

APPLICATION AND CONTRACT FOR EXHIBIT SPACE

CEC Convention & Exposition

April 9-12, 2014

Pennsylvania Convention Center

Philadelphia, PA



Contact Information

Company Name.....

Contact..... Title.....

Tel..... Fax.....

Email..... Web Site

Address.....

City..... State..... Zip..... Country.....

Exhibit Space Rates – Rates listed are per 10' x 10' space. All booths are sold in 10' x 10' increments unless otherwise noted.

	Through 12/13/13	After 12/13/13
<input type="checkbox"/> Inline Booths	\$1,655	\$1,700
<input type="checkbox"/> School Systems/ Non-Profit *	\$1,500	\$1,580
<input type="checkbox"/> Island Space (minimum of four 10' x 10' booths)	\$1,870	\$1,915
<input type="checkbox"/> Corner Fees (per corner)	\$215	\$215

Booth Size: _____ (min. 10ft. x 10ft.) Total Cost: \$ _____

Booth Preferences: 1st Choice _____ 2nd Choice _____ 3rd Choice _____

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

Payment Information

Initials	Deposit and Payment Schedule
	Due with application.....50%
	Balance due January 31, 2014.....100%

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/Decrease Penalties

Cancellation/Decrease Penalties	Initials
Through January 31, 2014.....50%	
After January 31, 2014.....100%	

Make checks payable to**:
CEC

Mail payments to: CEC Exposition Mgmt., c/o J. Spargo & Associates, Inc.
11208 Waples Mill Road, Suite 112 ♦ Fairfax, VA 22030
Tel: 800-564-4220 ♦ Fax: 703-563-2691 ♦ Email: exhibitcontracts@jspargo.com

Credit Card Payment

☐ Visa ☐ MasterCard ☐ American Express ☐ Discover

Card Number: _____ Amount: \$ _____

Name on Card: _____ SEC Code _____ Exp. Date: _____

Signature: _____

**Please reference CEC 2014 and the exhibiting company name to ensure proper credit.

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.

Exhibitor Signature..... Date.....

Printed Name..... Telephone.....

Show Management Use

Account Number..... Assigned Booth Number..... Size..... Date.....

CEC 2014 Exposition Rules

Exhibit Criteria: The Council for Exceptional Children (hereafter referred to as CEC) limits exhibiting to those firms who provide services, products, or publications that are applicable to the field of special education and general education. CEC's Director of Exhibits (hereafter referred to as Show Management), in the sole judgment of CEC, may restrict, prohibit, or evict any Exhibitor whose exhibit: does not comply with the rules and regulations; is misleading or deceptive; is in poor taste or unsuitable to exhibit; or, because of noise, method of operation, materials, or otherwise, may detract from the general character of the Convention. All exhibits will serve the interest of convention attendees and will be operated in a way that will not detract from other exhibits, the exhibition, or the meeting as a whole. In such event, Exhibitor shall refrain from the objectionable behavior or forfeit the exhibit space and immediately dismantle, remove, and vacate the exhibit space upon demand as ordered by Show Management. Show Management reserves the right to refuse to admit and eject from the Pennsylvania Convention Center (hereafter referred to as the Convention Center) any objectionable person or persons. The use of sideshow tactics or other inappropriate methods considered by CEC to be objectionable are expressly prohibited in the expo hall including any meeting rooms at the Convention Center or any other CEC-related facility. Decisions regarding the acceptability of exhibits will be made by CEC staff. CEC reserves the right and sole discretion to reject any proposed exhibitor for any reason.

Booth Sharing - Exhibit space may not be occupied by any firm other than that firm which originally contracted for said space.

Cancellation Of Convention—In the event of cancellation or postponement of the convention due to fire, strikes, government regulations, "acts of God", or other unanticipated/unpreventable causes (i.e., curtailment of transportation, utilities, or public services such as sanitation, public health, or first responder; government advisory such as announcements from Homeland Security, Centers for Disease Control, or municipal/state authorities) beyond the control of CEC, it can cancel or postpone without liability.

