



57th Annual Conference
September 30 – October 3, 2007

REGISTRATION FORM

Exhibiting Company Information (Information completed here will be as published in the program)

Company Name _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____ Fax _____ E-mail _____
 Description of Product/Service _____
 Website _____

Exhibitor Contact Information

Company Name _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____ Fax _____ E-mail _____

(Platinum, Gold and Silver levels include exhibit space and two (2) full conference registrations.
 Bronze level includes sponsorship opportunity only.)

Sponsorship Level / Registration

Platinum 6000 \$US **Gold 4000 \$US** **Silver 3000 \$US** **Bronze 1200 \$US**

Choice of (1) Sponsorship Opportunity (in order of preference):

1. _____ 2. _____ 3. _____
 Sponsorship Total

Exhibit Space

(1,850 \$US Exhibitor rate includes two (2) full conference registrations.)

ERAPPA agrees to license and the exhibitor agrees to take and properly occupy the following exhibit space(s) as assigned. **Exhibitor 1,850 \$US**

1st Choice _____ 2nd Choice _____ 3rd Choice _____

Exhibitor agrees to be bound by the Terms, Conditions and Rules set forth in the Exhibitor's Service Manual. This contract will be binding upon the parties when accepted by ERAPPA.

Signature _____ Date _____
 Name (Print) _____ Title (Print) _____

Exhibitor Total

Payment

(50% of total due must accompany application to be considered. Balance is due June 1, 2007.)

Add the totals in the Exhibitor Box and Sponsorship Box (above): _____ \$US Total Due

Enclosed is our check for _____ \$US (made payable to *ConferSense Planners Inc.*)

Charge my payment to: Visa MasterCard Card #: _____ Exp: _____

Cardholder's Signature _____ Name (Print) _____

Billing Address (if different from above) _____

Complimentary Registrants

(List names of all who will be attending)

Please sign and mail original application/contract and payment to:

ConferSense Planners Inc.
 251 Bank Street, Suite 401
 Ottawa, Ontario, Canada K2P 1X3
 email: chuck@confersense.ca
 Tel: (613) 232-4414 Toll-free: 1-866-525-9884

Agreement between Exhibitor and Eastern Regional Association of Higher Education Facilities Officers (ERAPPA) for Exhibit Space at the ERAPPA 57th Annual Conference, Sept 30 – Oct 3, 2007.

Exhibitor agrees to abide by the following conditions, terms, rules and regulations as a condition for purchasing exhibit space at the ERAPPA 57th Annual Conference ("Conference"), event management by ConferSense Planners Inc. ("Event Manager") with exposition support from Freeman ("FRE"). The Conference will be held at the Crowne Plaza (exhibits and guest rooms) and the Ottawa Marriott (education program and guest rooms) hotels. The Crowne Plaza is hosting the exhibits and is ("Hotel").

1. Once an application is accepted, ERAPPA reserves the right to accept or reject any application in its sole discretion. Every effort will be made to accommodate requests for booth space. Applications should list not less than three choices. Booth costs are based on the amount of space rented and are as follows:

Per 8' x 10' booth space:
1,850 \$US for APPA Members
and Non-Members

Sponsorships:

Platinum – 6,000 \$US
Gold – 4,000 \$US
Silver – 3,000 \$US
Bronze – 1,200 \$US

2. 50% deposit of payment of the listed cost of Exhibit Space/Sponsorship Level desired must accompany Applications. No Applications will be processed or confirmed until all items are received by Event Manager. Exhibitors are required to carry their own general liability insurance. Proof of general liability insurance may be required at any time by show management.

3. No exhibitor may charge an admission fee to his booth or theater.

4. The Tentative Schedule for the Exhibit Hall is the following hours:

Sunday, Sept. 30, 2007 6:00 pm–8:00 pm
Monday, Oct. 1, 2007 9:30–4:00
Tuesday, Oct. 2, 2007 9:30–noon

a. Exhibitor agrees that its exhibit will be staffed at all times during the hours of exhibit. All exhibits must remain intact until the official closing hour.

b. In the event that the Exhibitor fails to exhibit in the space allotted to him on opening day, the Conference may make such use of said space as it sees fit without any liability whatsoever to the Exhibitor, who shall remain liable to it for the payment of the total booth price due under the contract.

c. The Exhibition will close at 12:00 Noon on October 2, 2007 and all exhibits must be removed from the exhibit floor not later than 3:00 pm of that day. No Exhibitor can dismantle a booth at any time during the Exhibit or before 12:00 Noon on October 2, 2007 except on specific written permission from the Event Manager. Exhibitors must observe the move-in and move-out times established by the Conference.

