



Exhibitor Application

Faulkner Wright—603-924-1143
www.SDE.com/Exhibit

2018 National Conference Exhibitor Booth Contract Application

Contact Information

Company Contact/On-Site Person 1

Name:

Email:

Phone: Landline Mobile

On-Site Person 2

Name:

Email:

Phone: Landline Mobile

On-Site Person 3

Name:

Email:

Phone: Landline Mobile

On-Site Person 4

Name:

Email:

Phone: Landline Mobile

Product Information*

Please check all that apply:

- | | |
|---|--|
| <input type="checkbox"/> Apparel | <input type="checkbox"/> Jewelry |
| <input type="checkbox"/> Art Supplies | <input type="checkbox"/> Mathematics |
| <input type="checkbox"/> Beauty/Wellness | <input type="checkbox"/> Manipulatives |
| <input type="checkbox"/> Children's Books | <input type="checkbox"/> Music |
| <input type="checkbox"/> Classroom Materials | <input type="checkbox"/> Professional Books |
| <input type="checkbox"/> Continuing Education | <input type="checkbox"/> Publisher |
| <input type="checkbox"/> Curriculum/Lesson Plans | <input type="checkbox"/> Science |
| <input type="checkbox"/> Footwear | <input type="checkbox"/> Teacher Gifts |
| <input type="checkbox"/> Fund-Raising Programs | <input type="checkbox"/> Technology Hardware |
| <input type="checkbox"/> Furniture | <input type="checkbox"/> Technology & Internet Resources |
| <input type="checkbox"/> Insurance/Financial | <input type="checkbox"/> Technology Software |
| <input type="checkbox"/> Other <input type="text"/> | |

*Vendors offering products or services that compete with Highlights Education Group companies may not be eligible to exhibit. Please refer to Terms and Conditions for more information.
Note: SDE does not permit promotion of teacher workshops or in-service training.

Company Information

Company Name:

Billing Address:

City:

State: Zip:

Mailing Address:

City:

State: Zip:

Phone:

Fax:

E-mail:

Website:

SDE's 2018 National Conference July 9-13, 2018 • Las Vegas, NV

THE VENETIAN® | THE PALAZZO®

**Early Bird
Pricing Ends
1/15/18***

Exhibitor Move-In (subject to change):

- July 8, 10 am-7 pm

Exhibiting Days (subject to change):

- July 9-12 from 7 am-5 pm

Exhibitor Move-Out (subject to change):

- July 12, 5-9 pm • July 13, 7 am-Noon

Each 10' x 10' draped booth includes, one six-foot table, two chairs, 44" x 7" identification sign, and wastebasket.

I will be direct selling onsite: YES NO

Nevada Tax ID# (if available):

I will need:

- One Booth (\$1,500 \$1,250) Two Booths (\$2,250 \$1,875)
- Three Booths (\$3,000 \$2,500) Four Booths (\$3,750 \$3,125)
- Corner Booth (\$150 per corner additional; Limited availability)

- A 50% deposit is required with application to reserve space, with remainder due April 8, 2018.
- Full payment is due for all applications received after April 8, 2018.
- Booth payment 100% refundable until January 15, 2018 / 50% refundable January 16-April 8, 2018 / 0% refundable after April 8, 2018

Method of Payment

Check Enclosed (payable to SDE) Credit Card

Amount Paid: \$

Credit Card #:

Exp. Date: CVV #:

Credit card information should never be emailed—use secure fax option instead.

Cardholder Name:

Cardholder Signature: X

Note: SDE cannot process any unsigned applications. A signed application for exhibit space at any SDE program indicates the applicant's willingness to accept the exhibitor terms and conditions. Payment is required when submitting application. A confirmation notice will be emailed to you.

Signature: X

Date:

Yes, please contact me about sponsorship opportunities!

Please submit to:

E-mail: fwright@sde.com, Secure Fax: 1-800-337-9929

—or—

Mail: SDE Exhibits
Staff Development for Educators
PO Box 577
Peterborough, NH 03458



National Conference • Las Vegas, NV • July 9-13, 2018

ALL EXHIBITING COMPANIES AGREE TO BE BOUND BY THE FOLLOWING TERMS AND CONDITIONS:

