

# 2012 Application and Contract for Exhibit Space

108th Annual Meeting and Exhibition • August 30-September 2, 2012  
New Orleans, LA • New Orleans Marriott  
American Political Science Association  
1527 New Hampshire Avenue, NW • Washington, DC 20036-1206 • 202/483-2512

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip \_\_\_\_\_  
Exhibit Contact Person: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

We hereby apply for exhibit space at the 108th Annual Meeting of the American Political Science Association. We further agree to abide by all regulations specified under Contract Regulations in the attached Exhibit Space contract.

Signature of Representative: \_\_\_\_\_

Print Name: \_\_\_\_\_

*No booth assignment will be made without a signed Application and Contract and payment.*

## Important Information for Online Listing

APSA must receive all information by **July 2, 2012** to be included in the online exhibit list.

### Alphabetical listing should read as follows:

Company Name: \_\_\_\_\_

Web Address \_\_\_\_\_

Six selections for booth space(s), in order of preference:

Inline Booths: **\$1,700** Corner Booths: **\$2,000**

- 1) \_\_\_\_\_ \$ \_\_\_\_\_
- 2) \_\_\_\_\_ \$ \_\_\_\_\_
- 3) \_\_\_\_\_ \$ \_\_\_\_\_
- 4) \_\_\_\_\_ \$ \_\_\_\_\_
- 5) \_\_\_\_\_ \$ \_\_\_\_\_
- 6) \_\_\_\_\_ \$ \_\_\_\_\_

Please indicate the aisle (or aisles) you prefer if none of your choices are available:  
\_\_\_\_\_

### Yes! We will be sharing a booth.

We understand that if the exhibitor with whom we are sharing a booth withdraws from the Exhibition for any reason, we are responsible for the full balance of the booth fee. I have included the additional \$60 booth sharing fee with my payment. *Note: The \$60 sharing fee is per company—NOT PER BOOTH.*

Indicate name of other exhibitor: \_\_\_\_\_

Method of Payment (check one):

Check (Must be payable to APSA. Send to address below.)

Visa  MasterCard  American Express

Credit Card # \_\_\_\_\_

Exp. Date \_\_\_\_\_ Amount of Payment \$ \_\_\_\_\_

Please return the application and contract by **March 16, 2012** in order to be included in the booth allocation formula. An email confirmation will be sent to you once booths have been assigned.

Email signed contract to:

**Melissa Pewett**

**Manager, Meetings and Conferences**

**EMAIL: mpewett@apsanet.org**

Please mail ALL checks to:

**American Political Science Association**

**1527 New Hampshire, Ave. NW**

**Washington, DC 20036**

**For APSA office use only. Do not write in the area below.**

Acceptance Contract: American Political Science Association

Accepted by: \_\_\_\_\_ Total pts: \_\_\_\_\_

Date Received: \_\_\_\_\_

Booth(s) assigned: \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_

# CONTRACT REGULATIONS

## CONTRACT FOR SPACE

The Application and Contract must be completed in its entirety and accompanied by the total booth fee for the number of spaces requested before it will be processed or space assigned. The signed Application and Contract and subsequent notice of assignment constitute a contract between the American Political Science Association (hereinafter referred to as APSA) and the exhibitor. Any point not specifically covered in these regulations is subject to the decision of APSA, whose decision shall be final.

## ELIGIBILITY TO EXHIBIT

The content of materials displayed in the APSA Exhibit Hall must contribute to teaching and research in the political science discipline, and the professional development of political scientists. APSA reserves the right to refuse any application for exhibit space or curtail or cancel any exhibit that in the sole judgment of the executive director are not consistent with the teaching, research, and professional ends of the discipline and Association. This policy also applies to the nature of displays, advertisements, sales of products (including novelties and souvenirs), and the decorum of exhibitors or their employees.

Exhibits cannot be used for politically or ideologically partisan purposes, and are subject to the approval of the APSA executive director or designee.

## ASSIGNMENT OF SPACE

Booth space will be assigned at the discretion of APSA. Priority of booth selection is given to companies that have exhibited in previous years, purchased online booths and advertisers in the Annual Meeting Programs. APSA will attempt to assign requested spaces; however, if none of the requested spaces are available, a space comparable in location and size will be assigned. Exhibit management reserves the right to alter exhibitor's assigned location at any time if deemed in the best interests of the Exhibition. Exhibit Management will consult with exhibitor before exercising its discretion.

## SCHEDULING GUIDELINES FOR EXHIBITOR FUNCTIONS

(a) Exhibitor sponsored functions, both public and private, will be accepted by the convention coordinator on a first-come, first-served basis. (b) Exhibitor sponsored private functions, i.e., events not open to all meeting attendees, requiring space controlled by the Association according to its contract with the convention hotel will be placed in the convention hotel or elsewhere at the sole discretion of the convention coordinator. (c) APSA official program events have priority over events sponsored by other groups, including exhibitors. Schedule changes and room reassignments are at the sole discretion of the APSA convention coordinator, though the coordinator will make every effort to limit changes to within 2 months of the meeting.

## BOOTH SHARING

A company that shares a booth with another company is required to complete an Application and Contract and submit it along with 50% of the total booth fee plus an additional administrative charge of \$60. The \$60 administrative charge is per company, not per booth. In the event that an exhibitor is sharing a booth and withdraws from the Exhibition, the other exhibitor with whom they were sharing a booth is fully responsible for the full balance of the booth fee. APSA will not match companies. No more than two companies may share one booth. Each sharing exhibitor will only receive three (3) exhibitor badges with purchase.

