



# Exhibitor Contract

**Return by June 16, 2017**

Colorado Association of School Executives  
48th Annual CASE Convention

Exhibiting Dates: July 26 – 28, 2017 | Breckenridge, Colorado

## Exhibit Rules and Regulations

**SHOW MANAGEMENT:** The words *Show Management* as used herein shall mean the Colorado Association of School Executives' Executive Committee; and the words *Exhibit Coordinator* as used herein shall mean an employee or designee of CASE in charge of the Exhibit Hall. In the enforcement and interpretation of the following rules and regulations, the decision of the Executive Committee is final.

**ELIGIBLE EXHIBITS:** The *Show Management* reserves the right to determine the eligibility of any company or product for inclusion in the Convention and reserves the right to reject or prohibit any exhibit in whole or in part, or an exhibitor, or his/her representatives, with or without giving cause.

**REFUNDS:** Once the contract is signed and accepted, no refunds will be given.

**SALES:** Companies may make sales transactions if they have acquired a Per Event Sales Tax License through the Colorado Department of Revenue. You must provide a copy of this license to CASE in advance of the Convention.

**AISLE SPACE:** All aisle space is under control of the *Show Management* and must not be used in any way for exhibit space.

**NON-LIABILITY:** The exhibitor agrees to make no claim for any reason whatsoever against CASE, designated exhibitor decorator and other contractors for loss, theft, damage or destruction of goods; nor for any injury to him/herself or employees; nor for any damage of any nature or character, including any damage to his/her business by reason of failure to provide space for the exhibit, or the removal of the exhibit; nor for failure to hold the Convention as scheduled; nor for any action of any nature of CASE or its members, officers, committees, agents or employees.

**DAMAGE LIABILITY:** Exhibitors are liable for any damage caused to the building floor, walls, columns, or to standard booth equipment or other decorator property.

**UNOCCUPIED SPACE:** The *Show Management* reserves the right, should any rented exhibitor space remain unoccupied at 7:00 am, July 26, 2017, to rent paid space to another exhibitor, or use paid space for such purpose as it may see fit, without liability on its part.

**RELOCATION OF EXHIBITS:** The *Show Management* reserves the right to alter locations of exhibits as shown on the official floor plan, if deemed advisable and in the best interest of the Convention.

**EXHIBITOR SPACE ASSIGNMENT:** No exhibitor will assign, sublet, or share the space assigned without the knowledge and consent of the *Exhibit Coordinator*. Booths must be staffed at all times when the exhibit hall is open and are only allowed two attendants at any one time. Booths may not be dismantled prior to scheduled tear-down time on July 28, 2016.

**FIRE, SAFETY & HEALTH:** The exhibitor agrees to accept full responsibility for compliance with local, city, and state Fire, Safety and Health Ordinances regarding the installation and operation of equipment. All exhibit materials and equipment must be reasonably located within the booth and protected by safety guards and devices when necessary to prevent personal accidents to spectators.

**APPROVAL OF EXHIBITOR AD:** Any exhibitor ads in CASE Convention materials must be approved by the *Exhibit Coordinator* and CASE. CASE reserves the right to determine the eligibility of any ad for inclusion in Convention materials and reserves the right to reject or prohibit any ad, with or without giving cause.



**IMAGE PERMISSION:** By registering for this CASE Center event, you understand that your image and/or an audio or video recording of you may be used by CASE or The Center for Excellence in Educational Leadership for marketing and/or professional learning purposes.

**DECORATION STANDARDS:** No combustible decorations, such as crepe paper, tissue paper, cardboard, corrugated paper, shall be used at any time. All packing containers, excelsior and wrapping paper should be removed from the floor and must not be stored under tables or behind displays. All muslin, velvet, silken or any other cloth decorations must stand a flameproof test as prescribed by fire ordinances.

Please note that over-sized displays will be subject to a \$150 fine, as well as removal to overflow space outside of the exhibit hall. CASE reserves the right to determine if a booth or display is over-sized. Any display that infringes on fellow exhibitor space or aisles/buffet lines is considered over-sized.

**EXHIBITOR RECEPTIONS/HOSPITALITY SUITES:** Exhibitors may not host receptions, public or private, during Convention activities scheduled in the official program. All receptions/hospitalities must be approved by CASE prior to the Convention.

**REQUESTS FOR NAMES OF CONVENTION REGISTRANTS:** CASE is a non-profit association with individual members. By member agreement, we do not give out our complete member list. If you wish to mail information to CASE members attending the Convention, upon request, we will send you a list of Convention attendees approximately 2 weeks before the Convention. CASE policy states that email addresses cannot be shared. The list will include names, job titles, organization names and postal mailing addresses. **By signing this contract, you agree to only use this mailing list for a one-time postal mailing, and that you will not send an electronic mailer via email to the Convention attendees or send more than one postal mailing. You also agree that you will not copy, retain or distribute this list for any other use.** You will be responsible for any printing and postal mailing expenses.

**CANCELLATION OF SHOW:** Should the Convention be cancelled, postponed or abandoned due to fire, strikes, weather or other uncontrollable circumstances before the opening date, this contract will not be binding and exhibitors will receive refunds.

**INTERPRETATION AND AMENDMENT:** The *Exhibit Coordinator* has full power to interpret or amend these rules. The *Exhibit Coordinator* promises full cooperation for a successful show and will be pleased to work with the exhibitors toward that end.

These regulations become a part of the contract between the exhibitor and the Colorado Association of School Executives. All points not covered are subject to the decision of the *Show Management*.

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Company Name

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Signature of Company Representative

Date

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Melissa Gibson  
CASE Director of Membership and Strategic Partners  
Exhibit Coordinator  
Colorado Association of School Executives

Date

**Please sign and return contract to CASE: 303.762.8697, attention Hallie Kaiser, no later than June 16, 2017.**