



ASSOCIATION OF TEACHER EDUCATORS
 P.O. Box 793
 Manassas, VA 20113
 (703) 659-1708 Fax (703) 595-4792
 www.ate1.org



**2022 Annual Meeting and Exhibits
 Application and Contract for Exhibit Space
 Hilton Chicago Hotel, February 12 – 16, 2022**

Exhibit Location

The 2022 ATE Annual Meeting and Exhibit Show will be held at the Hilton Chicago, 720 South Michigan Avenue, Chicago, IL 60605, (312) 922-4400., from February 12 – 16, 2022.

Exhibit Dates

Sunday, Feb. 13: Set-up 10:00 a.m.-12:00 p.m.
 Sunday, Feb. 13: Exhibits Open 2:00-6:30 p.m.
 Sunday, Feb. 13: Exhibitor Reception 5:00-6:15 p.m.
 Monday, Feb. 14: Exhibits Open 9:00 a.m.-4:00 p.m.
 Tuesday, Feb. 15: Exhibits Open 9:00 a.m.-4:00 p.m.
 Tuesday, Feb. 15: Dismantle 4:00 p.m.-6:00 p.m.

Exhibit Specification

Adequate space and traffic flow in front of tables will assure visibility and access. Limited secure storage will be available adjacent to the exhibit area. An on-site manager will be available during set up and exhibit show times. Tabletop exhibits will consist of draped and skirted tables. Two chairs will be provided for each exhibit. There is no set up or dismantling during exhibit hours.

**Applications and fees are due by
 December 15, 2021.**

Please Type or Print Legibly

_____ (Exhibitor) requests the Association of Teacher Educators to provide exhibit space at the ATE Annual Meeting. Exhibitor agrees to pay the Association of Teacher Educators the scheduled fee by the due date as shown on this contract. Exhibitor agrees to abide by the regulations on this contract, and the signature affixed below indicates acknowledgement of these regulations.

Exhibit Space

Check one: Commercial Educational/Non-Profit

Exhibit Number (1-8, see below) _____

Specify Dimensions for any “pop-up” or floor to ceiling display: _____

Exhibit Number	Commercial	Educational/Non-Profit
1. One table (6ft x 3 ft) positioned parallel to wall:	\$700	\$510
2. One table in front of exhibitor provided “pop-up” or floor to ceiling display (not to exceed 10 ft. width x 10ft. height x 3 ft. deep):	\$880	\$625
3. Two tables in L-shape	\$930	\$675
4. Two tables end-to-end:	\$1000	\$760
5. Three tables in U-shape:	\$1110	\$835
6. Three tables in L-shape:	\$1160	\$870
7. Three tables end-to-end:	\$1210	\$895
8. Unstaffed	(See Below)	(See Below)

Also included are a listing in the conference program book and in ATE social media as well as a listing on the ATE website with a link to your website.

Unstaffed Marketing Opportunities for Annual Meeting Conference (Annual Meeting)

1. **Table Top Display**- Display sales catalogs and other marketing items to be placed on a table top for attendees to see. This includes multiple copies of **up to three different** individual items for only **\$300**. The association is unable to ship extra items back to sender after the conference.

2. **Advertise in Conference e-Program Book.**

- . **\$375 Quarter-Page** (8" Wide X 2.5" Tall) in body of conference book.
- . **\$650 Half-Page** (8" Wide X 5" Tall) in body of conference book.
- . **\$1000 Full-Page** (8" Wide X 10" Tall) in body of conference book.

3. **One Page Conference Bag Insert** - Provide 1000 copies of a one page document to be inserted in the ATE conference registration bag for attendees for only \$300.

Also included are a listing in the conference program book and in ATE social media as well as a listing on the ATE website with a link to your website.

Space Preferences: (subject to availability)

- Parallel to wall
- Corner
- Free Standing
- Adjacent to: _____
- Near to: _____
- Away from: _____
- Other _____

Will you be ordering electricity? Yes No

Specify electricity needs: Computer A-V (Specify) _____ Other _____
Lighted Display _____

Describe any special needs:

ATE reserves the right to make final determination of all space assignments in the best interests of the Exhibit Show.

Mailing Address

All correspondence regarding the Exhibit Show will be sent to this address.

Organization: _____ Telephone (____) _____

Name: _____ Fax (____) _____ Email _____

Address: _____ Title: _____

City, State, Zip: _____

This contract takes effect upon its approval by the Exhibitor and the assignment of exhibit space by the Association of Teacher Educators. **THERE ARE NO REFUNDS EXCEPT AS OUTLINED BELOW.** Exhibitor will comply with all laws and regulations. No smoking is allowed in the Exhibit Space. ATE, its officers, agents, and employees are not liable for any damages, injuries, or losses sustained as part of this event.

