

# Contract for Exhibit Space

Hyatt Regency, 151 East Wacker Drive, Chicago



By completing this contract the applicant agrees to abide by the following rules, regulations, and stipulations applicable to exhibitors.

- Booth rates—**

Corner 10' x 10' . . . . .	\$2,375	
10' x 10' . . . . .	\$2,175	
Corner 6' x 10' . . . . .	\$2,075	▶ Shaded booths on map
6' x 10' . . . . .	\$1,875	
- Firms wishing to reserve the same exhibit space as in 2012 must submit the signed contract and the booth fee to the IASB Springfield office by March 18, 2013. After March 18, all booths will be assigned on a first paid/first contract received basis. IASB Service Associates will be granted a 10 percent discount on the first booth for which they contract. Companies contracting five or more booths the 5th booth and each additional booth—\$1,675. Payment has to be included to process contract.**
- Exhibit hall hours—**

Friday, November 22, 8:30 a.m. to 5 p.m.  
(Floor opens to exhibitors at 8:00 a.m.)

Saturday, November 23, 8:30 a.m. to 2 p.m.
- Exhibit set up—**

Thursday, November 21, 9 a.m. to 4 p.m. **After 4 p.m. the floor will be closed and no exhibitor may enter to set up unless with previous approval. Any space not occupied by 4 p.m. November 21 will be reassigned by the management without refund of rental paid by the exhibitor contracting for the space.**
- Buses—**All buses must be brought to the exhibit floor *Wednesday, November 20 by 9 a.m.*
- Registration—**This contractual agreement includes eight (8) complimentary firm name badges per each 10 x 10 booth contracted. **These names have to be sent, emailed to sboston@iasb.com or faxed to IASB no later than November 1, 2013.** The badges may be requested two ways:
  - 8 badges with company name only.** These may be exchanged between an individual going off the floor and a replacement coming back on the floor.
  - 8 badges with the individual name and company.** These badges are not interchangeable and names need to be received by either fax, 217/241-2144, mailed with the contract or emailed before the **Nov. 1 deadline date. If individual names are not received by the deadline date all badges will be printed with company name only.**

A company may register additional individuals beyond the 8 complimentary at the registration fee of \$390; after October 25 the fee is \$415 per person.

**Badge requests that have not been submitted to IASB by November 1, 2013, will automatically be done in company name only.**
- Cancellations—**A cancellation request will be honored when received in writing in the IASB Springfield office by October 4, 2013, less a \$200 per booth cancellation fee. There will be no refunds for booth cancellations after October 4, 2013, and IASB reserves the right to resale cancelled booths.
- Breakdown regulations—2 p.m., Saturday, November 23, 2013 is the closing time for the exhibit floor.** Exhibits are to be staffed at all times the floor is open and no exhibit space is to be vacated before the 2 p.m. closing time. Exhibitors are not to start packing up materials or breaking down their booth until after the closing time. **Any exhibitor(s) vacating their booth and exiting the floor before closing time will be asked by the security guard to relinquish their badge and leave the floor. The company will be removed from the 2014 list and loss of repeat booth reassignment privilege. Reinstatement of booth space will be at the sole discretion of the Illinois Association of School Boards. All exhibit material must be removed from the Hyatt Regency by 12 noon, Sunday, November 24, 2013.**
- Packing crates—No storage of any kind is allowed behind the back drapes, or in any booth or booths. All cartons, crates, containers, packing material, etc., that are required to be stored for repacking purposes shall be removed from the exhibition areas.** No exhibit material may be removed from booths until all empty crates are moved into the hotel after the 2 p.m. closing time. Hotel bellman will be available after 2 p.m., Saturday, November 23, 2013 to move small amounts of exhibit material. Bellman will not be allowed on the floor until after the closing time.
- Booths—**All booths are as shown on the floor plan and dimensions indicated are believed to be accurate, but are only warranted to be approximate. Back walls of booths are 8' high and dividers 36" high. To maintain uniformity and to prevent the obstruction of view of adjoining booths, *displays must not be higher than eight feet (8') in the rear of the booth space, with a four foot (4') height restriction on all materials in the remaining space forward to the aisle.* However, back walls may be 9' high where booths are against permanent walls. **NO WALLS, PARTITIONS, DECORATIONS, OR OTHER OBSTRUCTIONS MAY BE ERECTED WHICH IN ANY WAY INTERFERE WITH THE VIEW OF ANY OTHER EXHIBITOR.** Exhibitors desiring to use other than standard booth equipment, or any signs, decorations, or arrangements of display material conflicting in anyway with these rules and regulations, must submit two copies of detailed sketch or proposed layout at least 45 days before opening of exhibit, and receive written approval of the Conference Management of the hotel.
- Gift Ban (prizes)—**School board members and administrators may accept a gift from an exhibitor only if all gifts from that exhibitor to the school official and members of his or her household are valued at less than \$100 per calendar year.
- Use Of Space—**All demonstrations, or other sales activities, must be confined to the limits of this exhibit booth. No exhibitor shall assign, sublet, or share the space allotted. No exhibitor is permitted to show goods other than those manufactured or dealt in by him in the regular course of business. **DISPLAYS SHALL NOT BE PLACED IN SUCH MANNER AS TO INTERFERE WITH OTHER EXHIBITS.** Nothing shall be displayed at a height above the top of the booth back wall. Flood lights or spot lights may be installed only after approval of location and operation has been obtained.
- Noise-Making Exhibits—**All electronic sound producing amplification etc., must have ear phones and no external speakers.
- Motion Picture Projection—**Projection machines are limited in their operation to sales demonstration only and shall not be used for showings designed to amuse visitors. All projection must be in accordance with the requirements of the fire prevention authorities of the City and in harmony with any agreements entered into by the Association, the auditorium management and labor unions. All plans for installation and operation of projection equipment must be approved by the management before operation is undertaken.
- Music—**No music may be played or performed, directly or indirectly, in the Exhibit Hall unless the exhibitor first provides the Illinois Association of School Boards with a copy of a license agreement which specifically grants to the exhibitor a license to play or perform the music. Exhibitor agrees to protect indemnify, save, and hold harmless the Illinois Association of School Boards against and from any and all losses, costs (including attorneys fees), damage, liability, or expense arising from or out of or by reason of said exhibitor playing or performing music or in any way violating the Copyright Law of the United States.

