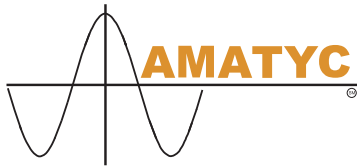


# American Mathematical Association of Two-Year Colleges



## EXHIBITOR GUIDELINES

**43<sup>rd</sup> ANNUAL CONFERENCE**  
**Sheraton San Diego Hotel & Marina**  
**November 9–12, 2017**  
**San Diego, CA**



The following guidelines governing the exhibits under the Policy and Procedures established by the Executive Board of the American Mathematical Association of Two-Year Colleges (AMATYC) are part of the application for exhibit space and they together constitute a contract between the EXHIBITOR and AMATYC.

The purpose of the AMATYC exhibits is to promote the advancement of mathematics education. The exhibits are intended to complement and enhance the AMATYC Annual Conference.

AMATYC reserves the right to prohibit any exhibit, part thereof, or proposed exhibit that, in its opinion, is not suitable or in keeping with intentions and/or purposes of the organization. AMATYC retains the right to restrict exhibits that may be objectionable due to noise, booth operation, printed materials, or any other reason and also to prohibit or evict any EXHIBITOR that, in the opinion of AMATYC may detract from the general intent and purpose of the exhibit area as a whole. This reserved right includes persons, things, conduct, printed material, or anything else that AMATYC determines is objectionable. In the event that such restriction or eviction occurs, AMATYC is not liable for any refunds or other EXHIBITOR expenses or damages of any nature.

### **BOOTHS**

The cost of each (10 x 10) booth includes a 8' high back wall drape, 3' side dividers, (1) wastebasket, (4) padded side chairs, (1) 8' draped table, and a booth identification sign showing the company name. The cost does not include drayage, custom brokerage, placement or storage of display-related equipment, decoration or carpeting of any type, labor (i.e., carpenters, electricians, draperymen, guard service), special lighting, electrical power, gas or water. Exhibitor materials displayed in booths should be arranged in a way so that sight lines of adjacent exhibits are not obstructed. For example, a 10' by 10' booth can only use a maximum height of 8' in the back half of their exhibit booth and a maximum height of 4.5' in the front half of their booth. Also, for a 20' by 10' booth occupying both corners at the end of an aisle, the maximum height of usage is 8' only for the 10' wide center back half of the booth area and a maximum height of 4.5' for the remaining sides of the booth. All exhibitors are expected to be professional and courteous to other exhibitors and AMATYC attendees by only conducting sells or demonstrations within their contracted exhibit space. Sales and demonstrations must not encroach on the activities of nearby exhibitors or the aisles.

### **SECURITY**

A security guard will be furnished by AMATYC to be on duty in the Exhibit Hall. However, the safekeeping of the EXHIBITOR'S property shall remain the sole responsibility of the EXHIBITOR.

### **INSURANCE**

AMATYC or Sheraton San Diego Hotel & Marina (hereinafter the "Sheraton") does not maintain insurance covering EXHIBITOR'S property or employees. It is the sole responsibility of the EXHIBITOR to obtain public liability insurance, business interruption insurance, property damage insurance, and workers' compensation insurance covering and protecting EXHIBITOR against all such losses as referenced in these Guidelines.

AMATYC shall not be liable for damage or injury occasioned by the sole negligence of the Sheraton, the drayage company, or the "service provider."

### **EXHIBITOR BADGES**

The payment for each 10' by 10' booth space will include up to five (5) complimentary conference exhibitor name badges for full-time employees. Additional badges may be purchased for \$50 each. All requested name badge changes must be made at the time badges are issued at the conference. Badges may not be returned and exchanged once they have been issued.

**Authors of mathematics textbooks and other mathematics professionals, who are not also full-time employees of the company or organization, are specifically excluded from receiving complimentary or purchased exhibitor name badges.**

### **SELLING RESTRICTIONS**

EXHIBITORS are solely responsible for the acquisition of all state and local permits and for all tax forms and the filing and payment of any and all state and local taxes generated by the over-the-counter sale of merchandise during the run of the conference.

### **LOCAL RESTRICTIONS**

EXHIBITORS are solely responsible for the acquisition of all state and local permits and for all tax forms and the filing and payment of any and all state and local taxes generated by the over-the-counter sale of merchandise during the run of the conference. EXHIBITORS are solely responsible to enforce any and all local regulations when the exhibitor serves alcohol at any AMATYC event. Exhibitor agrees that it and its agents and/or employees will not sell, give away or bring upon the premises any intoxicating liquor, liquids or compounds. Exhibitors wishing to offer alcoholic beverages in a booth are required to make arrangements through the in-house exclusive caterer for the Sheraton.

