

## **Exhibit Space Application and Contract**

LUTHERAN EDUCATORS CONFERENCE

Desert Springs Marriott Resort and Spa

November 21-23, 2010

The Lutheran Educators Conference (LEC) committee seeks your participation as an exhibitor at the 2010 convention of educators at the Desert Springs Marriott Resort and Spa in Palm Desert. You are a valued partner in ministry and we pray that you will consider joining us on November 21-23, 2010. Thank you for completing the following application and contract.

COMPANY NAME \_\_\_\_\_  
STREET ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_  
REPRESENTATIVE \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_  
EMAIL \_\_\_\_\_ FAX \_\_\_\_\_  
WEBSITE \_\_\_\_\_

**IMPORTANT:** Please include a brief description of your exhibit for our program book.

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

We would like to reserve \_\_\_\_\_ space(s) at \$400 (contract received before July 15, 2010) or \$500 (contract received after July 15, 2010)

Name of person(s) representing company at conference: \_\_\_\_\_  
(for conference nametag) \_\_\_\_\_

**Reminder:** This contract must be received by July 15, 2010, with FULL payment, in order to receive the rate of \$400 per space. After July 15, 2010, the contract is \$500 per space.

**Please make checks payable to LUTHERAN EDUCATORS CONFERENCE.**

**Cancellation policy:** Cancellations received by September 30, 2010 will receive a full refund less a \$100 per space administrative fee. Cancellations after September 30, 2010 will be refunded, less a \$100 per space administrative fee, as long as the contracted space is resold prior to the opening day of the conference.

It is agreed that the space assigned to us will be acceptable to us unless we reject it within FIVE (5) days of receiving its location. We fully understand that this form shall become a binding contract upon acceptance of exhibit space by the applicant and is subject to the terms, conditions, rules, and regulations as set forth herein. I have read the reverse side of this contract and agree to its provisions.

\_\_\_\_\_  
APPLICANT'S AUTHORIZED SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

Please mail this signed contract and full payment to Sandi Scott at the address below. Confirmation and a signed copy of this contract will be returned by mail.

Exhibits Coordinator

\_\_\_\_\_  
L.E.C. AUTHORIZED SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

Sandi Scott, LUTHERAN EDUCATORS CONFERENCE, 222 N. East Street, Anaheim, CA 92805

**RULES AND REGULATIONS**  
**PLEASE KEEP A COPY FOR YOUR RECORDS!**

These rules and regulations are a part of your exhibit contract. Please familiarize yourself with them, as all exhibitors will be held to them.

1. These rules and regulations constitute an essential part of the contract for the exhibit space. The Conference Committee reserves the right to render all interpretations and to establish further or amended regulations as it may be deemed necessary for the proper conduct and general success of the exhibition.
2. The Conference Committee reserves the right to decline, prohibit, or expel any exhibit or exhibitor which, in its judgment, is not keeping with the character of the exhibition, this reservation being all inclusive as to persons, things, printed material, product, conduct, etc.
3. Distribution of advertising material and exhibitor solicitation of any sort shall be restricted to the Exhibitor's Booth. Exhibitor's set-up or product may not extend beyond the limits of the Exhibitor's Booth and no part of any exhibit or product may extend into any aisle. Exhibitor shall not arrange its exhibit so as to obscure or prejudice adjacent exhibitors in the opinion of the Conference Committee.
4. Exhibitor shall be bound by all pertinent laws, codes, and regulations of municipal or other authorities having jurisdiction over exhibit facility or the conducting of said exhibit together with the rules and regulations of the owners and/or operators of the facility in which the exhibit is held.
5. Exhibitor shall carry its OWN insurance. The Conference Committee and the hotel facility assume no responsibility for the safety of the properties of the exhibitor, its officers, agents or employees from theft, damage from fire, accident or any other cause whatsoever. The Exhibitor expressly agrees to save and hold harmless the Conference Committee and its sponsors as well as the hotel facilities and their respective management, agents and employees from any and all liability resulting from injuries or damage to Exhibitor, its agents, employees and attendees, persons and/or properties in connection with the Exhibitor's use of the exhibit space. Exhibitor shall provide for insurance covering all risks and its exhibit at all times.
6. If the Exhibitor fails to comply in any respect with the terms of the agreement, then the Conference Committee shall have the right, with notice to the Exhibitor, to sell or offer for sale the exhibit space covered by this contract. Exhibitor shall be liable for any deficiency, loss or damage suffered by the Conference by reason of the premises stated, which loss or damage the Exhibitor agrees to pay the Conference Committee upon demand, together with reasonable expenses and costs incurred by reason thereof, including attorney's fees.
7. Allocations of available space will be made first come, first served based on size of space and the date of receipt of the signed contract with payment. LEC reserves the right to make final space assignment, or change the space assignment after the acceptance of the application should it be in the best interest of the show.
8. The Conference Committee will not be liable for the fulfillment of this contract as to the delivery of exhibit space if no delivery is due to any of the following causes: By reason of the facility having been damaged or destroyed by fire, act of God, public enemy, war or insurrections; strikes; the authority of the law; postponement or cancellation of the Conference; or for any cause beyond the control of the Committee. It will, however, on the event of not being able to hold an exhibit for any of the above-named reasons, reimburse Exhibitor on a pro-rated basis on any amount paid, less any and all legitimate expenses incurred, such as, but not limited to, rent, advertising, operating costs, etc.
9. Exhibitor shall not post, tack, nail, or otherwise attach to the columns, wall, floors, or other parts of the hotel exhibit area without permission of the hotel manager.
10. Each space measures 10' x 10'. The Conference will provide one 8-foot skirted table, two side chairs, one wastebasket and one exhibitor sign per space along with pipe and drape. Booth back drape is 8ft high with 3ft side rails. It is understood that Exhibitor will provide all other required materials.
11. **Contracts must be accompanied by the FULL payment.** Contracts will not be confirmed until payment is received.
12. Installations may begin between 11:00AM & 2:00PM on Sunday, November 21, 2010. The Exposition will open officially on Sunday, November 21, 2010, 2:00PM-4:00PM and following worship, 6:00PM-8:00PM. The Exposition will re-open on Monday, November 22, 2010, at 8:00AM and remain open until 6:15PM. On Tuesday, November 23, 2010, the exposition will open at 7:30AM and will close that same day at 10:00AM. Exhibits are to be removed by 12:00PM, Tuesday, November 23, 2010. **It is an expectation of the LEC Conference that your booth is manned for the duration of the show.**
13. The official exhibition decorator (service contractor) will post exhibitor kits online pertaining to the rental of furniture, such as extra tables, chairs, and management of freight, etc. The entire exhibit floor will be carpeted. There is a charge for exhibitors' electrical hook-ups. Please arrange all electrical hook-ups with the service contractor. [Please refer to www.steeletradeshows.com.](http://www.steeletradeshows.com)

<b>FOR OFFICE USE ONLY</b>		
DATE RECEIVED:	CHECK NUMBER:	AMOUNT:
SPACE(S) ASSIGNED:	NOTES:	