

# ASPRS 2012 ANNUAL CONFERENCE — EXHIBIT SPACE APPLICATION/AGREEMENT FORM

Keep a copy of this application for your records. Please indicate a minimum of four scattered selections of booths in the Exhibit Hall. Refer to the booth floor plan and record your choices below. Any preference or conditions with regard to your location or concerning the occupants of the adjoining booths should be noted. These will be considered, as much as possible, during the assignment of space.

Request for booth space will not be considered unless submitted by applicant on the official Exhibit Space Application/Agreement form. Exhibit booths will not be assigned until 50 percent deposit is received.

Booth assignment will be made based on the amount of booth space selected and on a first come basis according to the postmark date. In the event of duplicated request areas, ASPRS Sustaining Members will be given priority in determining booth assignments. The right to modify the booth assignment(s) is reserved by ASPRS in order to maintain the overall harmony of the exhibition.

Upon receipt of a space confirmation and invoice for the remaining balance, payment is due within 45 calendar days from the date shown on that invoice. If the payment is not returned within 45 days, the booth space will not be held and the deposit will not be refunded. Booth rental prices are listed on the booth fees and amenities page. Please indicate ASPRS Sustaining Membership in order to receive the reduced booth rate. All ASPRS Sustaining Membership will be verified. **NOTE: The Exhibit Hall is NOT carpeted.**

No contract is considered valid without a 50 percent deposit; therefore, the deposit is required with this application in order to hold space (purchase orders are accepted from government agencies and universities only). All payments must be made in U.S. funds, drawn on U.S. banks, and made payable to ASPRS ANNUAL CONFERENCE. Checks not drawn on U.S. banks will be returned to sender. Exhibit space must be paid in full 60 days prior to the Exhibit Hall opening.

Exhibitor Directory/Company Description. Each exhibiting company will be listed in the Exhibitor Directory of the Conference Final Program. Please email Heather Staverman, [hstaverman@asprs.org](mailto:hstaverman@asprs.org), your company name, address, telephone number, fax number, and web site, along with a 75-word de-

scription to appear with your listing. The information will appear as submitted and should be sent when final payment is made. Descriptions received after December 9, 2011 will not be included in the final program. If the description exceeds the 75-word maximum, ASPRS reserves the right to edit submitted text. Due to space limitations, bulleted text will not be accepted.

If a description is not submitted, only the company name and booth number will be listed.

Agreement to Contract Rules. These regulations are a part of the contract between the exhibitor and the ASPRS Conference and Exhibition. They have been formulated in the best interest of all participants. ASPRS respectfully requests the full cooperation of the exhibitors in their observance of the rules. Any or all matters or questions not specifically covered by the preceding rules and regulations shall be subject solely to the discretion of ASPRS. The exhibitor agrees that it and its employees will abide by the foregoing rules and by any amendments that may be put into effect by ASPRS. See next page for contract rules.

## CONTRACT RULES ACCEPTED AND AGREED

\_\_\_\_\_  
Authorized by

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please return to:**

Don Cooksey  
The Townsend Group  
2 Wisconsin Circle, Suite 900, Chevy Chase, MD 20815  
(301) 215-6710 x117, (301) 215-7704 Fax, [asprs@townsend-group.com](mailto:asprs@townsend-group.com)

**Application Information (please print)**

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_  ASPRS Sustaining Member Number \_\_\_\_\_

**Total Number of Booths Required**

(10' x 10') \_\_\_\_\_ x  ASPRS Sustaining Member — \$3,410  
 Non-member — \$4,400  
 Colleges/Universities — \$2,475  
 = Total Amount Due: \$ \_\_\_\_\_ 50% Deposit: \$ \_\_\_\_\_

**Preferred booth selections:**

1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_ 4<sup>th</sup> \_\_\_\_\_

Method of Payment			
<input type="checkbox"/> Check (Make checks payable to: ASPRS 2012 Annual Conference) <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express <input type="checkbox"/> Discover			
Remaining Balance \$ _____		(TO BE INVOICED)	
Name on Credit Card _____		Credit Card Account Number _____	Expires (MO/YR) _____
Signature _____		Date _____	

# ASPRS 2012 ANNUAL CONFERENCE — EXHIBIT CONTRACT

The following rules and regulations will govern the American Society for Photogrammetry and Remote Sensing (ASPRS) 2012 Annual Conference and Exhibition and are made a part of all contracts for space between ASPRS and the person, partnership, or corporation engaging the space.