### **SUBLETTING SPACE**

The subletting, assignment, or apportionment of the whole or any part of the exhibit by EXHIBITOR is prohibited. EXHIBITOR may not permit any other party to exhibit in their space any goods other than those manufactured or produced by the contracting EXHIBITOR, unless EXHIBITOR has a contract to distribute third party goods, nor permit the solicitation of business by others within their exhibit space.

**SERVICE PROVIDERS**

The Sheraton and/or AMATYC may have selected an official service provider (“contractor”) for the conference, in which event every EXHIBITOR must use only said contractor and EXHIBITOR shall then be solely responsible for its payment to contractor. Participant information in this regard will be mailed with order forms, rates and instructions on the services provided as well as drayage and labor instructions in the EXHIBITOR’S service kit.

**EXHIBITOR DATES AND HOURS** - (The times below are tentative. You will be notified of any adjustments made in these exhibit open hours.)

Thursday, November 9, 2017	4:30 PM - 7:00 PM	Grand Opening - All EXHIBITORS must be <b>completely set up by 2:00 pm</b> on Thursday, November 9.
Friday, November 10, 2017	9:15 AM - 5:00 PM	Lunch closure at 12:35 pm for 50 minutes.
Saturday, November 11, 2017	9:45 AM - 1:00 PM	Breakdown begins at 1:00 pm on Saturday, November 11. No packing of equipment, books, literature, etc., or breakdown of exhibits will be permitted until that time.

**EXHIBITOR CANCELLATION POLICY**

AMATYC agrees to refund 90% of the booth fee for only one booth per exhibitor if a notice of cancellation is received in writing prior to four (4) months before the opening date. If a notice of cancellation is received in writing between four (4) months prior to the opening date and one (1) month before opening date, then AMATYC agrees to refund 50% of the booth fee for only one booth per exhibitor. If a notice of cancellation is received within one (1) month prior to the opening date, then no refund will be given.

**CONFERENCE CANCELLATION**

In the event of the AMATYC conference being canceled due to fire, strikes, governmental regulations, acts of God or other causes beyond the control of AMATYC, AMATYC shall not be held liable to EXHIBITOR for failure to hold its conference as scheduled, and AMATYC shall, in its sole discretion, determine the amount of fees to be refunded to EXHIBITOR, if any.

**RELOCATION OF EXHIBITS**

AMATYC reserves the right to change an EXHIBITOR’S assigned location at any time at its sole discretion if deemed in the best interest of the exhibit. Before exercising its discretion, AMATYC will consult with EXHIBITOR.

**AMENDMENT TO TERMS AND CONDITIONS**

Any and all matters or questions not specifically covered by the terms and conditions contained herein shall be subject to the sole discretion of AMATYC. AMATYC may, in its sole discretion, make reasonable changes, amendments, or additions to these terms and conditions. Any such changes, amendments, or additions shall be binding on all EXHIBITORS equally with other terms and conditions contained herein.

**LIABILITY**

EXHIBITOR hereby assumes entire responsibility and hereby agrees to protect, defend, indemnify and save the Hotel, its owners, its operator, Starwood Hotels & Resorts Worldwide, Inc., AMATYC and each of their respective parents, subsidiaries, affiliates, employees, officers, directors, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney’s fees arising out of or caused by its installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole gross negligence of the Hotel and its employees and agents.

EXHIBITOR acknowledges that neither the Hotel, its owners, its operator, nor Starwood Hotels & Resorts Worldwide, Inc. maintain insurance covering exhibitor’s property and that it is the sole responsibility of EXHIBITOR to obtain business interruption and property damage insurance insuring any losses by EXHIBITOR.

EXHIBITOR must surrender spaces occupied by him in the same condition as it was at the commencement of occupation. The EXHIBITOR shall assume all responsibility for damage to the exhibit hall and shall indemnify and hold harmless the exhibit facility, AMATYC, and their representatives for all liability which might ensue from any cause whatsoever arising out of the EXHIBITOR’S participation in the exhibit program or in the conference activities.

AMATYC will not be liable in any instance for any unforeseen expenses incurred by EXHIBITOR due to the terms of the lease that AMATYC has with the exhibit facility.