5. The following equipment and furniture is included in the booth price and is to be furnished by the Conference: 8' x 10' booth space; 10' pipe and drape back wall and 3' drape side walls; one 6' draped table; two chairs; one booth identification sign; carpeting (existing ballroom); one 110V electrical outlet; 2 Conference Registrations and a listing in the Exhibitor Directory.

6. The expense of installation or rental of any equipment, furniture, signs or appliances other than those enumerated in paragraph "5" here of, shall be borne by the Exhibitor. The expense of installation or rental of any and all electrical connections or electrical equipment required by the Exhibitor shall be borne by the Exhibitor.

7. All exhibit backgrounds must conform to the standard set by the Conference, which is as follows: no side rails may exceed 3' in height; background must not exceed 8' in height including the sign, and must not protrude from the back wall more than a maximum of 36" above the prescribed railing.

8. No nails or bracing wires used in erection displays may be attached to the building of the Hotel. All property destroyed or damaged by Exhibitors must be replaced to its original condition by Exhibitor or at the Exhibitor's expense.

9. The booth to be occupied by the Exhibitor at the Conference must be properly constructed and attractively decorated in conformity with the general design and decor of the other booths at the Conference and in full and complete compliance and conformity with the general regulations established for the construction and decorations of booths by the Conference, Event Manager, FRE, and/or the Hotel.

10. Distribution of circulars or other materials may be made only within the assigned space.

11. Over-the-counter sales are permitted as long as they do not interfere with the free flow of traffic in the Exhibit Halls. All such sales must be made from the front of the booth. Exhibitors with corner booths are entitled to transact business only across the front portion of the booth. All exhibitors making over-the-counter sales must comply with all federal, provincial and local laws, rules and regulations regarding sale transactions, including the collection of appropriate taxes.

12. All materials used in the Exhibit Hall, Ballroom or any other room of the Hotel MUST be non-flammable to conform with the Fire Regulations of the province of Ontario and the city of Ottawa. Electrical wiring and equipment installation must conform to the National Electric Code and the Electrical Code of the province of Ontario and the city of Ottawa. Material not conforming with such regulations will be removed immediately at the Exhibitor's expense. Engines, motors or any kind of equipment may be operated only with the consent of the Convention Services Manager at the Hotel.

13. The Conference booths can be occupied only by the Exhibitor whose application is approved. No booth can be occupied in whole or in part, for any purpose whatsoever by any other person or persons, and no subletting nor joint use by any means or for any purpose is permitted. Violators will be removed.

14. All exhibits including products, equipment and furniture must be confined wholly within the booth space assigned on the official floor plan. No use for any purpose whatsoever may be made of aisles or any other space adjacent to the booth reserved.

15. No Exhibitor can install or use any loud speaker, public address system, amplifier, megaphone or similar device or use any sales methods which in the sole judgment of the Conference may be annoying or prove a nuisance to the Conference.

16. The Conference will provide a guard for the exhibit room, but it is understood that all products, equipment, furniture and furnishings of the Exhibitor are placed and exhibited at the sole risk of the Exhibitor and that neither ERAPPA, Event Manager, FRE, the Hotel, nor any of their respective officers, agents, employees or representatives assume responsibility of any kind. Therefore, it is suggested that the Exhibitor remove valuable samples or movable equipment from the booth reserved overnight.

17. Neither ERAPPA, Event Manager, FRE, nor any of their respective officers, agents, employees or representatives shall be responsible or liable in any way for any injury to person or property, loss or damage of any kind, sustained by any Exhibitor, employees of the Exhibitor or any other person by reason of fire, theft, water, or any other cause whatsoever, unless such injury, loss or damage was the result of a negligent or intentional act of ERAPPA, Event Manager, FRE, or any of its servants, agents or employees. It is further understood that the Exhibitor will indemnify and hold harmless ERAPPA, Event Manager, FRE, and any of their respective officers, agents, employees or representatives from damages, loss, cost or expense of any and all kind for any claim or legal action arising out of or by reason of personal injuries or property damage of any kind whatsoever, as well as the cost and expenses incurred against any such claim or claims, action or actions, arising out of the sole or contributing negligence of the Exhibitor or any of its employees, servants or agents.