16. **Distributing Circulars And Solicitation**—Distribution of circulars or promotion material may be made only *within the booth assigned* to the exhibitor presenting such material, not in the aisles. No firm or organization not assigned space in the exhibit will be permitted to solicit business within the exhibit area.
17. **Restrictions In Operation Of Exhibits/Management Right of Refusal**—The management reserves the right to restrict exhibits which, because of noise, method of operation, materials, violation of use of space rules, 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 Illinois Association of School Boards is not liable for any refunds of rentals or other exhibit expense. Concession type exhibits, where there is direct selling of products or services within the booth, are prohibited. Further, the management reserves the right to decline, refuse and/or return any exhibit contract and monies prior to the exhibit show date.
18. **Mailing List/Telephone List Prohibition**—No vendor, hotel or other agency or organizations associated with the Joint Annual Conference may provide, sell or give names of board members or conference attendees to any other vendor or organization for the purpose of creating or adding to a mailing list or telephone list to be used for solicitation.
19. **THE SHOWCASE OF SCHOOL PRODUCTS AND SERVICES REPRESENTS AN EDUCATIONAL AND INFORMATIONAL ACTIVITY. SALES TRANSACTIONS, INCLUDING TAKING OF ORDERS, ARE PROHIBITED IN THE EXHIBITION AREAS, HALLWAYS, OR ANY OTHER AREAS OF THE CONFERENCE HOTEL USED BY THE ASSOCIATION. THIS LIMITATION ON EXHIBITORS WILL BE POLICED AND STRICTLY ENFORCED.**
20. **Light And Power**—All electrical work must be done by a licensed electrical contractor. All display wiring must meet the Chicago Electrical Code.
21. **Telephone Service**—In order to assure you of getting your telephone calls promptly and to avoid the confusion of people not being able to reach you during exhibit hours, a special telephone can be installed in your booth. This service includes switchboard supervision. Outgoing local and long distance calls are charged at regular rates. There is no charge for incoming calls. Order form is in Exhibitor Kit.
22. **Florist Service**—Order form is in Exhibitor Kit.
23. **Special Signs** required by exhibitors will be furnished by Freeman Decorating Company at standard rates. Additional charges will be made for excessive copy, trademarks, special-type lettering and illustrations, and for last-minute sign copy. Orders for special signs should be accompanied by typewritten copy for same, dimensions, color or sign and lettering, trademark (if used), and a sketch to insure satisfactory results. Orders for special signs must be received not later than 21 days prior to opening of the exhibit.
24. **Special Work**—Exhibition carpentry work, water connections, air, drainage, as well as other special work, may be obtained from Freeman Decorating Company at standard contractors' rates. All such orders must be placed well in advance so that work may be finished on the day the exhibit opens. Order form in Exhibitor Kit.
25. **Guard Service**—Guard service will be furnished from the opening of the exhibits to the closing.
26. **Special Notice**—No nails, screws, or bracing wires may be used in erecting displays without the consent of the Exhibit Manager of the Hyatt Regency. All property destroyed or damaged by exhibitors must be replaced in its original condition by the exhibitor or at the exhibitor's expense.
27. **Objections**—The operation of whistles or any objectionable devices will not be allowed. No gasoline engines are allowed to operate in the Exhibit Hall. Noisy and unsightly work will not be permitted after the show opens.
28. **Catalogs, Souvenirs, etc.**—Printed advertising may be distributed by exhibitors from within the confines of their own space *only*. No exhibits or parts, accessories, or any other goods bearing any name or form of advertisement other than that of the space occupied may be displayed.
