

⚠ IMPORTANT

This form is used to process credit card payments and cannot be submitted via email.

For your protection, please submit completed form by **fax to 202-367-2173** or by mail to The Townsend Group, 2025 M Street NW, Suite 800, Washington, DC 20036

Application and Contract for Exhibit Space

1 EXHIBITOR INFORMATION (Company Information to be published)

Company Name _____

Contact Name _____ Title _____

Mailing Address _____

City _____ State/Province _____

Zip/Postal Code _____ Country _____

Phone _____ Fax _____

E-mail _____ Website _____

2 OFFICIAL EXHIBITOR CONTACT

Company Name _____

Contact Name _____ Title _____

Contact Mailing Address (if different) _____

City _____ State/Province _____

Zip/Postal Code _____ Country _____

Phone _____ Fax _____

E-mail _____ Website _____

3 EXHIBIT SPACE RATES & PREFERENCE (Rates listed are per 10' x 10' space. All booths are sold in 10' x 10' increments unless otherwise noted.)

	Through May 1, 2017	After May 1, 2017
<input type="checkbox"/> Inline Booths	\$1,800	\$1,900
<input type="checkbox"/> Corner Booth	\$2,000	\$2,100
<input type="checkbox"/> School Systems / Non-Profit*	\$1,600	\$1,700

*Please attach your non-profit certificate to receive the booth discount.

Booth Size: _____ (min. 10' x 10')

Total Cost: \$ _____

Booth Preferences: 1st _____

2nd _____

3rd _____

4 PAYMENT INFORMATION

- Check enclosed \$ _____ (Checks payable to CEC)
- Charge my: Visa MasterCard AMEX Discover

Mail payments to Council for Exceptional Children, c/o The Townsend Group, 2025 M Street NW, Suite 800, Washington, DC 20036

Card Number _____ Amount _____

Name on Card _____

CVV Code _____ Exp. Date _____

Cardholder Signature _____

Deposit and Payment Schedule

A 50% non-refundable deposit is due with application. Any remaining balance must be paid by November 1, 2017. Exhibit space will not be held or confirmed without deposit. Failure to make payments does not release the contracted or financial obligation of Exhibitor.

Cancellation/Reduction Penalties

For cancellations received by November 1, 2017, any payment beyond 50% of the booth cost will be refunded. No refunds will be given for space cancelled on or after November 1, 2017.

5 CONVENTION PROGRAM GUIDE LISTING

Please provide a short company description to be included in the program guide and mobile app.

6 SIGNATURE AND AGREEMENT

This exhibit space application will become a contract upon acceptance with authorized signature and is based upon the exhibit floor plan, exhibit space fees, rules governing the exposition and general information that is included with this document.

Authorized Signature _____ Date _____

Print Name and Title _____

CEC USE ONLY: Date Rec'd _____ Booth(s) Assigned _____ Total Cost _____ Accepted by CEC on _____

For more information, contact Kevin McDonnell, National Sales Manager at 202-367-1259 or kmcdonnell@townsend-group.com.

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Application and Contract for Sponsorship

1 CONTACT INFORMATION

Company Name

Contact Name

Title

Mailing Address

City

State/Province

Zip/Postal Code

Country

Phone

Fax

E-mail

Website

2 SELECT SPONSORSHIP(S)

Yes I Can Awards Program \$12,000

Student Forum \$2,500

Hotel Keycards \$3,500

Mobile Event App \$12,000

Student Happy Hour \$7,500

CEC Green Screen Photos \$2,500

Wellness Massage Lounge \$12,000

Tote Bags \$7,000

Hotel Room Drops \$2,000

Wi-Fi \$10,000

Badge Holder Sponsor \$5,000

Tote Bag Insert (Exhibitors) \$500

Opening General Session \$7,500

CEC Preliminary Program \$5,000

Tote Bag Insert (Non-Exhibitors) \$1,500

3 PAYMENT INFORMATION

Check enclosed \$_____ (Checks payable to CEC)

Charge my: Visa MasterCard AMEX Discover

Mail payments to Council for Exceptional Children, c/o The Townsend Group, 2025 M Street NW, Suite 800, Washington, DC 20036

Card Number

Amount

Name on Card

CVV Code

Exp. Date

Cardholder Signature

4 SIGNATURE AND AGREEMENT

This sponsorship application will become a contract upon acceptance with authorized signature and is based upon the sponsorship availability, sponsorship fees, rules governing the sponsorship and general information that is included with this document.

