology & Information Education Services (TIES), hereinafter referred to as "Sourcewell" reserves the right to render all interpretations and decisions, should questions arise, and to establish further regulations as may be deemed necessary to the general success and well-being of the exposition. Sourcewell decisions and interpretations shall be final in all cases.

- 1. SPACE ASSIGNMENT:** Wherever possible, space assignments will be made by Sourcewell in keeping with the preferences as to location requested by the exhibitor. Exhibitors may identify the names of competitors from whom they wish to have their exhibit booth separated. However, Sourcewell reserves the right to make the final determination of all space assignments in the best interest of the show. Exhibitors shall not exhibit or market their products or services outside of the assigned exhibit space.
- 2. PAYMENT FOR SPACE:** Applications for exhibit space submitted prior to August 1, 2019 must be accompanied by a 50% deposit of the total space rental charge with the balance due on August 1, 2019. Space Applications submitted on or after August 1, 2019 must be accompanied by payment in full. Government agencies must provide properly executed purchase orders. Full refunds will be issued by Sourcewell to any applicant who is unsuccessful in being placed in exhibit space.
- 3. CANCELLATION:** All cancellations or space changes, in whole or in part, must be submitted in writing to show management. Any company cancelling their contracted exhibit space, in whole or in part, prior to August 1, 2019 will forfeit 50% of the total booth cost. No refunds or transfer of funds will be made for any company cancelling exhibit space, in whole or in part, after August 1, 2019, even if that booth is resold. Cancellation policy applies to all exhibiting firms including Federal and State Agencies. Failure to appear at the Conference does not release the exhibitor from responsibility for payment in full for space rented. In addition, the exhibitor loses the right to use the complimentary exhibitor registrations and tickets granted by this contract. Show Management reserves the right to terminate this contract immediately and to withhold from the exhibitor possession of the exhibit space and exhibitor shall forfeit all space rental fees paid if, (a) the exhibitor fails to pay all space rental charges by December 13, 2019, or (b) the exhibitor fails to perform any material terms or conditions of the contract or refuses to abide by these Terms and Conditions.
- 4. SUBLETTING SPACE:** No exhibitor may assign, sublet, apportion or share his space in whole or in part, nor exhibit any products or services other than those manufactured or handled in the normal course of his business, nor permit any agent of any non-exhibiting firm to solicit business or take orders in this space. No exhibitor can feature non-exhibiting supplier products without prior written approval from Show Management.
- 5. EXHIBIT CONTRACTOR:** Prior to 10/1/19, Sourcewell or its show management general service contractor, Brede Exposition Services, will furnish each paid in full participating exhibitor with an Exhibitor Service kit, which will contain exhibit construction guidelines, shipping labels and order forms for all booth accessories and services required. Orders not processed in advance for signs, furniture, carpeting, labor and other requirements must be procured at the Official Exhibit Contractor's Service Desk in the exhibit hall. All participating exhibitors and contractors must abide by any union jurisdiction in force at the time of the exposition. Exhibitors shipping by express, railroad or truck freight are requested to ship direct to the freight contractor designated in the Exhibitor Service kit in ample time prior to the exposition.

6. ARRANGEMENT OF EXHIBITS: Sourcewell will provide display space as indicated on the official floor plan, insofar as possible, but reserves the right to make any changes necessary.

7. INSTALLATION AND DISMANTLING: Exhibitors may not move in prior to 8:00 am, Sunday, 12/15/19. Displays must not be dismantled or packed in preparation for removal prior to the official closing time Tuesday, 12/17/19. Every exhibit must be fully staffed and operational during the entire Show. **Any exhibitor dismantling prior to the official closing time will be fined \$500.** Exhibitors must complete tear down by 5:00 pm, Tuesday, 12/17/19 at which point, all exhibit displays or materials left in the booths without instructions will be packed and shipped at the discretion of Show Mgmt., and all charges will be applied to the exhibitor.

8. EXHIBITOR BADGES: Sourcewell will provide each exhibitor with 6 complimentary full conference badges per company.

9. ADMISSION CREDENTIALS: Exhibitors will be admitted onto the exhibit hall one half hour prior to the opening of the Conference. Power and lights will be turned on at the same time. Any special arrangements must be made with Sourcewell. Sourcewell will have sole control over admissions to the exhibit hall of all persons including exhibitor personnel and/or registrants. All persons visiting the exhibit hall will be admitted according to the Rules & Regulations of the Conference. Sourcewell makes every effort to attract the maximum number of attendees to its exhibit, but does not guarantee specific volumes or levels of attendance.

