

School Administrators of Iowa

August 6, 2008

2008 Exhibit Booth Contract

Polk County Convention Complex

33rd Annual Convention

5th & Grand, Des Moines, Iowa

Assignment of booths begins March 17. Space may sell out before May 1 exhibit application deadline.

BOOTH CHOICE: Please indicate your top choice(s) for your exhibit at the School Administrators of Iowa Annual Convention: 1st Choice _____ 2nd Choice _____ 3rd Choice _____ 4th Choice _____

Please indicate if there is a company you prefer NOT to be located directly beside: _____

While every effort will be made to assign your requested space, it may not be possible. Booth assignments are made with these considerations:

- whether the company is an SAI Corporate Partner and at what level;
- date contract and payment are received in the SAI office;
- number of years a company has been exhibiting with SAI;
- number of booths needed; and
- availability.

EXHIBIT BOOTH COST:

- Booth rental fees are \$525 per booth, 5% discount for two booths, 10% discount for three or more.
- Booth rental fee must accompany this application for a booth assignment to be made.
- Any exhibitor canceling on or before June 20, 2008, will receive a full refund. Any exhibitor canceling after June 20 forfeits the entire booth rental fee.
- A limited number of conference booklet ads are available in three sizes. (See cover letter for details.)

Company Name _____

Person In Charge of Booth _____

Address (to send booth info.) _____

City, State, Zip _____

Telephone _____ FAX _____

E-mail _____

BOOTH SIGN: SAI will furnish one 7" x 44" identification sign which will consist of company name and booth number, using the company name as above unless otherwise specified below. You may furnish your own sign, if you prefer.

COMPANY NAME FOR BOOTH SIGN: _____
(limited to 42 characters/spaces)

CONVENTION DIRECTORY LISTING: SAI will provide a directory of exhibitors to all convention attendees. Three lines of copy will be included. The first line is the company name, the second line is the company address and the third line is a description of the products and services, **which is limited to 50 characters and spaces:**

Company Name _____

Mailing Address _____

Product/Services Description _____
(limited to 50 characters/spaces)

We acknowledge receipt of the exhibit plat, and acknowledge that we have read and accept the terms, conditions and regulations on the reverse side of this form, which hereby become part of this contract. We understand that SAI may cancel any booth contract or reservation in any case involving noncompliance with the terms, conditions and regulations of this contract, or for nonpayment of the contract sum.

Signed _____ Title _____ Date _____

(See Terms, Conditions and Regulations on Reverse Side)

PLEASE SIGN AND RETURN TOP TWO COPIES ALONG WITH YOUR CHECK (PAYABLE TO SAI) TO:

Cheri Wigger, School Administrators of Iowa
12199 Stratford Drive
Clive, IA 50325

_____ No. of booths requested	\$ _____
Conference booklet ad	\$ _____
Total enclosed	\$ _____

SAI WILL COMPLETE THIS PORTION OF THE CONTRACT AND RETURN ONE COPY TO YOU

Date Contract Received _____	Amount Received _____
Check Number _____	Booth(s) Assigned _____

By: _____
Exhibit manager, School Administrators of Iowa
Phone: (515) 267-1115 FAX: (515) 267-1066

Return white and yellow copies with payment to SAI.

Pink copy is exhibitor copy.

TERMS, CONDITIONS AND REGULATIONS

1. EXHIBITOR BOOTH - The School Administrators of Iowa (SAI) agrees to provide a 10' x 10' booth with side and back curtains. The SAI agrees to furnish one 7" x 44" identification sign with company name and booth number.
2. BOOTH ASSIGNMENTS - Assignments will be made in the order contracts and booth fees are received. When the booth requested has been reserved by an earlier application, other assignment in the order of preference as requested by the exhibitor, or from booths available, will be made.
3. RULES AND REGULATIONS - The exhibitor agrees to abide by the rules and regulations of the Polk County Convention Complex, and to comply with all the laws of the United States and the State of Iowa, and all ordinances of the City of Des Moines, together with all rules of the Police, Fire, and Health Department of the City of Des Moines. It is understood that this contract may be canceled for any such violation.
4. LIABILITY - The SAI or its employees shall not be responsible for any injury, loss or damage that may occur to the exhibitor's officers, agents or employees; or property prior, during or subsequent to the period covered by this exhibit contract. All property brought onto the premises by the exhibitor shall be at the risk of the exhibitor, and the SAI and its employees shall not be liable for any loss or damage thereto, for any injury to the exhibitor, its agents, officers, or employees. The exhibitor agrees to indemnify and hold harmless the SAI and its employees for any loss or damage which may arise out of the premises in this exhibit booth contract.
5. SAFETY REGULATIONS - Strict adherence to all safety regulations regarding all motor vehicles will be insisted upon. If gasoline-driven motor vehicles are brought into the building for display purposes, gas contents must be at a minimum, gas tank cap must be sealed with tape, and battery disconnected. No bottled gas or L.P. gas or empty cylinders are permitted in the building. Exhibitors will make themselves completely familiar with and comply with all other fire and safety regulations of the Polk County Convention Complex. The exhibitor agrees not to injure, damage, mar or deface buildings, premises, furniture, fixtures, or equipment in or about the Convention Complex; and shall be liable for any such damage or injury caused by it, its agents, officers, employees, or other persons admitted to the premises by the exhibitor, its agents, officers or employees.
6. USE OF BOOTH - The exhibitor agrees not to interfere in any way with the ordinary use by others of the building or grounds. The exhibitor shall not obstruct the aisles or view of other exhibitors. The exhibitor shall not sublet, divide or share booth space to any other than identified in the contact without expressed permission of the SAI exhibit manager. Distribution of advertising material is limited to the area of each exhibit booth. Exhibits shall be arranged so that nothing is attached to walls, and no tacking or marring is permitted. The SAI reserves the right to refuse or restrict exhibits or exhibitors which may be objectionable; also to prohibit or remove any exhibit which may detract from the general character of the display or exhibitor who disrupts the general atmosphere of the conference. This includes persons, things, printed matter, or anything of a character which may not be in keeping with the exhibit or conference as a whole.