



APPLICATION AND AGREEMENT FOR BOOTH SPACE
94th Annual Alabama PTA Convention
Renaissance-Riverview Plaza Hotel, Mobile, Alabama
Convention Date: April 27-28, 2012

COMPLETE THE INFORMATION BELOW EXACTLY AS YOU WOULD LIKE IT PRINTED IN CONVENTION PROGRAM. PLEASE PRINT OR TYPE.

Company name: _____
Name: _____
Address: _____
City: _____ State _____ Zip _____
Company phone number: _____ Cell number: _____ Fax: _____
Email: _____ Website: _____ Other _____
Representative's name(s) to appear on name badge(s): _____

PAYMENT:

Make check payable to Alabama PTA and mail it with this application to the address below.

Select booth type: [] Commercial: \$375.00 (6 x 6) [] Commercial L Shape: \$425.00 (2(x) 6 x 6)
[] Non-Profit: \$250.00 (6 x 6) [] Electricity: \$50.00 (Contact Hotel for Internet Service)

IMPORTANT!

Full payment must accompany this signed application, you will receive convention schedule prior to date of event.

All exhibits are subject to approval by the Alabama PTA Executive Committee.

Please provide a brief description of the products/services to be exhibited: _____

TERMS OF APPLICATION: This application is not binding until and unless accepted on behalf of Alabama PTA; and when accepted, it shall constitute a binding contract upon the applicant and Alabama PTA, their respective heirs, personal representatives, successors and assigns, subject to the terms, conditions, rules, and regulations appearing on the reverse side hereof and expressly made a part hereof.

BOOTH SIZE: Booths in Exhibit Hall will be 6' x 6' with a backdrop and side rail, one (1) draped table, two (2) chairs, one (1) wastebasket, and one (1) tent card.

BOOTH ASSIGNMENT: Assignments of exhibit space will be made according to the date full payment is received. APPLICANT AGREES TO ACCEPT THE BOOTH ASSIGNED BY ALABAMA PTA. Alabama PTA will make every attempt to balance distribution of products and services throughout exhibit areas.

TENTATIVE EXHIBIT SCHEDULE: Set up: Thursday, April 26, 2:00 p.m. - 8:00 p.m.
Exhibit Hall Open, April 27, 8:00 a.m. - 3:30 p.m.
Exhibit Hall Reopen, April 27, 7:30 p.m. - 10:00 p.m. (Reception)
Exhibit Hall Open, April 28, 7:30 a.m. - 10:00 a.m. (Breakfast with the Vendors)

Exhibit Hall will remain open until 5:00 p.m. on April 28, (break area for delegates will be in the exhibit hall) exhibitors may dismantle at 12:00 noon.

The applicant desires to exhibit at the 94th Annual Alabama PTA Convention, Renaissance-Riverview Plaza Hotel, Mobile, Alabama, April 27-28, 2012, subject to the terms, conditions, rules, and regulations governing said convention which are set forth on the reverse side hereof, and are expressly made a part of this application and agreement as though repeated herein in full, preceding the signature of the signee.

Signature (Person authorized to sign contract): _____ Title: _____ Date: _____

Alabama PTA Use Only: Date Received _____ Check # _____
Booth Assigned _____ Confirmation Sent _____