18. Should any Exhibitor misrepresent any product or article displayed in a booth, ERAPPA may forthwith, and without any liability whatsoever, terminate this contract for such booth and require the Exhibitor to remove from the premises all its products, equipment and furniture.

19. ERAPPA may, at any time, forbid the installation or continuance of any exhibit or part thereof which in its sole judgment and discretion is detrimental to the interests of any other Exhibitor, or ERAPPA, or which is conducted in an objectionable manner; and may, at anytime and without notice, summarily remove any such exhibit or part thereof without any liability whatsoever to the Exhibitor.

20. The Exhibitor shall comply with all the terms and provisions of all union or other contracts in effect at the time of the Conference affecting any phase of its conduct, construction, or relating to the building or premises wherein it shall be conducted.

21. The decision on all matters which may arise not herein specifically covered or referred to, rests in the sole discretion or judgment of ERAPPA, and the Exhibitor agrees to accept the same. ERAPPA shall not be liable in any respect or any way for any such decision, provided it acts reasonably and in good faith.

22. ERAPPA may, at any time prior to the scheduled opening date of the Conference, change the dates thereof (but not reduce the total time thereof), change the floorplan, or transfer ERAPPA to another building without any liability to Exhibitor.

23. ERAPPA or Event Manager, FRE, or any of their respective officers, agents, employees or representatives may, without incurring any liability of any kind whatsoever, require any Exhibitor who violates any of the provisions of this contract or of its Conditions, Terms, Rules and Regulations, to forthwith remove himself together with his products, equipment and furniture, from the Conference.

24. Exhibitor may cancel either its participation in the Conference or a portion of its exhibit space only upon written notification to Event Manager. Exhibitor shall not receive any refund of the fee paid. All such sums that are retained or are owing may be retained by ERAPPA in its discretion as liquidated damages. In addition, ERAPPA shall have the right, at its option, to instead pursue other legal or equitable remedies available to it in the event exhibitor defaults or fails to exhibit. If, because of war, fire, labor strikes, picketing, exhibit facility construction or renovation project, government regulation, public catastrophe, bomb threats, terrorist acts, acts of God or the public enemy, or other cause beyond the control of ERAPPA, the Convention or any part thereof is prevented from being held and is cancelled by ERAPPA, or the Exhibit Space becomes unavailable, ERAPPA in its sole discretion shall determine and refund to the Exhibitor its proportionate share of the balance of the agreed upon exhibit fees received by ERAPPA which remains after deduction of expenses incurred by ERAPPA in connection with the Convention and reasonable compensation to ERAPPA, but in no case shall the amount of the refund to the Exhibitor exceed the amount of the Exhibit fee paid by the Exhibitor.

25. No agent or employee of ERAPPA has authority to modify, vary, change or waive any provisions of this contract or of these Conditions, Terms, Rules and regulations, and no such modification, variation, change or waiver shall be effective or binding upon ERAPPA unless in writing and signed by an authorized officer of ERAPPA. The waiver by ERAPPA of strict compliance with or performance of any of the provisions hereof shall not be deemed to include a waiver of any other provision.

26. ERAPPA may in its sole discretion waive any clause of this Agreement, without affecting any other clause of the Agreement. In such event, all other clauses shall remain in full force and effect.

27. Should any provisions of this Agreement be found to be unenforceable by a court of law, the remaining provisions shall remain valid and in full force and effect.

28. Freeman has been appointed the official exhibition management company for the conference and has exclusive rights to shipping, customs brokerage, drayage and material handling. All exhibitors agree to use their services and not contract alternative suppliers for additional booth equipment, booth set-up and dismantle and custom brokerage.

29. Exhibitors agree to comply with the policies regarding smoking for the Symposium. Smoking is forbidden in all exhibition, function and meeting spaces, and all public spaces within both hotels.

30. Exhibitors agree to comply with all union contracts, agreements between SWANA 2004 or ConferSense Planners Inc. and official contractors, serving companies and the host hotel of the Symposium and the labour laws of the jurisdiction in which the building is located.