This contract is approved on behalf of the Exhibitor by: **Signature** (required) _____

Date _____ Title _____

Payment

Payment Enclosed \$ _____ Check # _____ (make checks payable to Association of Teacher Educators)

Credit Card payment \$ _____

American Express

MasterCard

Visa

Card Number _____ Expiration Date _____

Name on Card _____

Signature

Terms & Conditions

This contract contains the entire agreement between the exhibiting company (“exhibitor”) and the Association of Teacher Educators (“ATE”).

1. Eligible Sponsors or Exhibits: ATE reserves the right to determine eligibility of any company or product to participate in the show. ATE can refuse rental of exhibit space, or terminate this contract if already executed, to any company whose display of goods and/or services is not, in ATE’s sole judgment, compatible with and complementary to the show and the industry which ATE serves. In the event of such termination, ATE shall refund, in full, all payments, including deposits, which it may have received from the exhibitor.

2. Booth Assignments: Booth assignments will be made based upon the date the Application & Contract is received, as well as the booth selection, booth size, location specifications and proximity to other companies as indicated by the exhibitor. Furthermore, in the judgment of ATE, if it becomes necessary to change the original allocation of space, then ATE may do so by notification to the exhibitor’s authorized representative.

3. Payment: The payment schedule is outlined on the front of this Application & Contract. The appropriate fee will accompany this Application & Contract. Application & Contracts received on or after January 7, 2022 must be accompanied by full payment or space will not be assigned. Exhibitors with an outstanding balance for exhibit fees will be prohibited from moving-in. No exhibitor will be allowed to participate in the show unless payment in full is received prior to the start of the conference.

4. Cancellations: Exhibitors have the right to cancel their space reservations at any time by written notice to ATE. Refunds will be issued based on the total amount due and the date the notice of cancellation is received. A \$50 non-refundable fee will be withheld from the amount refunded to cover administrative costs. Under all circumstances, ATE retains the right to resell any booth space cancelled by the exhibitor. Refunds will be based on the following schedule: Notice of cancellation received by January 7, 2022—full refund of monies paid minus administrative fee. January 22, 2022—50% refund of total booth fees minus administrative fee.

No refunds will be issued for cancellations received after January 22, 2022.

If applicable cancellation fees exceed payments already received by ATE, exhibitor will be invoiced for the balance due. The use of any complimentary exhibitor registration badges is forfeited upon cancellation of space.

5. Use of Space: No subletting or sharing of space is permitted. ATE retains the right to have removed from the exposition any company that has not duly contracted with ATE for space. All exhibitor activities must be confined to the limits of rented space and must not impede traffic or interfere with the activity of other exhibitors. Every exhibit must be fully staffed and operational during the entire show. ATE may evict exhibitors who, because of noise, conduct of personnel, methods of operation or any other reason, detract from the general educational character of the show. In the event of eviction, ATE will not issue a refund.

6. Failure to Occupy Space: Any space not at least partially occupied by 5pm on the last move-in day will be forfeited by the exhibitor and can be used by ATE in any manner, without refund, unless arrangements for delayed occupancy

have been previously approved in writing by ATE. All booths must be set-up and ready for the show by 11am on the first day of the exposition for the ATE walk through inspection.

7. Character of exhibits: Tabletops may utilize space behind the tables but should not exceed a back wall height of 8'. No exhibit is permitted to obstruct the view of adjacent booths. Requests to deviate from these guidelines must be submitted in writing to ATE for approval prior to set-up. ATE reserves the right to direct revisions, at exhibitor expense, of any exhibit that does not comply with these guidelines. Apart from the specific display space for which an exhibiting company has contracted with ATE, no part of the exhibit site, its grounds or surrounding grounds, may be used by any organization other than ATE for display purposes of any kind or nature without the express written permission of ATE. Exhibit brand or company logos, signs and/or trademark displays will be limited to the exposition only and any official banner or signage purchased from or obtained through ATE.

8. Fire Regulations: Each exhibitor is responsible for knowledge of and adherence to all fire and safety codes. All electrical signs and equipment must be wired to meet the specifications of Underwriters Laboratories (UL) and must conform to appropriate federal, state and municipal codes. Compliance with such laws is mandatory for all exhibitors and is the sole responsibility of the exhibitor.

9. Americans with Disabilities Act (ADA): Exhibitor shall have sole responsibility for ensuring that its exhibit is in full compliance with the Americans with Disabilities Act and any regulations under that Act. Exhibitor will ensure the accessibility of its exhibit space and agrees to hold harmless and indemnify ATE and its officers, directors, trustees, employees, and agents against any claims, damages, loss or exposure, including attorney's fees and costs, arising out of or related to any alleged ADA violation. ATE shall be responsible for all accessibility requirements and labor accommodation requirements under the ADA relating to the exhibit hall and attendee facilities.

