

2019 EXHIBITOR RESERVATION FORM

In accordance with the terms of the contract, the organization below contracts for exhibit space and services offered by the 2019 ASCA Annual Conference, which will be held at the Hynes Convention Center. Exhibit dates are June 29–July 1, 2019. This application will become a contract when countersigned by the ASCA exhibits coordinator.

NAME OF ORGANIZATION

As you wish it to appear on your exhibit sign (limited to 26 characters and/or spaces)

Contact Name (person who should receive all exhibit information)

Address

City State ZIP

Phone Fax

E-mail

Website Address (Required for Virtual Exhibit Hall link)

Exhibitor's Name (Person to receive one free registration)

Exhibit-Only Badge Name

Exhibit-Only Badge Name

Please provide a company description for the virtual exhibit hall, and the conference app (50 words or fewer) to robin@adguidance.com or attach a separate sheet of paper with your description.

PAYMENT INFORMATION

- Inline Booth (10' x 10'), \$1,195
- Corner Booth (10' x 10'), \$1,295
- \$50 discount for each additional booth

Total Amount Enclosed (check payable to ASCA) \$ _____

I authorize ASCA to charge my credit card for \$ _____

- Visa
- MasterCard
- American Express
- Discover

Name on Card

Card #

V-code

Exp. Date

Signature

Date

BOOTH PREFERENCES

First choice

Second choice

Third choice

Electrical, Internet, carpet, audiovisual and drayage services are not included in the registration fee. You will receive a service kit 60–90 days prior to the conference containing information about ordering these services. Space is limited; early reservations recommended. Booths are assigned on a first-come, first-served basis.

EXHIBITOR'S ACCEPTANCE

I, _____, the authorized representative of the firm named above, subscribe and agree to all terms and conditions contained in the exhibiting, sponsoring and advertising brochure, including the exhibitor guidelines on page 4.

Exhibitor Signature

Date

Contract Accepted By (ASCA Exhibits Coordinator)

- Yes, I'd like to increase my visibility at the ASCA conference. Please send me information about advertising in the conference issue of *ASCA School Counselor* magazine.

Name (print)

Title

Signature

Date

PLEASE COMPLETE AND RETURN THIS FORM (RETAIN A COPY FOR YOUR RECORDS)

ASCA CONFERENCE EXHIBITS
283 WHISTLEWOOD LANE
WINCHESTER, VA 22602
FAX: (540) 542-0550
E-mail: robin@adguidance.com

For more information, contact Robin Cibroski at (800) 597-7210 or robin@adguidance.com.

EXHIBITOR GUIDELINES

LIABILITY

The exhibitor agrees to make no claim, for any reason whatsoever, against ASCA, the Hynes Convention Center or any other contractors for loss, theft, damage or destruction of goods, or for any injury to self or employees. Nor will claim be made for any damage of any nature or character, including damage by reason of failure to provide space for the exhibit, or for removal of the exhibit or for failure to hold the conference as scheduled. Due to liability issues no one under 18 will be allowed in the exhibit hall or breakout session rooms.

UNOCCUPIED SPACE

Should any rented exhibitor space remain unoccupied on the opening day or should any space be forfeited due to failure to make payment, ASCA reserves the right to rent that space to any other exhibitor or use that space for such purposes as it may see fit without any liability on its part. This clause shall not affect the obligation of the exhibitor to pay the full amount specified in the space rental agreement should ASCA not resell the space.

ACCEPTABILITY OF EXHIBITS

ASCA reserves the right to refuse to sell exhibit space to any company it deems objectionable or at cross purposes to the association's mission. Additionally, ASCA reserves the right to require exhibitors to remove promotional materials from the show floor that are deemed objectionable.

FIRE, SAFETY AND HEALTH

The exhibitor agrees to accept full responsibility for compliance with local, city and state fire, safety and health ordinances regarding the installation and operation of equipment. Necessary fire precautions will be the responsibility of the exhibitor.



DAMAGES TO PROPERTY

Exhibitors are liable for any damage caused to building floors, walls, columns or tables or to any other exhibitor's property. Exhibitors may not apply paint, lacquer, adhesive or any other coating to building columns, floors, walls or tables.

CANCELLATIONS

In the event written notification of intent to cancel is received by the exhibits coordinator by April 1, 2019, all sums paid by the exhibitor, less a service fee of \$100 per booth, will be refunded. Between April 2, 2019, and May 30, 2019, a 50 percent penalty will be forfeited. No refunds will be granted after June 1, 2019. All storage and handling charges due to failure to remove exhibit materials from the display or storage area at the conclusion of the move-out period shall be the responsibility of the exhibitor. If move-in and move-out are not conducted during scheduled time, a fee may be assessed.

GUIDELINES FOR DISPLAY RULES & REGULATIONS

A standard booth (10' x 10') will have an 8' back drape and 3' side rails. For endcaps, only the center 10' may be 8' tall. The front of a booth (5' from the aisle to the middle of a booth) may not extend any higher than 42", so as not to obscure the sight line of other exhibitors. Side rails must not exceed 36" to prevent any obstructions that would interfere with the view of the other booths. High counters must be placed at least 2' back from the booth entrance, so as not to cause aisle traffic.