Exhibit Reservation, Payment & Cancellation—Reservations will be made with a 50% booth deposit for each exhibit space requested. If Exhibitor's booth preferences are not available, space will be assigned that is most similar to the Exhibitor's first choice in location, price, and competitive situation. Final booth assignment responsibility rests with the Show Management. The exhibit balance is due in full by January 31, 2014. If the balance is not received by January 31, 2014, CEC may resell, reassign, or reuse the space. Any cancellation by the Exhibitor must be made in writing to the Show Management. If notification of cancellation is received prior to January 31, 2014, CEC will refund 50% of the amount paid. Cancellation after January 31, 2014 obligates Exhibitor to payment of the full rental amount and forfeiture of all monies paid. Make checks payable to the Council for Exceptional Children. All Exhibitor-related fees must be paid in full prior to booth set up. No Exhibitor will be permitted to erect a display until all Exhibitor-related have been paid in full. CEC Show Management reserves the right to "hold freight" until all Exhibitor-related fees have been paid in full. Exhibitors who reserve booth space online at www.exhibits.cec.sped.org, agree to abide by all exhibit terms, conditions, and regulations set forth in this contract via an electronic signature by clicking on the Submit button.

Exhibitor Representative—The Exhibitor will name ONE individual as its duly authorized representative to have charge of the exhibit and hereby accepts and assumes responsibility for such representative, or alternates, being in attendance at its exhibit throughout exhibit periods.

Failure to Occupy Space—Any space not occupied by 6:00 pm April 9, 2014, unless arrangements for delayed occupancy is arranged with the Show Management, will be forfeited by Exhibitor, and its space may be resold, reassigned, or used by Show Management without refund of rental price. If a crated, constructed display is not set up, or in the process of set up by 6:00 pm April 9, 2014, it is agreed that CEC reserves the right to authorize setup, which service will be charged to the Exhibitor. It is mutually agreed that it is the duty and responsibility of each Exhibitor to install its exhibit before the opening of the exhibition and to dismantle its exhibit immediately after the close of the expo. For your own safety, no open-toed shoes or sandals of any kind are permitted in the exhibit hall during move-in or move-out.

Liability Insurance—Neither CEC, the employees thereof, the Convention Center, nor their officers, agents, employees, assignees and contractors, J. Spargo & Associates, Inc., the Decorator and its contractors, the employees thereof, nor any member of the CEC Local Arrangements Committee will be responsible for any injury, loss, or damage that may occur to the Exhibitor or the Exhibitor's employees or property, prior, during, or subsequent to the period covered by the exhibit contract, provided said injury, loss, or damage is not caused by the gross negligence or willful misconduct of one or more of the aforementioned parties. The Exhibitor expressly releases the foregoing names, associations, individuals, committee, and firms from any agreement to indemnify same against any and all claims for such loss, damage, or injury. It is agreed expressly that neither CEC, nor J. Spargo & Associates, Inc., nor the Convention Center, nor the official Decorator, shall be held liable or accountable for any losses, damages, or injuries which may be sustained or incurred by any person who may be on the premises leased by or assigned to any Exhibitor, including (but not limited to) any agent, employee, or representative of any Exhibitor. The Exhibitor expressly agrees that he will hold harmless, save, and indemnify CEC and J. Spargo & Associates, Inc. and the Convention Center and the official Decorator from any and all such claims. The Exhibitor agrees to protect, save, and keep CEC, J. Spargo & Associates, Inc. and the Convention Center forever harmless from any damages or charges imposed for violation of any law or ordinance, whether occasioned by the negligence of the Exhibitor or those holding under the Exhibitor. The Exhibitor shall at all times protect, indemnify, save, and hold harmless CEC, J. Spargo & Associates, Inc., and the Convention Center against and from any and all loss, cost, damage, liability, or expense arising from or out of or by reason of said Exhibitor's occupancy and use of the exhibition premises or a part thereof.

GENERAL CONVENTION POLICIES

Americans with Disabilities Act (ADA)—Exhibitors must be in full compliance with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive and as reasonably accommodating as possible to attendees with disabilities. The exhibitor hereby agrees to indemnify, save, and hold harmless CEC, its agents, and representatives from any claim or liability that may result from the Exhibitor's failure to comply fully with the ADA.

Carpeting - Carpeting or attractive floor covering is required in all booth spaces at the CEC 2014 to maintain the professional character and appearance of the exhibit hall.

Children - In the interest of safety, no person under 18 years of age will be allowed on the show floor during exhibition set-up and tear-down hours. During open exhibit hours, children 12 years old and under must be accompanied by a supervising adult at all times. No matter what the age of the child, as a condition of the child's admission to the Exhibit Hall, parents or guardians must agree to abide by Show Management's rules regarding children and to be responsible.