10. CONSTRUCTION GUIDELINES: Both designs must adhere to the Minneapolis Hyatt Regency and IAEE guidelines.

11. BOOTH CARPET: The Sourcewell exhibit hall (Ballroom) is carpeted, therefore no additional carpet is necessary. If exhibitors want to provide their own floor coverings (that would cover the existing carpet), they must first be approved by show management. Unapproved floor coverings will be removed at the exhibitors expense. In addition, exhibitors will be held liable for any damages caused by unapproved floor coverings.

12. GENERAL REGULATIONS: Cost for repairing any damages to the Exhibit Hall will be billed to the responsible exhibitor. No part of the exhibit building shall be defaced in any manner. Nothing shall be posted, nailed or otherwise affixed to any pillars, walls, doors or other parts of the hall.

13. FIRE SAFETY: To ensure the safety of all participants, fire regulations must be observed. Combustible decorating material, gasoline, kerosene, acetylene and all other flammable or explosive substances are forbidden. All packing containers, wadding, wrappings and such materials must be removed from the immediate exhibit area and not stored under tables or behind displays. In accordance with the city fire codes and ordinances, smoking will be permitted only in designated areas of the Exhibit Hall during installation and dismantling.

14. ADA: All booths must be constructed in compliance with the disabilities act and accessible to persons with physical disabilities.

15. NOISE AND SOUND: Exhibitors will be permitted to have sound emanating from their booths so long as the sound is not obtrusive to neighboring exhibitors. Sound levels will be permitted to a maximum of 85db or 20db above the average ambient room sound level at the time, whichever is less. No smoke or excessive light, heat, smell or other pollutant shall be permitted. Prevailing union regulations regarding use of union operators for equipment must be observed by all exhibitors. Exhibitors wishing to have either live or recorded music must submit to Sourcewell either evidence of ownership of such music or copyright license agreements permitting the use of such music. In the absence of such agreements, the performance of live or recorded music is prohibited. Exhibitor agrees to indemnify Sourcewell for any liability arising from the unlicensed performance of such music.

16. NON-LIABILITY: It is expressly understood and agreed by each and every contracting exhibitor, his agents and his guests that neither the Sourcewell, its directors, officers, members, sponsors, agents or employees, NaylorCMG, nor its contractors, shall be liable for loss or damage to the goods or properties of exhibitors. At all times such goods and properties remain in the sole possession and custody of each exhibitor. By signing the Space Application, the exhibitor releases and agrees to indemnify Sourcewell, its directors, officers, members, sponsors, staff and representatives of NaylorCMG, employees and agents, and save them harmless from any suit or claim for property damage or personal injury by whomsoever sustained, including exhibitor and its agents or employees, on or about the exhibitor's display space or arising out of exhibitor's participation in the Conference, including such damage or injury resulting in part from the negligence of one or more of the aforementioned indemnities. Exhibitors represent and warrant that they will maintain in force adequate property and liability insurance to protect against property damage, theft or other loss and liability for personal injury or property damage resulting from Exhibitor's participation in the Conference. Exhibitors shall be responsible for the collection and payment of any applicable state and local taxes. It is agreed that all disputes from this agreement or participation in the show described by this agreement shall be adjudicated under the laws of the State of Minnesota without regard to the principles of conflict of laws. In the event of the postponement of the show for any cause it is agreed that Sourcewell shall have a period of 90 days from the postponement date to reschedule and reproduce the show. If the show is rescheduled and reproduced within this period, it is agreed that all aspects of this agreement remain and that exhibitor is obligated to reschedule his exhibit in order to participate in this rescheduled exposition. Sourcewell reserves the right to cancel the Conference in the event of war, civil disorder, natural disaster, mass transportation break-down, labor strike or the like.

17. SECURITY: Sourcewell will provide general perimeter security. Exhibiting companies are responsible for the security of the booth and all materials related to the booth. Any company wishing to employ additional security may do so through the official convention security company.

18. RESTRICTION OF ROOM RESERVATIONS; ASSIGNMENTS AND USE OF HOSPITALITY SUITES: Exhibitor agrees that Sourcewell has sole control over the reservations of sleeping rooms, and the assignment and use of hospitality suites at the Official Hotel(s) during the period of Conference. No Exhibitor shall assign, sublet, or share the whole or any part of any accommodation without receipt of written consent in advance by Sourcewell. Violation of any regulation of Sourcewell shall be construed as breach of contract and cause for the immediate removal of Exhibitor's display without further compensation to Exhibitor and/or their distributors, dealers or personnel.

19. AMENDMENTS: The Sourcewell reserves the right to make such additional conditions, rules and regulations as it deems necessary to enhance the success of the exposition, and to decline or prohibit any exhibit which in its judgment is out of keeping with the character of the convention. This reservation is all-inclusive as to persons, things, printed matter, products and conduct.