Authorized Signature

Date

Print Name and Title

Payment Schedule/Cancellation Policy

Full payment is due with application. Sponsorship will not be held or confirmed without payment. Sponsorships are non-refundable.

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Learning Labs

1 CONTACT INFORMATION

Company Name			
Contact Name		Title	
Mailing Address			
City	State/Province	Zip/Postal Code	Country
Phone		Fax	
E-mail		Website	

2 PROGRAM INFORMATION

Learning Labs will be accepted on a first come, first served basis. Each presentation will require a separate form. Lectern, microphone, LCD projector, screen, WiFi and extension cords are included. Submission deadline is December 7.

\$500 Exhibiting Company \$1,500 Non-Exhibiting Company

Session Title: _____

Brief Abstract (Less than 50 words): _____

3 SPEAKER INFORMATION

Speaker Name	Title
Company Name	
Mailing Address	
City, State/Province, Zip/Postal Code, Country	
Phone	Fax
E-mail	Website

ADDITIONAL SPEAKER

Speaker Name	Title
Company Name	
Mailing Address	
City, State/Province, Zip/Postal Code, Country	
Phone	Fax
E-mail	Website

4 SELECT A TIME SLOT:

THURSDAY, FEBRUARY 8

- 9:45 – 10:45 AM
- 11:00 AM – 12:00 PM
- 1:00 – 2:00 PM
- 2:15 – 3:15 PM

3:30 – 4:30 PM

FRIDAY, FEBRUARY 9

- 9:45 – 10:45 AM
- 11:00 AM – 12:00 PM

5 PAYMENT INFORMATION

Check enclosed \$ _____ **(Checks payable to CEC)**

Charge my: Visa MasterCard AMEX Discover

Mail payments to Council for Exceptional Children, c/o The Townsend Group, 2025 M Street NW, Suite 800, Washington, DC 20036

Card Number	Amount
Name on Card	
CVV Code	Exp. Date
Cardholder Signature	

Payment Schedule/Cancellation Policy

Full payment is due with application. Learning Lab will not be held or confirmed without payment. Learning Labs are non-refundable.

6 SIGNATURE AND AGREEMENT

This Learning Lab application will become a contract upon acceptance with authorized signature and is based upon availability, fees, rules governing the Learning Lab and general information that is included with this document.

Authorized Signature	Date
Print Name and Title	

For more information, contact Kevin McDonnell, National Sales Manager at 202-367-1259 or kmcdonnell@townsend-group.com.

CEC 2018 Exposition & Sponsorship Rules

1. PURPOSE

The objective of the CEC 2018 Convention & Expo is to further CEC's objectives by providing a forum through exhibits and sessions. Exhibitors are limited to firms, organizations and agencies whose exhibits are in harmony with the purpose of this Exposition.

2. LOCATION OF EXHIBITS

The Convention & Expo will be held at the Tampa Convention Center in Tampa, Florida.

3. SUBLEASING

Exhibitor may not sublet his exhibit space, nor any part thereof, nor exhibit, offer for sale, or advertise articles not manufactured or sold by the exhibiting company, except where such articles are necessary for proper demonstration or operation of the exhibitor's display, in which case identification shall be limited to the manufacturer's normal regular nameplate. Exhibitor may not permit non-exhibiting company representatives to operate from his booth. Rulings of CEC shall, in all instances, be final with regard to use of exhibit space.

4. OCCUPANCY DEFAULT

Any exhibitor failing to occupy space contracted for shall not be relieved of the obligation of paying the full rental charge of such space. If not occupied by the time set for completion of the installation of the displays, such space shall be taken by CEC, and re-allocated or reassigned for such purposes or use CEC may see fit.

5. ELIGIBILITY

CEC has the sole right to determine the eligibility of any company or product for inclusion in the Exposition.

6. CANCELLATION OR CHANGE OF EXPOSITION

In the event that the premises in which the Exposition is conducted should become unfit for occupancy or substantially interfered with by reason of any cause or causes not reasonably within the control of CEC or its agents, the Exposition may be canceled or moved to another appropriate location, at the sole discretion of CEC. CEC shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue of cause or causes not reasonably within the control of CEC. Causes for such action beyond the control of CEC shall include, but are not limited to: fire, casualty, flood, epidemic, earthquake, explosion, accident, blockage, embargo, inclement weather, governmental restraints, act of a public enemy, riot or civil disturbance, impairment or lack of adequate transportation, inability to secure sufficient labor, technical or other personnel, labor union disputes, loss of lease or other termination by the Tampa Convention Center, municipal, state or federal laws, or act of God. Should CEC terminate this agreement pursuant to the provisions of this section, the exhibitor waives claims for damage arising there from. Refunds of "Paid Exhibit Space Fees" in the event of event termination or cancellation shall be made to exhibitors at the sole discretion of CEC and in any case, will not exceed the amount of each exhibitor's paid exhibit space fee less any pro rata adjustments based on non-reimbursable direct and/or indirect event costs or financial obligations incurred by CEC through the date of exhibitors' notification of event termination or cancellation or through the completion of event termination or cancellation processes, whichever is later.