Combustibles—Literature and Products on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner. No flammable liquids are allowed in the building. Painting or spraying of toxic or flammable materials is prohibited.

Damage to Facility - Nothing will be used, including helium inflated balloons, within the Convention Center that will injure, mar, or in any manner deface any surface of the Convention Center or any equipment contained herein. The Exhibitor, its agents, members, or guests shall not attach nails, hooks, tacks, or screws into any part of the surfaces of the Convention Center. The Exhibitor shall not make or allow to be made any alterations of any kind to the Convention Center or equipment contained herein, and will not affix or permit to be affixed on any surface: adhesives, tapes, signs, posters, notices, or graphics of any description. The surfaces shall include but not be limited to glass doors, meeting room doors, columns, walls, ceiling, floors, windows, elevators, and bathroom areas. Painting of any kind in the Convention Center is prohibited. If the premises are defaced or damaged by an act of negligence by any Exhibitor, its agents, or guests, the Exhibitor will pay the sum deemed necessary for complete restoration to previous conditions.

Dismantling—Exhibits must remain intact until the official closing hour of the exhibit hall. Dismantling begins at 12:00 pm, April 12, 2014. Exhibitors who vacate their booths prior to the published dismantle time may be assessed a fine equal to one half the booth fees and subject to other penalties.

Doors, Exit lights, Fire hoses and Extinguishers—Required exit doors, exit lights, fire alarm sending stations, wet standpipe hose cabinets, and fire extinguisher locations shall not be concealed or obstructed by any decorative material.

Electrical—It is understood that the official Convention Center vendor for electricity is solely responsible for providing electrical services to Exhibitors. Proper and reasonable care shall also be taken to prevent the interruption of power services during the convention. Show Management shall not be held responsible for late installation or interruption of any services that may occur. Electrical wiring must conform to all federal, state, local, and provincial government requirements, including the National Electric Code safety rules.

Fire Safety and Health—Exhibitor assumes all responsibility for compliance with all federal, state, local, and provincial regulations and ordinances, including those covering fire, safety, and health. All exhibit equipment and materials must be located within the booth and be protected by safety guards and devices where necessary. Only fireproof materials may be used in displays and necessary fire precautions shall be taken by the Exhibitor.

Flame Retardant Materials

All decorations, drapes, signs, banners, sails, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, and similar decorative materials shall be flame-retardant to the satisfaction of the Fire Department by either a State/Local Fire Marshall's certification of flame redundancy or the ability to pass a field flame test; however, nothing in this section shall be held to prohibit the display of saleable goods permitted and offered for sale.

When used as interior wall or ceiling finish, carpeting and similar materials having a napped, tufted, looped, or similar surface shall have a Class 1 flame-spread classification. Any material having a brushed or napped finish, such as but not limited to carpeting materials, shall have a flame spread rating of not more than 25 regardless of location or occupancy. Unframed rigid combustible decorative material and assemblies of materials not more than 1/4-inch thickness used for folding doors, room dividers, decorative screens, and similar applications that do not create concealed spaces and are installed with exposed edges shall be flame resistant.

Framed rigid combustible decorative material and assemblies of materials not more than 1/4 inch in thickness used for folding doors, room dividers, decorative screens, and similar applications and which are installed with all edges protected shall conform to the following:

- All exposed edges shall be protected with frames of metal or other noncombustible material or solid wood of minimum 1/4-inch dimension.
- The total square foot area of the material shall not exceed 10% of that of the floor area of the room/booth in which the material is installed.

Internet Service—It is understood that the official Convention Center vendor for internet is solely responsible for providing internet services to Exhibitors. Proper and reasonable care shall also be taken to prevent the interruption of internet during the convention. Show Management shall not be held responsible for late installation or interruption of any services that may occur.

Labor—Union labor, depending on the site, building, and contractor requirements, may be required. If required, the Exhibitor shall comply with all labor union rules and regulations.

Literature Distribution - Circulars, advertising matter, etc., may be distributed and patronage solicited only within the space assigned to the Exhibitor presenting the material.

No Suitcasing Allowed—CEC appreciates your participation as an exhibitor. Please be advised that the distribution of sales materials on the show floor or in the seminar areas by non-exhibiting companies, i.e., "suitcasing" is not permitted. All exhibitors must also confine their sales activities to their booth. Brochures may not be handed out in the aisles or in other parts of the Convention Center. If you witness this type of activity, please contact Show Management immediately so that we can properly handle this situation.

