



# ACPA23 Exhibitor Application

ACPA—College Student Educators International

**EXHIBITING COMPANY INFORMATION (PLEASE TYPE OR PRINT)**

COMPANY  
ADDRESS 1  
ADDRESS 2  
CITY  
STATE/ZIP  
PHONE  
FAX  
E-MAIL  
WEBSITE

**CONTACT INFORMATION (PLEASE TYPE OR PRINT)**

EXHIBITOR CONTACT NAME  
POSITION TITLE  
ADDRESS 1  
ADDRESS 2  
CITY  
STATE/ZIP  
PHONE  
FAX  
EMAIL

**DESCRIBE YOUR COMPANY'S PRODUCT/SERVICE IN 50 WORDS OR FEWER:**

**Are there any competitive companies that you do not wish to be located near during the 2023 ACPA Marketplace?**

**Size of Booth Requested**

- 10X10' Booth
- 10'X20' Booth
- 10'X30' Booth
- 1 Table Top Exhibit
- 2 Table Top Exhibits
- 3 Table Top Exhibits

*\*Rates are only valid if full payment is received prior to the advertised deadline\**

**Pricing per 10X10' Booth or per Table Top Table**

**ACPA Member Rate**

- \$1,550 USD-10'X10' Inline Booth-For Profit Rate
- \$1,250 USD-10'X10' Inline Booth-Non-Profit Rate
- \$750 USD-Table Top Exhibit Rate

**Non Member Rate**

- \$1,700 USD-10'X10' Inline Booth-For Profit Rate
- \$1,400 USD-10'X10' Inline Booth-Non-Profit Rate
- \$900 USD-Table Top Exhibit Rate

**2023 Convention Broadcast Email to Membership**

- \$1,000 USD-Member Rate
- \$1,200 USD-Non-Member Rate

**2023 Annual Convention Program Advertising Opportunities Black/White Advertisement**

- \$400 USD-Half Page Advertisement
- \$800 USD-Full Page Advertisement

**Full Color Advertisement**

- \$600 USD-Half Page Advertisement
- \$1,100 USD-Full Page Advertisement
- \$2,500 USD-Inside Front Cover Full Page Advertisement

**2023 Convention App Banner Advertisement**

- \$250 USD-Rotating Banner Advertisement

**PLEASE CHECK ONE OF THE PAYMENT PLANS AVAILABLE**

- Full booth rental/advertising payment is enclosed. Checks should be made payable to: ACPA—College Student Educators International
- Charge full booth rental/advertising payment to the card below

Card Number

Expiration Date

Billing Address

Billing City

Billing State

Billing Zip Code

My signature below indicates that my company understands and agrees that this application is subject to the conditions outlined in the 2023 ACPA Exhibit Hall Terms and Conditions accompanying this application and in accordance with the stated booth rental fee and that space assigned by ACPA staff shall be acceptable.

Printed Name

Signature

Date:

## ACPA Marketplace Terms and Conditions

By signing the exhibit space rental agreement you are agreeing or have agreed to the following Terms & Conditions for the 2023 ACPA Annual Convention & Exhibit Hall.

If, in the judgment of ACPA, an exhibitor is operating contrary to the policies of the Association or the Sheraton New Orleans and New Orleans Marriott, ACPA may cancel the exhibitor's space, and the exhibitor's fee will be forfeited. ACPA reserves the right to change non-rented spaces within the ACPA Exhibit Hall without notice to the exhibitors. This contract is for the use of the amount of space indicated and not for any specific location on the show floor.

Deadline: Exhibit space is limited and will be assigned on a first come, first served basis according to the postmark of application. Payment must accompany application. ACPA reserves the right to accept or reject any and all applications.

- ACPA reserves the right to exercise its sole discretion in the acceptance or refusal of applications.
- The applicant agrees that ACPA shall have the right to make such rules and regulations or changes in arrangements as it shall deem necessary, and to amend the same from time to time. ACPA shall have the final determination and enforcement of all rules, regulations and conditions.
- Any space unclaimed by 9 a.m. on the first show day may be resold or reassigned by the ACPA Exhibit manager without obligation on the part of ACPA for any refund whatsoever. All set-up must be completed one hour prior to the opening of the show. All exhibits and materials must be removed from the hall within three hours of the close of the show. If spaces are not vacated by that time, ACPA reserves the right to remove materials from the show floor and charge the expense to the participant. ACPA will not be liable if such removal causes damage to the materials.
- There is no smoking allowed in the ACPA Exhibit Hall nor near any entrance to the facility, during the event, set-up, or tear-down.
- Booths must be staffed during all show hours and until the official closing of the ACPA Exhibit Hall.
- No part of an exhibit shall be dismantled nor materials removed before the official closing.
- Applicant agrees to pay all fees, charges and/or expenses covered in this contract on demand. In the event that ACPA is forced to seek legal remedy to collect amounts due from the applicant, all charges related to the collection of unpaid amounts will become the sole responsibility of the applicant. If an exhibitor fails to make payments due hereunder when they are due, the space assignment is subject to cancellation or reassignment at the option of ACPA, without obligation for refund.
- Any space unclaimed by 9 a.m. on the first show day may be resold or reassigned by the ACPA Exhibit Hall manager without obligation on the part of ACPA for any refund whatsoever. All set-up must be complete one hour prior to the opening of the show. All exhibits and materials must be removed from the hall within three hours of the close of the show.
- Participants may not assign or sublet any space allotted to them, and may not advertise or display goods, other than those manufactured, distributed or sold by them in the regular course of business, without authorization by ACPA. Booths may not be shared with another company.
- To ensure efficient and punctual set-up and tear-down, ACPA conforms to the rules and regulations for exhibit display specifications formulated by IAEE. These rules specify exactly how an exhibitor may use the services of a firm other than the official contractor to install and dismantle exhibits in a show. Exhibitors must notify the show manager at least 30 days in advance of the show that they will be using an outside contractor, supplying the name, address, and supervisor in attendance. Outside contractors must communicate to the show manager at least 30 days in advance of the show what exhibiting companies have requested work and whom the outside contractor will employ. The contractor must supply appropriate insurance certificates
- ACPA shall supply at no charge to the participant over the regular space rental fee, the following standard decorations for each participant's space: eight foot (8') high curtain background; three foot (3') high curtain sidewalls, an exhibitor identification sign, one table, and two chairs. No shipping containers may be stored in the booth space during show hours. All decorative material must be flameproof. Additional furniture can also be supplied by the exhibitor or ordered from the Service Contractor.
- ACPA, the Sheraton New Orleans and New Orleans Marriott, or any officers or staff members will not be responsible for the safety or the property of the participants from theft, damage by fire, accident or other causes. Participants are advised to consult their insurance broker for proper coverage on display material from the time it leaves their company's premises until its return. Neither ACPA nor the Sheraton New Orleans and New Orleans Marriott management, nor any of their officers, agents, employees or representatives, shall be held accountable or liable for, and the same are hereby released from accountability or liability for any damage, loss, harm or injury to the person or any property of the applicant or any of its officers, agents, employees or other representatives, resulting from theft, fire,

