

## Exhibit Space Rental Agreement

This agreement entered into this \_\_\_\_ day of \_\_\_\_\_, 2009, between Four Corners Conference for Professional Development Exhibit Committee, hereinafter referred to as the "Exhibit Committee", and \_\_\_\_\_, signed

by \_\_\_\_\_,  
(Please print name) \_\_\_\_\_, hereinafter referred to as "Exhibitor". Four Corners Conference for Professional Development will hereinafter be referred to as "Conference".

In consideration of the sum of \$85.00 for lobby placement, \$75.00 for meeting room corridor placement, or \$65.00 for hallway placement, the Exhibit Committee leases to the Exhibitor space at the Conference. A floor plan will be sent to Exhibitor showing exhibit placement for the Conference before Thursday, October 8, 2009. Exhibitor's space agreement is subject to conditions and rules as printed herein and attached hereto.

### Conditions of Agreement

**Exhibit Space Rates:** Rates are determined by the Board of Directors and Co-Chairs of the conference, with fees based on six feet wide by three feet deep exhibit space.

**Selection of Exhibits:** The selection of exhibit space will be based on a first-come, first-served basis. The amount of payment in exhibit fees to the Conference, will determine where the Exhibitor will be placed, i.e. \$85.00- Lobby Area, \$75.00- Meeting Room Corridor or \$65.00- Hallway Area. The Exhibit Committee places no limitations on the number of "like business" exhibits under one category. It will be left to the individual company as to duplicate exhibit representation.

**Terms of Payment:** The total amount due for space rental MUST ACCOMPANY THE SIGNED AGREEMENT. No refunds will be made.

**The Exhibitor Agrees:** There will be no use of microphones, loud speakers, or amplifying public address devices. Necessary labor for installing and removing all exhibit materials to be provided at the Exhibitor's expense. Displays, literature, lectures and information distribution will be made within the confines of their leased exhibit space.

**Exhibitor Door Prizes:** Door prizes are optional for the Exhibitor. If you elect to give away a door prize, you are responsible for your own container, drawing slips, and pens. Drawings for the door prizes will be held at the Exhibitor's place of business after the Conference and winners will be notified by the Exhibitor.

**Conference Hours:** The Conference will begin at 8:00 a.m. on Thursday, October 8, 2009 and end at 5:30 p.m. the same day. The Conference schedule will be given to each Exhibitor as well as a map of exhibit placements. Exhibitors have the option to close and/or take down their respective exhibits after 3:00 pm. Early departure from the exhibit sited is optional; therefore no refunds of pro-rated exhibit rental fee will be made at any time for any reason.

**Exhibit Identification:** Each Exhibitor must provide a sign, which identifies the Exhibitor. Rules require that this sign be continuously in the Exhibitor's area during the Conference hours, unless Exhibitor elects to leave earlier (see last sentence under Conference Hours above).

**Liability Insurance:** The Conference will carry public liability insurance in adequate amounts covering the Conference only. The Exhibitors or Exhibitor's employees are not covered. The Conference cannot be responsible for loss, theft, damage or injury, which may occur to the Exhibitor or their employees or the

property from any cause whatsoever, prior to, during or subsequent to the period covered by the exhibit contract. The Exhibitor, on signing of the agreement, expressly releases the conference from any and all claims for any such loss, damage, or injury.

**Conference Attendance:** The Exhibitor has leased a display space only. Participation in the events of the Conference to include keynote speaker, workshops, and/or the luncheon are completely separate and require official registration and registration fees. Violators of these requirements will be asked to leave immediately.

**Display Rules and Regulations:** The Exhibitor agrees to conform to the “Display Rules and Regulations: listed below:

1. The Exhibit Committee agrees to furnish, at no additional charge to the Exhibitor, one table and two chairs per leased exhibit space. San Juan College does provide skirting for the table. Table coverings will not be provided. No tape is permitted on any painted surface, poster putty is recommended.
2. Set up time will be limited to one (1) hour prior to the beginning of the Conference; 7:30 a.m. to 8:30 a.m. on the morning of Thursday, October 8, 2009. The Exhibit Committee and San Juan College must arrange additional set up time on an individual basis. Contact Jeannette Lassell at 632-8315 or [jlassell@infoway.org](mailto:jlassell@infoway.org)
3. The Exhibit Committee will furnish no service or supplies, other than those listed. Storage space **will not** be available or supplied by San Juan College.

**(Please Print the Following Information)**

**Company Name:** \_\_\_\_\_

**Contact Person(s):** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Company Phone:** \_\_\_\_\_

**Company Fax:** \_\_\_\_\_

**Company E-Mail:** \_\_\_\_\_

**RETURN THIS FORM WITH ACCOMPANYING PAYMENT BY MAIL TO:**

**Jeannette Lassell, Exhibit Committee  
2009 Four Corners Conference on Professional Development  
4601 College Blvd  
Farmington, NM 87402**

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**For Conference Use Only**

**Date Received:** \_\_\_\_\_ **Processed By:** \_\_\_\_\_

**Payment Enclosed:** \_\_\_\_\_ **Payment Type:** \_\_\_\_\_

**Assigned Space:** \_\_\_\_\_