7. CANCELLATION/DECREASE BY EXHIBITOR

In the event of cancellation/decrease by an exhibitor, CEC shall determine an assessment covering the reassignment of space, prior services performed, and other damages related to cancellation, according to the following schedule: Through November 1, 2017, 50% of total booth rental fee; After November 1, 2017, 100% of total booth rental space fee. CEC must receive written notification of the cancellation/decrease. Date cancellation/decrease notice is received by CEC will determine above assessment charges. In the event of either a full or partial cancellation of space by an exhibitor, CEC reserves the right to reassign canceled booth space, regardless of the cancellation assessment. Subsequent reassignment of canceled space does not relieve the canceling exhibitor of the obligation to pay the cancellation/decrease assessment. Appropriate payment must be received within 15 days of cancellation/decrease.

8. LIMITATION OF LIABILITY

Exhibitor agrees to make no claim for any reason whatsoever against CEC, its employees, agents, or representatives for loss, theft, damage, or destruction of goods; nor for any injury, including death, to himself, employees, agents or representatives; nor for any damage of any nature, including damage to his business for failure to provide exhibit space; nor for failure to hold the Exposition as scheduled; nor for any action or omission of CEC. The exhibitor is solely responsible for his own exhibition material and products, and should insure exhibit and products from loss or damage from any cause whatsoever. It is understood all property of an exhibitor is in his care, custody, and control

in transit to, or from, or within the confines of the exhibit hall. CEC shall bear no responsibility for the safety of the exhibitor, its personnel, employees, agents or representatives or personal property.

9. EXHIBITOR INSURANCE

The exhibitor shall, at its sole cost and expense, procure and maintain through the term of this contract, comprehensive general liability insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the premises leased. Such insurance shall include contractual liability and product liability coverage, with combined single limits of liability of not less than minimum \$1,000,000 per occurrence/\$2,000,000 aggregate coverage. Such insurance shall name CEC, The Townsend Group, Tampa Convention Center and Decorator/General Service Contractor as an additional insured. During the term hereof, the exhibitor shall maintain Workers' Compensation and Occupational Disease insurance in full compliance with all federal and state laws, covering all of exhibitor's employees engaged in the performance of any work for exhibitor. All property of the exhibitor is understood to remain under its custody and control in transit to and from the confines of the hall. Proof of such insurance, including a Certificate of Insurance, shall be provided to Show Management or its agent or representative within three (3) calendar days after request, time being of the essence. Failure to remit such proof shall be a material breach of this agreement.

10. UNION LABOR

Exhibitor shall employ only union labor, as made available by official contractors in the setting up and dismantling of the exhibits and in the operations when required by union agreements. Exhibitors planning to build special displays should employ union display companies in their fabrication, carpentry and electrical work.

11. INSTALLING, EXHIBITING, DISMANTLING

Hours and dates for installing, exhibiting, and dismantling shall be those specified by CEC. Exhibitor shall be liable for all storage and handling charges resulting from failure to remove exhibit material from the Exposition before the specified conclusion of the dismantling period set by CEC.

12. DAMAGE TO PROPERTY

Exhibitor is liable for any damage caused by exhibitor, exhibitor's agents, employees or representatives to building floors, walls, or columns, or to standard booth equipment, or to other exhibitor's property. Exhibitor may not apply paint, lacquer, adhesive or other coatings to building columns, floors or walls, or to standard booth equipment.

13. FLOOR LOADING

Under no circumstances may the weight of any equipment or exhibit material exceed the specified floor load limit of the exhibit hall. Exhibitor accepts full and sole responsibility for injury or damage to property or persons resulting from failure, knowingly or otherwise, to distribute the exhibit material and products in conformity with the maximum floor load specifications.

14. ALCOHOLIC BEVERAGES

The dispensing, distribution or use of alcoholic beverages in the Exposition hall is prohibited without the express prior approval of CEC.