Official Decorator—The official decorator for CEC 2014 is the Freeman Company (hereafter referred to as the Decorator). An exhibitor service manual will be available online approximately 90 days before the opening of the exhibition. Please refer to the service manual for the Decorators rules and regulations.

Sales—Direct over-the-counter cash sales will be permitted. Exhibitor is responsible for collecting and remitting taxes in accordance with federal, state, local, and provincial requirements and is responsible for acquiring appropriate temporary license and sales tax procedures for the City and County of Philadelphia, and the State of Pennsylvania.

Security—Twenty-four hour security will be provided under contract with an authorized company licensed to provide such services. Security personnel will be on duty during setup, show days, and dismantling. CEC expressly disavows any responsibility for any theft or other damage occasioned by the negligence of such security personnel.

Shipping & Storage—The Convention Center does not maintain facilities for the storage of exhibits or exhibit materials. All shipments for an exhibit must be directed to the official service contractor, Freeman. Shipping instructions will be included in the Exhibitor's Service Manual to be disseminated 90 days before the exposition. Shipments to the Convention Center will be directed to the official contractor's warehouse for storage and delivery to the Exhibitor's booth by set up time, at the Exhibitor's expense. The official service contractor will provide thirty (30) days free storage prior to show dates when the incoming freight is prepaid and consigned to the Exhibitor's booth.

Smoking—The CEC Convention & Expo is a nonsmoking event. The Convention Center is a non-smoking facility. Smoking is prohibited in all guest rooms, restaurants, lounges, meeting rooms, and public spaces.

Sound Amplification - Exhibitors are prohibited from using amplifying equipment that interferes with adjacent exhibits or other activities in the expo hall.

Tents and Canopies—Regulations regarding tents and canopies established by the Fire Marshall of the local jurisdiction can be moderate to very stringent, depending many factors. Please submit your renderings for review to Show Management early, so that time can be allotted to make any necessary revisions to display.

EXHIBIT CONFIGURATION/HEIGHT/NON-BLOCKING REGULATIONS

Exhibit Configuration: CEC adheres to the International Association of Exhibitions and Events (IAEE) Standard Display Rules and Regulations. A complete copy of the IAEE Display Rules and Regulations can be found at www.iaee.com or requested from Show Management. A standard booth is considered to be one (1) linear 10' x 10' booth.

Corner Booth - A corner booth is a linear booth exposed to aisles on two sides.

Linear Booth—Linear booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. Regular and specially built back walls, including signs, may not exceed an overall height of 8'. Nothing shall be hung or suspended from the ceiling. Booths may not obstruct the line of sight of neighboring booths.

Line of Sight - Regardless of the number of linear booths utilized, display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8' is allowed only in the rear half of the booth space, with a 4' height restriction imposed on all materials in the remaining space forward to the aisle. Please note that line of sight rules apply to pop-up displays (banner stands) as well. All other guidelines for linear booths apply.

Island Booths - An island booth is any size booth greater than 400 sq. ft. exposed to aisles on all four sides.

Hanging Signs - Hanging signs and graphics are permitted in all standard island booths, usually to a maximum height of sixteen feet (16'). Whether suspended from above or supported from below, they should comply with all ordinary use-of-space requirements. Please note that the Convention Center may also have their own specific guidelines when it comes to hanging signs. No exhibits will be permitted to interfere with other exhibits or impede access to them or free use of aisles.

Perimeter Booths - A perimeter booth is a linear booth that backs to an outside wall of the exhibit facility rather than to another exhibit. It may not exceed an overall height of 12'. Nothing shall be hung or suspended from the ceiling.

Variances to IAEE Display Rules and Regulations - If an Exhibitor wishes to have a display exceeding the exhibit configurations, a sketch must be submitted to CEC for approval no later than 60 days prior to the opening of the exhibition. If a constructed display fails to meet these requirements, CEC reserves the right to authorize removal, relocation, or alteration of the display.

Amendment: Show Management shall have the power to amend these rules and regulations. Exhibitor agrees to abide by reasonable rules and regulations that may hereafter be adopted by Exhibit Manager, which shall be as much a part hereof as though fully incorporated herein.