**Please sign and date. Return completed page 2 of the Exhibitor Guidelines to the AMATYC Office by fax, email attachment, or regular mail. Retain a copy for your file.**

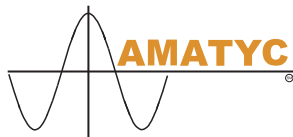
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Duly authorized agent of EXHIBITOR)

Name: \_\_\_\_\_  
(Please type or print name)

Title of Signatory: \_\_\_\_\_

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

# American Mathematical Association of Two-Year Colleges



## APPLICATION AND CONTRACT FOR EXHIBIT SPACE

43<sup>rd</sup> ANNUAL CONFERENCE  
 Sheraton San Diego Hotel & Marina  
 San Diego, CA November 9–12, 2017



- Instructions:** After reading the contract and accompanying Exhibitor Guidelines please type or print the information requested below.
- Each booth measures 10' x 10'. Full payment for each booth requested must accompany this contract. Exhibit space is assigned on a first-pay, first-served basis, except for AMATYC Partners who are given priority until February 1, 2017. Booth assignment is not made until full payment and contract are received.
  - Cancellation Policy: AMATYC agrees to refund 90% of the booth fee for only one booth per exhibitor if a notice of cancellation is received in writing prior to four (4) months before the opening date. If a notice of cancellation is received in writing between four (4) months prior to the opening date and one (1) month before opening date, then AMATYC agrees to refund 50% of the booth fee for only one booth per exhibitor. If a notice of cancellation is received within one (1) month prior to the opening date, then no refund will be given.
  - The Exhibitor's name will be listed on the Exhibitor page at the AMATYC website (www.amatyc.org) and an active link will be established if the Exhibitor's website URL is provided below.
  - The undersigned agrees to abide by all requirements, restrictions, and obligations listed in the enclosed Exhibitor Guidelines.
  - The deadline for inclusion in the conference program is September 1, 2017.

**Please complete and sign the form below. If paying by credit card, return completed form by fax or email attachment. If paying by check, return completed form along with a check to:**

AMATYC  
 5983 Macon Cove  
 Memphis, TN 38134  
 Phone: (901) 333-5643; Fax: (901) 333-5651  
 Email: amatyc@amatyc.org

**Direct questions to:**  
 James (Jay) Martin  
 Wake Technical CC  
 9101 Fayetteville Rd.  
 Raleigh, NC 27603-5696  
 (919) 741-9063  
 jemartin@waketech.edu

**EXHIBITOR FEE:** Please place the number of booths purchasing by the appropriate booth choice(s).

\_\_\_\_\_  
**Company Name** (As it should appear on the Exhibitor sign in the booth)

\_\_\_\_\_  
**Contact Person:**

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

\_\_\_\_\_  
 City State Zip

\_\_\_\_\_  
**Phone Number** Fax Number

\_\_\_\_\_  
**Email:**

\_\_\_\_\_  
**URL:**

### EXHIBITOR BADGES

The payment for each 10' by 10' booth space will include up to five (5) complimentary conference exhibitor name badges for full-time employees. Additional badges may be purchased for \$50 each. Email the exhibitor representative names to Jay Martin at jemartin@waketech.edu by October 28, 2017.

**Authors of mathematics textbooks and other mathematics professionals, who are not also full-time employees of the company or organization, are specifically excluded from receiving complimentary or purchased exhibitor name badges.**

\_\_\_\_\_  
**Signature** (Duly authorized agent of EXHIBITOR) **Date**

\_\_\_\_\_  
**Name** (Please type or print name)

	<u>Exhibitor</u>	<u>First-Time Exhibitor</u>
<b>Prime Booth</b>	_____ @ \$1200	_____ @ \$750
<small>(Prime Booths: 1, 18, 19, 20, 28, 29, 30, 31, 32, 33, 41, 42, 43, 44, 45, 46, 53, 54, 55, and 56)</small>		
<b>Corner Booth</b>	_____ @ \$1100	_____ @ \$700
<small>(Corner Booths: 6, 10, 13, 17, 22, 26, 35, 39, 48, 51, 60, 64, 67, and 71)</small>		
<b>Regular In-line Booth</b>	_____ @ \$ 950	_____ @ \$600

**Additional Exhibitor Badges:** \_\_\_\_\_ @ \$50 = \_\_\_\_\_

**Total Amount Due:** \_\_\_\_\_

### Exhibitor Booth Choices:

1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_  
 4<sup>th</sup> \_\_\_\_\_ 5<sup>th</sup> \_\_\_\_\_ 6<sup>th</sup> \_\_\_\_\_

**Make check payable to AMATYC or give credit card information and return to address above.**

Visa  Mastercard  Discover  American Express

Credit Card # \_\_\_\_\_

Exp Date \_\_\_\_\_ Print Name \_\_\_\_\_

Signature \_\_\_\_\_

**Address of Card Holder** (if different from company address)

\_\_\_\_\_  
 \_\_\_\_\_

<b>FOR AMATYC USE ONLY</b>	Paid by: <input type="checkbox"/> Check <input type="checkbox"/> Credit Card
Amount Received: \$ _____	Check/RR Number: _____ Date: _____
Booth(s) Assigned: _____	Approved By: _____
AMATYC Authorized Signature	