29. **Combustible Material**—All draping or display material of cloth or paper texture must be fireproofed. Under no condition will combustible oils or gases be permitted in the Exhibition Hall.
30. **Liability**—Exhibitor agrees to protect, save, and hold the Group and the Chicago Hotel Venture, Kato Kagaku Company, Ltd., Hyatt Corporation, d/b/a/ Hyatt Regency Chicago, and all agents and employees thereof (hereinafter collectively called Indemnities) forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the exhibitors or those holding under the exhibitor. Further, the exhibitor shall, at all times protect, indemnify, save and hold harmless the Indemnities against and from any and all losses, costs, damages, liability, or expenses (including attorney's fees) arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor, its agents, employees or business invitees, which arise from or out of or by reason of said exhibitor's occupancy and use of the exhibition premises, the hotel or any part thereof.
31. **Insurance**—The Hyatt Regency and the Illinois Association of School Boards will exercise reasonable care for the protection of exhibitors, materials, and displays beyond which they, separately or collectively, can accept no responsibility for the loss of, or damage to, any of the said materials or displays. *Exhibitors who desire to carry insurance on their exhibit must place it at their own expense.*
32. **Claim For Injuries Or Loss**—It is expressly agreed that the Illinois Association of School Boards or Hyatt Regency shall not be liable or held responsible for any losses, damages, or injuries which may be sustained or incurred by any person whomsoever, who may be on the premises leased by or assigned to an exhibitor, or watching, observing, or participating in any demonstration or exhibit of an exhibitor, including (but not limited to) any agent, employee, or representative of an exhibitor. The exhibitor expressly agrees that he will hold, keep and save harmless, and indemnify the Illinois Association of School Boards or Hyatt Regency from any and all such claims.
33. **General**—The above regulations are a part of the contract between the exhibitor and the Illinois Association of School Boards. They have been formulated in the mutual interest of the exhibitor, the Illinois Association of School Boards and the Hyatt Regency. The Illinois Association of School Boards respectfully asks the full cooperation of the exhibitors in their observance. All points not covered are subject to the decision of the Illinois Association of School Boards. The Illinois Association of School Boards reserves the right to make any changes necessary to the best interests of the exhibition.
- \*34. All material used for scenery or decorations throughout the exhibition areas shall be fire-resistive or treated with a flame retardant solution to meet with the requirements of the standard flame test as provided in the Municipal Code of Chicago, for Fire Prevention.
- \*35. No hazardous display of any nature will be permitted in any exhibition area without written permission of the Chicago Fire Department, Fire Prevention Bureau, Room 105-City Hall. The above includes Open Flames, Hot Coals, L.P.G. Lighters, Charcoal Grills, Flammable Liquids, L.P.G. Cylinders, Toxic Liquid or Gases, Hazardous Chemicals, etc., or any Hazardous Liquid, Solids or Gas of a similar nature.
- \*36. No booth or booths will be set up in such a way to block immediate access to Fire Alarm Boxes, Fire Standpipes, Fire Extinguishers, Entrance or Exit Doors, Exit Signs, or blocking operation of any Fire Door. Access aisles shall be provided from main aisle to all locations where Fire Alarm Boxes, Fire Standpipes, or Fire Extinguishers are located, above areas will be kept clear at all times.
- \*37. *No storage of any kind is allowed behind the back drapes, or in any booth or booths.*
- \*38. Dust covers for displays shall be of a fire-resistive material or treated with a flame retardant solution to pass the Standard Flame Test as provided in the Municipal Code of Chicago, for Fire Prevention.

