

# TWO DAY STATE CONFERENCE EXHIBIT APPLICATION

## COMPANY INFORMATION:

Company Name \_\_\_\_\_  
 Billing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 On-Site Person \_\_\_\_\_  
 Preferred Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_

## PRODUCT INFORMATION: *(Please check all that apply)*

- Publisher
- Mathematics
- Fund-Raising Programs
- Manipulatives
- Science
- Insurance/Financial
- Professional Books\*
- Music
- Furniture
- Children's Books\*
- Art Supplies
- Teacher Gifts
- Computer Hardware
- Computer Software
- Technology & Internet Resources
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

Please Note: SDE does not permit promotion of teacher training conferences or in-service training. \*Certain book publishers and authors, carried by Crystal Springs Books, are not allowed for display or sale. Please refer to Terms and Conditions for a detailed list.

A signed application for exhibit space at any SDE program indicates the applicant's willingness to accept the attached terms and conditions. Payment is required when submitting application. A confirmation letter outlining additional details such as hotel information and set-up time will be mailed to you. Please mail or fax application and exhibit fee to:  
 SDE-Exhibits, PO Box 577, Peterborough, NH 03458.  
 Fax 603-924-7720

### SDE Use Only

CID: \_\_\_\_\_  
 PID: \_\_\_\_\_  
 DATE REC'D: \_\_\_\_\_  
 DATE PROC: \_\_\_\_\_  
 CONTR: \_\_\_\_\_

0911

## I WANT TO EXHIBIT AT:

Conference Title \_\_\_\_\_  
 Location \_\_\_\_\_  
 Date \_\_\_\_\_  
 Onsite Person(s) \_\_\_\_\_  
 Onsite Person's Phone \_\_\_\_\_  
 One Table \$192    Two Tables \$242    Three Tables \$292  
 Electricity \$50   Total Cost \_\_\_\_\_

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Conference Title \_\_\_\_\_  
 Location \_\_\_\_\_  
 Date \_\_\_\_\_  
 Onsite Person(s) \_\_\_\_\_  
 Onsite Person's Phone \_\_\_\_\_  
 One Table \$192    Two Tables \$242    Three Tables \$292  
 Electricity \$50   Total Cost \_\_\_\_\_

## METHOD OF PAYMENT:

- Check Enclosed    Credit Card

Amount Paid \$ \_\_\_\_\_  
 Credit Card # \_\_\_\_\_  
 Exp. Date \_\_\_\_\_  
 Cardholder Name \_\_\_\_\_  
 Cardholder Signature X \_\_\_\_\_

I have read and accept the SDE Exhibitor Terms and Conditions listed on the reverse side.

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

(SDE cannot process any unsigned applications)

# Exhibitor Terms and Conditions

## (Two Day State Conferences)

1. **Applications and Payment:** Must be paid in full before space can be reserved.
2. **Cancellations and Refunds:** Full refunds will only be given if notification is received 14 days prior to an event. If cancellation is within the 14 days prior to the event, ½ the sum will be refunded.
3. **Cancellation of Show:** In the event that fire, floods, strike, breach of contract, breach of warranty, acts of God, or other circumstance beyond the control of SDE, causes the conference to be cancelled, full refund of exhibit rental fees will be made.
4. **Acceptability of Exhibits:** All exhibits shall serve the interests of SDE attendees and affiliates and shall be operated in a way that will not detract from other exhibits, the exhibition, or conference as a whole. SDE reserves the right to require the immediate withdrawal of any exhibit, which SDE believes to be injurious to the purpose of SDE. The sale of types of merchandise and/or specific products at our conferences is subject to approval by SDE's Exhibit Coordinator or other on-site staff acting on behalf of SDE's Exhibit Coordinator. New exhibitors may be asked to submit a photograph of exhibit setup before their application can be accepted.
5. **Use of Space:** Exhibitors shall not sublet, assign, or share any part of the space allocated to them without the written consent of SDE. Exhibitors shall not use the space outside their both area for demonstrations or display of any kind, including freestanding signs and adjacent columns, walls, and aisle ways. Exhibitors may not promote other teacher-training conferences, nor shall they create any unreasonably high sound levels that SDE deems objectionable.
6. **Sale of Books & Products:** CSB retains the rights for exclusive sales of the following publishers, authors, and artists: Carson-Dellosa, Creative Teaching Press, Crystal Springs Books, Evan-Moor, Heinemann, Hop 2 It Music, Mailbox, Scholastic, Stenhouse, and Teaching and Learning Company. In addition to this list, CSB holds the exclusive rights to the sales of any materials authored or produced by SDE presenters. Also sales on materials from other publishers, authors, or artists may be restricted by the Exhibit Coordinator for specific events.
7. **Installation and Dismantling:** Installation must be completed no later than the opening of registration. Dismantling or packing display is prohibited prior to the official closing of the show.
8. **Damage to Exhibit Facilities:** The exhibitor must surrender his or her space in its original condition. The exhibitor shall not injure or deface the walls or floors of the exhibit facilities, the tables or any other furniture. When such damage occurs, the exhibitor shall be liable to the owners of the property so damaged.
9. **Security:** SDE makes every reasonable effort to provide adequate protection for exhibitor's merchandise and displays during non-exhibit hours. SDE will not accept any responsibility for lost or stolen merchandise. Exhibitors are encouraged to take precautionary measures to safeguard against theft.
10. **Liability and Hold Harmless Clause:** In contracting as an exhibitor at SDE, Inc., the applicant agrees to assume the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to people, displays, equipment and other property brought upon SDE, Inc., and shall indemnify, defend, and hold harmless, its owners, affiliated companies, agents, servants, and employees from any and all losses, damages and claims. It is the sole responsibility of the exhibitor to obtain insurance covering such events.
11. **Shipping:** Exhibitors are solely responsible for following shipping and storage guidelines set forth by the conference site and assume any related charges for handling and storage.