or other causes. Neither ACPA nor the Sheraton New Orleans and New Orleans Marriott management will obtain insurance against any such damage, loss, harm or injury.

- Applicant agrees to protect, save and hold harmless ACPA, the Sheraton New Orleans and New Orleans Marriott and all agents and employees thereof (hereinafter collectively called Indemnities) forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the exhibitor or those holding under the exhibitor, and further, the exhibitor shall, at all times, protect, indemnify, save and hold harmless the indemnities against and from any and all losses, costs, damages, liability or expenses (including attorney fees) arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor, its agents, employees or business invitees, which arise from or out of or by reason of said exhibitors occupancy and use of the exhibition premises, the convention facility or any part thereof.
- No signs or articles can be affixed, nailed, or otherwise attached to walls, doors, etc., in such a manner as to damage them. All space is rented subject to these restrictions. Participant will be held liable for any damage resulting from violations of these rules.
- Promotional activity is limited to the confines of space assigned by ACPA. "Working" the aisles, general areas or spaces assigned to others is prohibited.
- Applicants may not schedule other events such as meetings, breakfasts, luncheons, dinners, or receptions during official ACPA program hours or while the Exhibit Hall is in progress unless express written permission is granted by ACPA.
- In the event that the ACPA Annual Convention is canceled due to fire, strikes, government regulations, acts of God, acts of war or civil strife or other causes beyond the control of ACPA, then ACPA shall not be held liable for failure to hold the Annual Convention and Exhibit Hall as scheduled. In such events, ACPA, at its sole discretion, may refund part or all of exhibit fees and deposits received by ACPA. Refunds will be limited to a maximum of the amount paid by applicant to ACPA. In no event will ACPA, ACPA's Exhibit Management company or the Sheraton New Orleans and New Orleans Marriott be liable for any direct, indirect, actual, special or consequential damages of any nature whatsoever, including, but not limited to lost profits, business interruptions or other economic loss to the applicant due to cancellation of the Annual Convention and Exhibit Hall as scheduled.
- ACPA is dedicated to advancing the profession of student affairs and engaging students for a lifetime of holistic learning and development. Participants in ACPA professional and career development experiences are college students and professionals who are conscious and protective of human rights and dignity. As a policy matter, all individuals and all types of entities creating, sponsoring, supporting, advertising and participating in professional and career development experiences and ACPA publications are expected to (1) avoid engaging in improper conduct, (2) avoid incidents of sexual and other harassment, bias and discrimination as defined by federal, state and municipal regulations as well as (3) avoiding incidents of bias and discrimination against classes of individuals not currently protected under federal law. Violations of this policy during participation in a program or identified as part of an individual's or entity's verifiable record may result in restriction of involvement and or removal from professional and career development experiences and/or publications, with or without refund of fees, at the discretion of the Executive Director.
- Display boards and other high exhibits must not be placed so as to interfere with other exhibits. Any construction in excess of 4' in height must be kept within 3' of the rear of the booth, and no construction can exceed 8' in height. If your display exceeds these limits, contact ACPA, and an attempt will be made to locate your exhibit where it will not interfere with other booths. If the operation of any equipment produces noise or odors annoying or inconvenient to exhibitors or delegates, it will be necessary to discontinue such an operation. Sound may reach the immediate vicinity of the exhibitor's area only, and it is urged that displays with sound be equipped with earphones. All demonstrations, interviews, or other activities must be confined to the booth. Aisles must be kept clear, and exhibits must be arranged so that participants will be inside the rented space. Exhibitors may have drawings and award prizes or gifts in their own exhibit booths. There will be no exhibitor drawings or awarding of prizes at any conference function without prior approval from the ACPA Exhibit Hall manager.

### Cancellation of Lease

Exhibitors will have the right to cancel this agreement at any time by written notice to ACPA. In the event of such cancellation received up to 180 days prior to the start of the 2023 ACPA Annual Convention, ACPA will refund any rental payments already made by the exhibitor minus a \$700 processing fee.

ACPA will refund 50 percent of the total booth space cost on cancellations received between 120 and 180 days prior to the start of the 2023 ACPA Annual Convention provided the booth is paid in full. No refunds will be made on cancellations received within 120 days of the start of the 2023 ACPA Annual Convention.