## WITHDRAWAL

Withdrawal from the Exhibition by any company will not be accepted unless APSA receives written notice of such withdrawal. Any company who withdraws prior to May 4, 2012 will be refunded 50% of the total booth fee. Full booth fee is forfeited by companies withdrawing on or after May 4, 2012.

## TERMINATION OF MEETING AND EXHIBIT

Should the premises in which the 108th Annual Meeting and Exhibition is to be held become, in the sole judgment of APSA, unfit for occupancy, or should the Meeting and Exhibition be materially interfered with by reason of action of the elements, strike, picketing, boycott, embargo, injunction, war, riot, emergency declared by a government agency, or any other act beyond the control of APSA, the Application and Contract may be terminated. APSA will not incur any liability for damages sustained by the exhibitor as a result of such termination. In the event of such termination the exhibitor expressly waives such liability and releases APSA of and from all claims for damages and agrees that APSA shall have no obligations except to refund to the exhibitors a prorated share of the aggregate amount received by APSA (as rental for exhibit space for said Exhibit), after deducting all costs and expenses in conjunction with such Exhibit, including a reasonable reserve for claims, such as deductions being held hereby specifically agreed to by the exhibitor.

## INSTALLATION AND DISMANTLING

The Exhibit Hall will be available Wednesday, August 30, 2012 from 8:00 a.m. to 5:00 p.m. for the installation of displays. No children under the age of 16 will be allowed in the Exhibit Hall during exhibit installation. Dismantling or packing of any booth material is not permitted until the Exhibit Hall closes at 5:00 p.m. on Saturday, September 1, and must be completed by 12:00 a.m. on Sunday.

## BOOTH PERSONNEL/BADGES

The fee for booth space includes six (6) exhibitor badges per 10'x10' booth. Displays must be staffed during all APSA Exhibit Hall hours. Badges must be worn at all times for admission to the Exhibition. A list of Booth Personnel must be received on or before August 3, 2012. All booth personnel must be registered. Badges may be picked up at Exhibitor Registration beginning on Wednesday, August 30 at 8:00 a.m.

## DISPLAY RULES AND REGULATIONS

APSA provides the following: an 10'x10' standard booth; a 7"x44" two-line identification sign listing the company name and booth number; an 8'-high backdrop and 3'-high draped sidewalls; aisle carpeting in all main aisles in the Exhibit Hall; and around-the-clock security concluding at 5:00 p.m. Saturday, September 1, 2012.

**Depth and Height:** All display fixtures over 4' in height and placed within 10 linear feet of an adjoining exhibit must be confined to that area of the exhibitor's space which is within 5' of the back line. Exhibit fixtures, components and identification signs will be permitted to a maximum height of 8'3".

**Side Walls:** Side walls cannot exceed 4' in height, except that area which is within 4' of the back wall. Displays must be contained within the assigned booth spaces in such a way that they do not interfere with other exhibitors' displays.

**Furnishings:** Exhibitors must purchase carpet for the interior of individual booths. Chairs, tables, and wastebaskets are not provided. Information regarding the purchase of carpet and furniture will be available in the Exhibitor Service Kit in late spring.

## ADDITIONAL RULES

Distributing advertising matter outside of the exhibitor's rented space is not permitted. All exhibitor's furnishings must be contained within the confines of their booth. Aisles must not be obstructed at any time. Exhibitors may offer food or beverage at individual booths, but must be arranged through APSA. APSA reserves the right to restrict any exhibit which might be considered undesirable or does not conform to the Contract Regulations, or to make any modifications to these displays, at exhibitors expense, so that the exhibit conforms to the Contract Regulations.

## LABOR/SAFETY/FIRE

Exhibitors will comply with all applicable statutes, ordinances, rules and requirements relating to health, fire, safety, and use of the premises. Booth decorations must be flame-proof and all hangings must clear the floor. Electrical wiring must conform with all federal, state, and municipal government requirements and with National Electrical Code Safety Rules. If inspection indicates that an exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazards, the right is reserved to cancel at exhibitor's expense all or such part of the exhibit as may be irregular.

## INDEMNIFICATION AND WAIVER

The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage, including that by fire, and theft, to exhibitor's displays, equipment and other property brought upon the premises of the New Orleans Marriott and shall indemnify and hold harmless the Marriott, Freeman Decorating Company, and APSA and their agents, servants, employees, officers, directors, staff and members. Each participant by signing the application for participation expressly understands that they release APSA from, and agrees to indemnify it against any and all claims for such loss, injury or damage. If APSA shall be held liable for any event which might result from a particular exhibitor's action or failure to act, such exhibitor shall reimburse and hold harmless APSA against any liability resulting therefrom. Exhibitors must adequately insure their materials, goods, wares and exhibits against loss or injury of any kind and must do so at their own expense; APSA, Freeman Decorating Company, and the meeting venue are not responsible for any loss (however caused) to any property of any exhibitor. Exhibitors are solely responsible for their own actions during the 108th Annual Meeting and Exhibition. APSA will provide security service during the official hours of installation, dismantle and exhibit hours. The furnishings of such service is in no case to be interpreted by exhibitors as guaranteeing them against loss or theft of any kind.

## AMENDMENT TO CONTRACT REGULATIONS

Any and all points not covered specifically are subject to the decision of APSA. APSA may, in its sole discretion, make reasonable changes, amendments, or additions to Contract Regulations. Any such changes shall be binding on Exhibitor equally with the other regulations contained herein.