10. Waiver and Indemnification: (A) Exhibitor agrees to make no claim of any nature whatsoever against ATE, or its officers, directors, trustees, employees, and agents, except as specifically provided for herein. This waiver shall include, without limitations: (i) loss, damage or injury to any property of the exhibitor by fire, theft, destruction, vandalism or any other cause, except for such loss or damage directly attributable to the gross negligence of ATE or its officers, directors, trustees, employees, and agents; (ii) any injury to the exhibitor, its agents or employees by any cause, except for such injury directly attributable to the gross negligence of ATE or its officers, directors, trustees, employees, and agents; (iii) loss, damage or injury to the exhibitor's business by reason of space location or the failure to provide space for the show, or by any failure to hold the show as scheduled; (iv) loss, damage or injury to the exhibitor's business caused by fire, electrical service interruption, or any other interruption occurrence; and (v) all consequential commercial damages arising out of any aspect of this agreement. (B) Exhibitor shall indemnify and hold ATE and its officers, directors, trustees, employees, and agents harmless from and against any and all claims, penalties, damages, losses, costs, charges and expenses whatsoever, including attorney's fees and costs, arising out of the exhibitor's participation in the show, including, without limitation, the following: (i) damage or injury to any person, persons or property arising from or by reason of the occupation and use of the exhibit space; (ii) acts done or caused to be done by the exhibitor or its officers, directors, agents, employees, guests or invitees; (iii) any breach by the exhibitor of its obligations hereunder; (iv) any loss, damage or destruction to property of the exhibit facilities caused by the exhibitor, or its officers, directors, agents, employees, guests or invitees; and (v) any loss, theft, misappropriation or otherwise, or damage or destruction of any property of the exhibitor or property of its guests or invitees brought into the exhibit space of the exhibit facilities; except where such claims are directly attributable to the gross negligence of ATE or its officers, directors, trustees, employees, and agents and specifically provided for herein in Paragraph 10(A)(i) or Paragraph 10(A)(ii). (C) Exhibitor hereby agrees to waive the right to subrogation by its insurance carriers to recover losses sustained under its insurance contract for real and personal property, when permitted by its contracts with its carriers. (D) In no event shall ATE be liable for indirect or consequential damages and any damages assessed against ATE shall be capped, to the extent permitted by law, to the amount of rental fee paid by the exhibitor hereunder to ATE.

11. Show Attendees and Exhibit Staff: Admission to the exhibit area will be available only to registered attendees and exhibitor staff of at least 18 years of age. Proof of age may be required to obtain entrance into the exposition. ATE makes reasonable attempts to attract quality attendees to its exposition, but does not guarantee specific volumes of traffic or levels of qualification. Traffic by any given booth is a function of that particular exhibit and not the responsibility of ATE.

12. Security: Exhibitors are responsible for the security of their exhibit and its content. Security personnel contracted directly by ATE are intended primarily for crowd control and credentials verification. Exhibitors are encouraged to budget and make security arrangements for sensitive or valuable items. ATE is not responsible for the security of exhibitors' property. Protection, both security and insurance coverage, of exhibitors' property is the sole responsibility of the exhibitor.

13. Failure to Hold Show: Should fire, hurricane, earthquake, flood, strikes, civil disturbance, Acts of God, political or social boycott, or any other circumstances beyond the control of ATE make it impossible or impractical or materially impact on the ability to hold the show at the scheduled time, ATE reserves the right to cancel or terminate the show, in whole or in part, for any such force majeure situation. In such event, ATE may retain only such part of the exhibitor's rental fees as shall be required to compensate it for reasonable expenses incurred up to the time of such cancellation. All remaining rental fees shall be refunded. In no event shall ATE be liable for any direct, indirect or consequential damages resulting in the failure to hold the show.

14. Amendment of Rules: ATE reserves the right to make changes, amendments and additions to these terms and conditions at any time, and all changes, amendments and additions so made shall be binding on the exhibitor with the provision that all exhibitors will be advised of any such changes. Any matters not specifically covered herein are subject to decision by ATE.

SALES TAX NOTICE: Vendors are responsible for any required registration with the state sales tax authority and collection and payment of any applicable sales taxes. Non-compliance can result in immediate shutdown by local authorities.

Send Contract to:

Association of Teacher Educators
P.O. Box 793
Manassas, VA 20113
Or fax with credit card information to **(703) 595-4792**.

Please make sure you: complete all parts of the application/contract; sign the application/contract; enclose payment or specify payment information.

THANK YOU!

For additional information, contact Alisa Chapman, Executive Director
Association of Teacher Educators
P.O. Box 793
Manassas, VA 20113
(703) 659-1708
Fax (703) 595-4792
Email: achapman@ate1.org