15. FLAMMABLE MATERIALS

No flammable fluids or materials of any nature, including decorative materials, use of which is prohibited by national, state, or city fire regulations may be used in any booth.

16. LOTTERIES OR CONTESTS

The operation of games of chance or lottery devices, or the actual or simulated pursuit of any recreational pastime is permitted only on written approval from CEC.

17. NOISE AND ODORS

Noisy or obstructive work will not be permitted during open hours of the Exposition, nor will noisily operating displays, nor exhibits producing objectionable odors. CEC shall have sole discretion in determining what is noisy, obstructive or objectionable.

18. MUSIC

Any exhibitor using music must ensure that licensing fees have been paid to the appropriate agency, i.e., ASCAP or BMI. CEC is not responsible for any licensing fees for music played in exhibitor's booth.

19. OBSTRUCTION OF AISLES OR BOOTHS

Any demonstration or activity that results in excessive obstruction of aisles or prevents ready access to nearby exhibitor's booth shall be suspended for any periods specified by CEC.

20. ATTENDANCE

Admission policies shall remain, at all times, the prerogative of CEC, and may be revised or amended to suit unforeseen conditions.

21. BOOTH PERSONNEL

Exhibitor representatives are restricted to personnel engaged in the display, demonstration, application or sale of the company's product or services. Booth personnel shall wear "exhibitor" badge identification furnished by CEC at all times while they are in the exhibit area. All other employees and representatives of the exhibiting companies must register as Show Attendees. CEC reserves the right to restrict or limit the number of booth representatives. All exhibits must have personnel present during show hours.

22. HEIGHT AND NON-BLOCKING REGULATIONS

All exhibit display construction design must conform to the regulations set forth in the "Display Rules and Regulations," a copy of which is supplied to each exhibitor by CEC. "Display Rules and Regulations" provides details as to what is allowed for exhibitor's booth so as to enable use of the space without detriment to neighboring exhibitors or the Exposition.

23. ELECTRICAL SAFETY

All wiring on booths or display fixtures must meet underwriters' rules and standard fire department inspection. This applies to booth construction only and not to pre-wired radio and electronic equipment.

24. USE OF SPACE

Displays and demonstrations are limited to the confines of an exhibitor's own booth, as is the distribution of literature or other items.

25. DISPLAY

CEC shall have full authority for approval or arrangement and appearance of items displayed. CEC may, at its discretion, require replacement, rearrangement, or redecoration of any item or any booth, and no liability shall attach to CEC for the costs that may evolve upon exhibitor thereby. Exhibitors with special backgrounds or side dividers must make certain that such material is furnished in such a manner as to not be unsightly to exhibitors in adjoining booths. If such surfaces remain unfinished two hours before the scheduled opening of the show, CEC shall authorize the official decorator to affect the necessary finish and the exhibitor must pay all charges involved thereby.

26. EXHIBITOR REPRESENTATIVE'S RESPONSIBILITY

Neither the convention/exhibition sponsor, nor its show management company or other agents or representatives, or their shareholders, officers, directors, employees or contractors shall be responsible for any injury, loss, or damage that may occur to exhibitor or to exhibitor's agents, employees, affiliated personnel, officers, directors, shareholders, contractors or representatives or any of their property, businesses, or other activities from any cause whatsoever, prior to, during or subsequent to the convention or exposition event. By signing this Agreement, exhibitor expressly and voluntarily and knowingly assumes all such risk and expressly agrees, and hereby does, indemnify, defend and hold harmless the convention/exhibition sponsor, its show management company and other agents and representatives, and their shareholders, officers, directors, employees and contractors, from and against all claims and liabilities arising out of, or in any way related to, the acts or negligence of exhibitor, exhibitor's agents, employees or representatives.

27. WAIVER OF RIGHTS

Any rights of CEC under this contract shall not be deemed waived in any manner except as specifically waived in writing and signed by an authorized officer of CEC.

28. RELOCATION AND FLOOR PLAN REVISIONS

CEC retains the exclusive right to revise the exhibition hall floor plan and/or move assigned exhibitors as necessary.

29. AMENDMENT AND ADDITION RULES

Any matters not specifically covered by the preceding rules shall be subject solely to the decision of CEC. CEC may, at any time, amend or add further rules to these rules, and all amendments made shall be binding on exhibitor equally with the foregoing rules and regulations.

30. AGREEMENT TO RULES

Exhibitor, for himself or itself, his or its personnel, employees, agents or representatives, agrees to abide by the foregoing rules and those provided and contained in the Exhibitors Manual, and by any amendments and additional rules that may be put into effect by CEC.