**Booth rates:**  
**Corner 10' x 10' . . . . \$2,375**  
**10' x 10' . . . . . \$2,175**  
**Corner 6' x 10' . . . . . \$2,075**  
**6' x 10' . . . . . \$1,875**

**Booth fee includes the following complimentary equipment:**

- Carpeting • Pipe and Drape • One 2' x 6' Draped Table • Two Side Chairs
- One 9" x 44" Booth I.D. Sign

Complimentary Coffee/Rolls, Thursday, 9 - 11 a.m., Exhibitor Lounge  
 Coffee, Friday, 8:30 a.m. - noon, Exhibitor Lounge • Coffee, Saturday, 8:30 a.m. - noon, Exhibitor Lounge

By completing this application and affixing my signature hereto, the company I represent agrees to abide by the rules, regulations, and stipulations above. Please sign the contract and return it with your payment to: Exhibit Manager, Illinois Association of School Boards, 2921 Baker Drive, Springfield, Illinois 62703-5929. **(Retain a copy of each page for your files. After your application has been received and approved, a copy will be signed by IASB and returned to you.)**

Description of company services for program \_\_\_\_\_

Firm name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

We have read and will observe all the rules and regulations established for these exhibits.

**Payment:**  Check **or**  Visa  MasterCard  Discover — Card No. \_\_\_\_\_

**A non-refundable \$10 processing fee will be added to each credit card transaction.**

Exp. date \_\_\_\_\_ Name on card \_\_\_\_\_ Zip Code \_\_\_\_\_

Booth size/payment: \_\_\_\_\_ 6 x 10(s) for \$ \_\_\_\_\_; \_\_\_\_\_ 10 x 10(s) for \$ \_\_\_\_\_

Booth # request: 1st choice \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_ 4th \_\_\_\_\_ 5th \_\_\_\_\_ 6th \_\_\_\_\_

Person(s) to be listed in program booklet \_\_\_\_\_

Pre-exhibition contact person \_\_\_\_\_

*Signature*

E-mail address \_\_\_\_\_

Please check if you will be displaying a bus and size of bus \_\_\_\_\_.

**ACCEPTANCE** — In accordance with your request, we have reserved Booth(s) No. \_\_\_\_\_ and acknowledge receipt of your remittance in the amount of \$ \_\_\_\_\_ to cover full payment.