**Contract.** This contract constitutes a formal agreement for the right to use the exhibit space allotted.

**Location.** The ASPRS 2012 Annual Conference and Exhibition Hall will be located in the Sacramento Convention Center Complex, Sacramento, CA. ASPRS reserves the right to move the exhibition to another location if necessary.

**Exhibit Content.** Exhibits must be related to professional and practice development for conference attendees and/or related products and services. ASPRS reserves the right to refuse applications not meeting standards or expectations, as well as the right to curtail exhibits or parts of exhibits that do not reflect the character of the meeting. If an application for exhibit space is not approved, payment will be refunded in full. Exhibit space is not intended for airing views on either side of controversial, social, political or professional issues. In addition, potential exhibitors are advised that contests, lotteries, raffles and games of chance may not be conducted without prior approval from ASPRS.

**Booth Description.** Booth dimensions indicated on the Exhibit Hall Floor Plan are believed to be accurate, but may be approximate. Booths will be standard 10' x 10' units or multiples thereof. No walls, partitions, decorations or other obstructions may be erected that in any way interfere with the view of any other exhibitor. Exhibitors who wish to use any non-standard booth equipment or signs, decorations or arrangements of display material that conflict in any way with these regulations must submit two copies of a detailed sketch or proposed layout (including dimensions) at least 30 days before the conference for approval by ASPRS.

**Insurance.** Exhibitors must insure their exhibits against damages that may be caused by accidents at the time of delivery, during the exhibition, and removal as well as any injury caused to any member of the public that may be caused by the exhibits in the amount of \$1 million dollars. AND, **PLEASE NOTE:** ASPRS, not Townsend Group, must be named in all insurance policies as an additional insurer for all ASPRS shows. A Certificate of Insurance must be provided to ASPRS prior to installation of any exhibit. Certificates should be sent to **Don Cooksey at [asprs@townsend-group.com](mailto:asprs@townsend-group.com), Fax: 301-215-7704. Exhibits cannot be installed until such certificate has been provided.**

**Acceptance of Exhibits.** Applications for exhibit space are subject to review as described under the heading "Exhibit Content." First-time exhibitors should include a sample brochure or pamphlet with their exhibit application for this purpose. Unethical conduct or infraction of rules on the part of the exhibitor or the exhibitor's representative(s), or both, will subject the exhibitor and said representative(s) to dismissal from the exhibition area, in which event it is agreed that no refund shall be made by ASPRS and further that no demand for redress will be made by the exhibitor or the exhibitor's representative(s).

**Booth Assignment.** Assignment of space for accepted exhibits is made by ASPRS. Assignments are made according to contract date, payment received, and space preference. Preference given for booth location is at the discretion of ASPRS and is not guaranteed. ASPRS reserves the right to assign exhibit space and rearrange the floor plan to relocate booths in order to maintain the overall harmony of the exhibition.

**Cancellation/Refund Policy.** If this contract has not been received, properly signed and accompanied by a 50 percent deposit and a signed application for exhibit space, this contract will be declared null and void. Upon receipt of a space confirmation and invoice for the remaining balance, payment is due within 45 calendar days of the date shown on that invoice. If the exhibit space contract is received less than 60 days prior to the exhibit hall opening, full payment is due with submission of the contract.

Any exhibitor who cancels prior to December 19, 2011 shall forfeit and pay to ASPRS, as liquidated damages, a sum of money equal to 50 percent of the full price of said exhibitor's booth space. Any exhibitor who cancels after December 19, 2011 shall forfeit and pay to ASPRS, as liquidated damages, a sum of money equal to 100 percent of the full price of said exhibitor's booth space. All cancellations must be submitted in writing.

If the ASPRS 2012 Annual Conference and Exhibition is canceled due to circumstances beyond the control of ASPRS, or the Sacramento Convention Center Complex, Sacramento, CA, all payments connected with the booth rental will be refunded.

**Installation & Dismantling of Exhibits.** The Exhibit Hall will be available for installation on Monday, March 19, 2012 from 12 noon to 5:00 pm, Tuesday, March 20, 2012 from 8:00 am to 5:00 pm and Wednesday, March 21, 2012 from 8:00 am to 9:30 am. (ASPRS reserves the right to alter the set-up, tear down and exhibit hours if necessary.)