- Applications and Payment:** 50% deposit due with application to reserve space, with balance due April 8, 2018. Full payment due with any application received after April 8, 2018.
- Cancellations and Refunds:** Booth deposit/payment is 100% refundable until January 15, 2018; 50% refundable January 16 – April 8, 2018. No refunds will be given after April 8, 2018.
- Cancellation of Show:** In the event that fire, floods, strike, breach of contract, breach of warranty, acts of God, or other circumstance beyond the control of SDE, causes the conference to be canceled, full refund of exhibit rental fees will be made.
- Acceptability of Exhibits:** All exhibits shall serve the interests of SDE attendees and affiliates and shall be operated in a way that will not detract from other exhibits, the exhibition, or event as a whole. SDE reserves the right to require the immediate withdrawal of any exhibit, which SDE believes to be injurious to the purpose of SDE. The sale of types of merchandise and/or specific products at our events is subject to approval by SDE's Exhibit Coordinator or other on-site staff acting on behalf of SDE's Exhibit Coordinator. New exhibitors may be asked to submit a photograph of exhibit setup before their application can be accepted.
- Use of Space:** Exhibitors shall not sublet, assign, or share any part of the space allocated to them without the written consent of SDE. Exhibitors shall not use the space outside their booth area for demonstrations or displays of any kind, including freestanding signs and adjacent columns, walls, and aisle ways. Additionally, signage, products, materials, etc. may not be erected that in any way interferes with the view line of any other exhibit booth, nor shall they create any unreasonably high sound levels that SDE deems objectionable. Exhibitors may not promote other teaching-training events.
- Sales:** The conference bookstore has exclusive rights to presenter authored materials. The sale of types of merchandise and/or specific products at our events is subject to approval by SDE's Exhibit Coordinator. It is the exhibitor's sole responsibility to obtain any licenses or permits as required by law, and to collect and remit all applicable sales taxes. A copy of any required license or permit must be available for inspection by SDE upon request.
- Installation and Dismantling:** Installation must be completed no later than the opening of registration. Dismantling or packing display is prohibited prior to the official closing of the show.
- Damage to Exhibit Facilities:** The exhibitor must surrender his or her space in its original condition. The exhibitor shall not injure or deface the walls or floors of the exhibit facilities, the tables or any other furniture. When such damage occurs, the exhibitor shall be liable to the owners of the property so damaged.
- Security:** SDE makes reasonable efforts to provide basic protection for exhibitor's merchandise and displays during non-exhibit hours through perimeter security. However, SDE will not accept any responsibility for lost or stolen merchandise. Exhibitors are solely responsible for their own exhibit materials and should take precautionary measures to safeguard against theft, and insure the exhibit against loss or damage from theft, accident, vandalism, fire, or other causes. All property of an exhibitor is understood to remain in the exhibitor's care, custody, and control in transit to, from, or within the confines of the event facility.
- Insurance and Contractor Licenses:** Organization, its exhibitors and any third party outside authorized contractors (including, if applicable, Guard Services as defined below) that Organization hires, if any (collectively the "Insured Parties") each shall obtain and maintain during the Event Dates insurance coverage and provide Hotel with a Certificate of Insurance and applicable Additional Insured Endorsements at least thirty (30) days prior to use of the premises as follows: (a) Worker's Compensation Insurance as required by local or state law; (b) Employers' Liability Insurance in minimum limits of \$1,000,000 per occurrence or accident; (c) Commercial General Liability Insurance (including blanket contractual liability and personal injury coverage) with minimum limits of at least \$1,000,000 in any one occurrence; (d) Commercial Automobile Liability Insurance for any owned, non-owned, and hired vehicles to be used in and out of the facilities with minimum limits of \$1,000,000 in any one accident; and (e) Personal Property Insurance on all personal property in the care, control or custody of an Insured Party, including coverage for all risks (including theft). Required insurance shall be primary regardless of any coverage maintained by Hotel for any qualifying incident arising hereunder and shall be issued by companies authorized to do business in the State of Nevada. Insurance policies in (b), (c) and (d) shall name the following as Additional Insureds: Venetian Casino Resort, LLC ("VCR") Sands Expo & Convention Center, Inc. ("SECC"), Grand Canal Shops II, ("GCS") and The Shoppes at the Palazzo, LLC ("SATP") and each of their parents, subsidiaries and affiliates, and each of their officers, directors, and agents in respects to the conduct of the named insured in or about the property of VCR, SECC, GCS and SATP. An Insured Party's failure to provide a Certificate of Insurance will result in Hotel's refusal to permit that Insured Party on Hotel's property for purposes of Organization's Event. With the exception of (a), all insurance required to be provided shall include a waiver of subrogation in favor of the Additional Insureds and be primary and noncontributory. As respects the outside authorized contractors, all outside authorized contractors doing business in Nevada must obtain and maintain a valid Nevada State Business License as required by Nevada Revised Statutes Chapter ("NRS.360.780").
- Shipping:** Exhibitors are solely responsible for following shipping and storage guidelines set forth by the conference site and assume any related charges for handling and storage.
- Exclusive Suppliers:** Exhibitor acknowledges that the provision of certain products and services may be held exclusively by the show decorator, Venetian Hotel, SES, or other vendors. Exhibitor agrees to follow the guidelines and rules available to exhibitors governing exclusive providers.
- Terms and Conditions Admendments:** Any additional details not specifically covered by the terms and conditions contained herein shall be subject to the decision and at the discretion of SDE's Exhibit Coordinator or other on-site staff acting on behalf of SDE's Exhibit Coordinator. At the sole discretion of SDE, changes, amendments, or additions may be made to these terms and conditions. Any such changes shall be binding on Exhibitors equally with the other terms and conditions contained herein.