\_\_\_\_\_ for the **Illinois Association of School Boards** Date \_\_\_\_\_

*Signature*

**Please check category of your company**

- |   |   |   |  |  |
|---|---|---|--|--|
| <input type="checkbox"/> Acoustics                          | <input type="checkbox"/> Data Communications                | <input type="checkbox"/> Flooring                   | <input type="checkbox"/> Office & School Supplies    | <input type="checkbox"/> Special Education Consultants     |
| <input type="checkbox"/> Administrative Software            | <input type="checkbox"/> Distance Education                 | <input type="checkbox"/> Food Service               | <input type="checkbox"/> Online Education Company    | <input type="checkbox"/> Sports Storage                    |
| <input type="checkbox"/> After School Programs              | <input type="checkbox"/> Doors                              | <input type="checkbox"/> Furniture                  | <input type="checkbox"/> Outdoor Furniture           | <input type="checkbox"/> Sports Surfaces                   |
| <input type="checkbox"/> Appraisal Services                 | <input type="checkbox"/> Drug & Alcohol Testing             | <input type="checkbox"/> Geothermal Services        | <input type="checkbox"/> Outdoor Running Tracks      | <input type="checkbox"/> Student Information System        |
| <input type="checkbox"/> Architects                         | <input type="checkbox"/> Education Based Fund Raising       | <input type="checkbox"/> Government Agency          | <input type="checkbox"/> Parent Notification         | <input type="checkbox"/> Substitute Placement System       |
| <input type="checkbox"/> Architectural Concrete Block       | <input type="checkbox"/> Educational Curriculum Consultants | <input type="checkbox"/> GPS Systems                | <input type="checkbox"/> Payment Solutions           | <input type="checkbox"/> Survey Programs                   |
| <input type="checkbox"/> Assessments                        | <input type="checkbox"/> Egress Equipment                   | <input type="checkbox"/> Grounds Management         | <input type="checkbox"/> Performance Contracting     | <input type="checkbox"/> Teaching Aids/Materials           |
| <input type="checkbox"/> Associations                       | <input type="checkbox"/> Electrical                         | <input type="checkbox"/> Grandstands                | <input type="checkbox"/> Planning/Demographics       | <input type="checkbox"/> Technology Consultants            |
| <input type="checkbox"/> Athletic                           | <input type="checkbox"/> Employee Absence Mgmt. Solutions   | <input type="checkbox"/> Gym/Playground             | <input type="checkbox"/> Playground Equipment        | <input type="checkbox"/> Telescopic Seating                |
| <input type="checkbox"/> Attendance Management              | <input type="checkbox"/> Employee Benefits & Consulting     | <input type="checkbox"/> Health Education           | <input type="checkbox"/> Plumbing Fixtures           | <input type="checkbox"/> Testing                           |
| <input type="checkbox"/> Audio Visual                       | <input type="checkbox"/> Employment Screening               | <input type="checkbox"/> Heating/Air Conditioning   | <input type="checkbox"/> Prevention Assembly Program | <input type="checkbox"/> Transportation                    |
| <input type="checkbox"/> Audio Technology                   | <input type="checkbox"/> Energy Conservation                | <input type="checkbox"/> Indoor Running Tracks      | <input type="checkbox"/> Print Management Programs   | <input type="checkbox"/> Transportation Consulting Service |
| <input type="checkbox"/> Bleacher/Seating                   | <input type="checkbox"/> Energy Pool                        | <input type="checkbox"/> Insurance                  | <input type="checkbox"/> Professional Development    | <input type="checkbox"/> Turf                              |
| <input type="checkbox"/> Brick/Stone/Tile                   | <input type="checkbox"/> Energy Service                     | <input type="checkbox"/> Interior Design            | <input type="checkbox"/> Project Management          | <input type="checkbox"/> Water Coolers                     |
| <input type="checkbox"/> Buses                              | <input type="checkbox"/> Engineers                          | <input type="checkbox"/> Investment Services        | <input type="checkbox"/> Purchasing Cooperative      | <input type="checkbox"/> Website Communication Service     |
| <input type="checkbox"/> Classroom Design                   | <input type="checkbox"/> Enrichment Programs                | <input type="checkbox"/> Janitorial                 | <input type="checkbox"/> Recognition: Awards & Gifts | <input type="checkbox"/> Windows                           |
| <input type="checkbox"/> Communication Systems              | <input type="checkbox"/> Environmental Consulting           | <input type="checkbox"/> Lab Furniture              | <input type="checkbox"/> Restoration                 | <input type="checkbox"/> Other _____                       |
| <input type="checkbox"/> Computers/Software/Consultants     | <input type="checkbox"/> Facilities Management              | <input type="checkbox"/> Learning Management System | <input type="checkbox"/> Roofing                     | _____  |
| <input type="checkbox"/> Construction Management            | <input type="checkbox"/> Financial                          | <input type="checkbox"/> Lighting                   | <input type="checkbox"/> Safety                      | _____  |
| <input type="checkbox"/> Construction/Renovation Consulting | <input type="checkbox"/> Fire Alarms                        | <input type="checkbox"/> Lockers                    | <input type="checkbox"/> Safety Program              | _____  |
| <input type="checkbox"/> Copiers                            | <input type="checkbox"/> Fire Extinguishers                 | <input type="checkbox"/> Management Consultants     | <input type="checkbox"/> School Management Systems   | _____  |
| <input type="checkbox"/> Curriculum                         | <input type="checkbox"/> Fire Sprinkler Systems             | <input type="checkbox"/> Modular Classroom          | <input type="checkbox"/> Scoreboards/Signs           | _____  |
| <input type="checkbox"/> Custodial                          |   | <input type="checkbox"/> Music Furniture            | <input type="checkbox"/> Security                    |  |
|   |   | <input type="checkbox"/> Office Equipment           |  |  |