**Official Exhibit Hours.** (ASPRS reserves the right to alter the Official Exhibit Hours if necessary.)

Wednesday, March 21, 2012 10:30 am to 7:00 pm

Thursday, March 22, 2012 9:00 am to 5:00 pm

Friday, March 23, 2012 8:00 am to 11:00 am

Dismantling of exhibits will not begin before 11:01 am on Friday, March 23, 2012 and must be completed by 4:00 pm. Failure to remove on the date and time specified will constitute authority of lessor to so remove the exhibit at the expense of the exhibitor. Exhibitor's Admittance In Non-Show Hours. Representatives of exhibiting companies will be permitted to enter the exhibit area one hour before the scheduled opening time each day and remain one half hour after closing time each day. Specific hours have been set-up for move-in and move-out. Special arrangements must be made through the ASPRS Exhibits Manager should exhibitors require additional time in their booth before or after scheduled hall hours.

**Limitation of Liability.** Neither ASPRS, the Sacramento Convention Center Complex, Sacramento, CA, nor officers or representatives of the conference, will be responsible for any injury, loss, or damage that may occur to the exhibitor or the exhibitor's employee or property from any cause whatsoever. ASPRS provides general hall security on a 24-hour basis; however, it makes no warranty, expressed or implied, that the services it furnishes will avert or prevent occurrences which may result in loss or damage. All insurance is the exhibitor's sole responsibility. In addition, the exhibitor assumes all liability for any damage to the facility's walls, lighting fixtures, etc. as a result of exhibitor negligence. The exhibitor will abide by and observe all laws, rules, regulations and ordinances of any governmental authority and of the contracted facility.

**Booth Design.** Any portion of an exhibit that obstructs the view, interferes with the privileges of other exhibitors, extends beyond the designated booth space, or for any reason becomes objectionable, must be modified immediately or removed by the exhibitor. ASPRS reserves the right to inspect the quality of the appearance of each booth prior to show opening. Where necessary, masking will be placed to cover unsightly wires, unfinished back-walls, etc. at the exhibitor's expense.

**Exhibitor Activities.** All interviews, canvassing, or other sales activities shall be confined to the limits of the exhibitor's booth, lounges and/or restaurant seating area. Equipment displays shall be confined to the limits of the exhibitor's booth.

**Subleasing of Space.** Exhibitors may not sublet their space, nor any part thereof, or make any arrangements for display by a non-exhibiting company, without the written consent of ASPRS. All requests must be submitted in writing.

**Identification.** All visitors to the Exhibit Hall will be required to register before entering. Exhibitors must display at all times an official badge supplied by the ASPRS 2012 Annual Conference and Exhibition.

**Fire Regulation.** Draperies and decorating materials used by the exhibitor shall be of flame-retardant nature and all activities with regard to exhibiting shall be in compliance with Sacramento, CA. Fire Department regulations.

**Labor.** Rules and regulations for union labor are made by the local unions and may change at any time. Where union labor is required because of building or contractor requirements, it will be necessary for the exhibitor to comply with these regulations. Exhibitors are required to observe all union labor contracts enforced within the Sacramento Convention Center Complex, Sacramento, CA. Information will be included in the Exhibitor's Service Kit, outlining the jurisdictions of local union labor.

**Sound Devices & Lighting.** Public address, sound-producing or amplification devices which project sound must be kept at a conversational level and must not interfere with other exhibitors. Any form of attention-getting devices or presentations must be terminated when crowds obstruct aisles or infringe upon another exhibitor's display. ASPRS reserves the right to restrict the use of sound, glaring lights or objectionable lighting effects. Adequate illumination of the exhibit area is provided. Music, whether vocal or instrumental, is prohibited.

**Electrical Work.** Individual electrical outlets may be obtained at an additional cost. All electrical work must be installed to meet safety requirements. Electric utility services will be outlined in the Exhibitor's Service Kit.

**Food & Beverage.** All catering and concession needs for the show are provided exclusively by the Sacramento Convention Center Complex, Sacramento, CA. All food and beverages must be purchased from the Sacramento Convention Center Complex, Sacramento, CA, and none may be brought onto the premises by the exhibitors or conference attendees. Exhibitor distribution of food and beverages for consumption in the building shall be at the exhibitor's risk and expense, and shall comply with all applicable federal, state and local health and safety laws and regulations.

**General.** ASPRS reserves the right to restrict exhibits which, because of noise, method of operation, or for any other reason become objectionable, and also to prohibit or evict an exhibit which, in the opinion of ASPRS, may detract from the general character of the exhibits. This reservation includes persons, things, conduct, printed matter, or anything of an objectionable nature.

**KEEP A COPY OF THIS CONTRACT FOR YOUR RECORDS.**