1. **CONTRACT FOR SPACE** - Applicants for exhibit space are required to forward to Alabama PTA the formal application contract provided. To be valid, each application must include full amount for the space rental fee and must specify products scheduled for exhibition and/or distribution. The application for space and formal notice of assignment and acceptance by Alabama PTA and full payment of rental charges constitute a contract for the right to use this space.
2. **USE OF SPACE** - All demonstrations or sales activities must be confined to the limits of the exhibit booth. Exhibitors shall not assign, share, or sublet any space allotted without the written consent of Alabama PTA. No exhibitor is permitted to show goods other than those manufactured or sold by his/her company in the regular course of business. The exhibitor shall not display or place any product, sign, partition, apparatus, shelving, or other construction which extends more than eight (8) feet above the floor or more than four (4) feet in depth from the back wall. No interference with the light or view of other exhibitors will be permitted.
3. **IRREGULAR CANVASSING, ACTIVITIES BEYOND EXHIBITOR'S SPACE** - Distribution of brochures or promotion material may be made only within the booth assigned to the exhibitor presenting such material. Non-exhibiting firms will not be permitted to canvass, solicit, hold conference, or distribute literature or other promotion devices during the convention.
4. **FIRE PROTECTION** - Inflammable or other dangerous fluids, substances, materials, equipment, or other items, the use of which is in violation of city, county or state laws or regulations, may not be used in any booth. Exhibitors must use flame-resistance decorative material.
5. **SOUND DEVICES** - Sound-making equipment of any kind may be set up or used in exhibit booths with approval of Alabama PTA.
6. **RESTRICTIONS IN OPERATION OF EXHIBITS** - Alabama PTA reserve the right to restrict exhibits which, because of noise, method of operation, materials, or any reason, become objectionable, and also to prohibit or evict any exhibit which in the opinion of the management may detract from the general character of the exhibit as a whole. This reservation includes persons, things, conduct, printed matter, or anything of a character, which the management determines, is objectionable to the exhibit. In the event of such restriction or eviction, the Alabama PTA is not liable for any refunds of rental or other exhibit expense.
7. **CARE OF BUILDING AND EQUIPMENT** - Exhibitors, or their agents, shall not injure or deface the walls or the floors of the building, the booths, or the equipment of the booths. When such damage occurs, the exhibitor is liable to the owner of the property so damaged.
8. **FAILURE TO PAY RENTAL FEE** - If an exhibitor fails to make payment due hereunder when they are due; such exhibitor's rights to exhibit may be cancelled by Alabama PTA without further notice. Alabama PTA shall be entitled to close an exhibit at any time for failure by any exhibitor or any of their officers, agents, employees, or other representatives, to perform, meet or observe any term or condition set forth herein, and such exhibitor shall not be entitled to a refund of any part of any fee.
9. **CATASTROPHE** - In the event that because of war, fire, strike, government regulation, public catastrophe, act of God, or the public enemy or other cause, the convention or any part thereof is prevented from being held, or is cancelled by Alabama PTA. Alabama PTA shall determine and refund to the applicant its proportionate share of the balance of the aggregate exhibit fees received which remains after deducting expenses incurred by Alabama PTA, but in no case shall the amount of refund to the applicant exceed the amount of the exhibit fee paid.
10. **LIABILITY AND INSURANCE** - Alabama PTA or any officers or staff members will not be responsible for the safety of the property of exhibitors from theft, damage by fire, vandalism, accident or other causes. Neither Alabama PTA nor any of their officers, agents, employees, or other representatives shall be held accountable or liable for, and the same are hereby released from accountability or liability for any damage, loss, harm, or injury.
11. **INDEMNIFICATION** - The applicant hereby agrees to indemnify, defend, and protect Alabama PTA and the management against, and hold and save Alabama PTA and the management harmless from any and all claims, demands, suits, liability, damages, loss, costs, attorney fees, and expenses of whatever kind or nature which might result from or arise out of any action or failure to act of the applicant or any of its officers, agents, employees, or other representatives, including, but not limited to claims of damage or loss to property, or from or out of any damage of applicant or any of its officers, agents, employees, or other representatives.
12. **SELECTION OF EXHIBITORS** - Only firms and organizations whose services or products are deemed appropriately related to the education, health, welfare, or personal development of children and youth shall be permitted to exhibit. Alabama PTA reserves the right to decline or prohibit any exhibit which in its judgment is inappropriate, this reservation being all-inclusive as to persons, things, printed matter, products, and conduct.
13. **CANCELLATION POLICY** - If any exhibitor finds it necessary to cancel its company's participation in the 2012 Annual Alabama PTA Convention, a refund will be made if cancellation is received in writing no later than **March 19, 2012**. In such event, Alabama PTA will refund to the exhibitor the total amount which the exhibitor has paid to date, less the sum of fifty percent (**50%**) per booth which Alabama PTA shall retain as a cancellation charge.

These regulations become a part of the contract between the exhibitor and Alabama PTA. The management respectfully asks the full cooperation of the exhibitors in their observance. All points not covered are subject to the decision of Alabama PTA.

General Conditions for Liability:

HOLD HARMLESS CLAUSE -The Renaissance-Riverview Plaza Hotel has submitted the following "Hold Harmless Clause" as part of our exhibitor rules and regulations: The responsibility and liability for losses, damages to the exhibitor, displays, equipment, and other property brought upon the premises of Renaissance-Riverview Plaza Hotel, shall be the responsibility of said exhibitor and the Renaissance Riverview Plaza Hotel indemnified and held harmless of any and all such losses, damages and claims.