



APSA Exhibitor Application & Contract

115th APSA Annual Meeting and Exhibition, August 29 – September 1, 2019

Exhibit Hall: Marriot Wardman Park, Washington, DC

Exhibit Hall Dates and Hours: August 29 – 30 from 9am – 6pm, August 31 from 9am – 4pm

Part 1: Company & Contact Information

Company Name (how it should appear in the Program*): _____

Web Address (how it should appear in the Program*): _____

Mailing Address: _____ City: _____

State: _____ Zip code: _____ Country: _____

Exhibit Contact (Individual handling booth logistics): _____

Title: _____ Email: _____ Phone: _____

**Must be submitted by June 17, 2019 to be included in the Program*

Part 2: Exhibit Space & Booth Selection. Each 10'x10' is \$2,500 and includes:

- Exhibit hall badges for 3 booth personnel
- One complimentary Annual Meeting registration
- Listing on the meeting website, program, and mobile app
- One printed program
- One Priority Point for following year space selection
- Discounted advertising rate in monthly eNewsletter
- Access to Exhibitor/Sponsor Lounge
- 7' x 44' two-line sign with company name/ booth number
- 8'-high backdrop and 3'-high draped sidewalls
- Around-the-clock security

Requested Booth Size: _____ x _____. Booth Space Selections (in order of preference*):

1) _____ 2) _____ 3) _____ 4) _____ 5) _____ 6) _____

Indicate the aisle or general location preference if your choices are unavailable: _____

**APSA does its best to assign the booth preferences listed in the order of priority points but preferences cannot be guaranteed. No carpet, furnishings, electrical, or shipping is included with your exhibit space.*

Part 3: Select One or More Additional Opportunities.

- Full Page Program Ad (\$1,250)
- Enhanced Exhibit Booth Listing (\$250)
- I'm looking for other advertising and sponsorship options. Please contact me.

Part 4: Payment. Please return the completed contract to development@apsanet.org or fax to 202-483-2657. APSA will send an invoice and payment instructions to the Exhibit Contact listed above. Payment must be made no later than 30 days from invoice date at <http://www.apsanet.org> or by check to: American Political Science Association, 1527 New Hampshire, NW, Washington, DC 20036.

Part 5: Authorizing Signature. We hereby apply for exhibit space at the 115th Annual Meeting of the American Political Science Association. We further agree to abide by all regulations under Contract Regulations in the attached Exhibit Space contract.

Signature of Representative: _____

Print Name: _____

Questions? Contact development@apsanet.org or 202-483-2512.

APSA Use Only: Total Pts: _____ Date Received: _____ Booth Assigned: _____ Invoice: _____

Contract Regulations

CONTRACT FOR SPACE: The Application and Contract must be completed in its entirety and accompanied by the total booth fee for the number of spaces requested before it will be processed or space assigned. The signed Application and Contract and subsequent notice of assignment constitute a contract between the American Political Science Association (hereinafter referred to as APSA) and the exhibitor. Any point not specifically covered in these regulations is subject to the decision of APSA, whose decision shall be final.

PAYMENT PROVISIONS: Exhibitor shall pay to APSA the full contract price no later than 30 days from invoice date. Exhibitor agrees that exhibit fees must be paid to APSA prior to move-in of exhibitor's display into the venue. In the event that the exhibitor fails to pay any or all fees in a timely manner, at its sole and exclusive discretion, APSA may reassign the exhibit space, specified herein, to another exhibitor and assign alternative space to the Exhibitor. In all cases, Exhibitor remains liable for the payment of all fees set forth in this agreement, subject only to the applicable cancellation schedule herein.

ELIGIBILITY TO EXHIBIT: The content of materials displayed in the APSA Exhibit Hall must contribute to teaching and research in the political science discipline, and the professional development of political scientists. APSA reserves the right to refuse any application for exhibit space or curtail or cancel any exhibit that in the sole judgment of the executive director are not consistent with the teaching, research, and professional ends of the discipline and Association. This policy also applies to the nature of displays, advertisements, sales of products (including novelties and souvenirs), and the decorum of exhibitors or their employees. Acceptance of exhibitor groups are subject to the approval of the APSA director or designee.

ASSIGNMENT OF SPACE: Booth space will be assigned at the discretion of APSA. Priority of booth selection is given to companies that have exhibited and sponsored in previous years. APSA will attempt to assign requested spaces; however, if none of the requested spaces are available, a space comparable in location and size will be assigned. Exhibit management reserves the right to alter exhibitor's assigned location at any time if deemed in the best interests of the Exhibition. Exhibit Management will consult with exhibitor before exercising its discretion.

SCHEDULING GUIDELINES FOR EXHIBITOR FUNCTIONS: (A) Exhibitor sponsored functions, both public and private, will be accepted by the convention coordinator on a first-come, first-served basis. (B) Exhibitor sponsored private functions, i.e., events not open to all meeting attendees, requiring space controlled by the Association according to its contract with the convention hotel will be placed in the convention hotel or elsewhere at the sole discretion of the convention coordinator. APSA official program events have priority over events sponsored by other groups, including exhibitors. Schedule changes and room reassignments are at the sole discretion of the APSA convention coordinator, though the coordinator will make every effort to limit changes to within 2 months of the meeting.

WITHDRAWAL: Withdrawal from the Exhibition by any company will not be accepted unless APSA receives written notice of such withdrawal. Any company who withdraws prior to January 4, 2019, will be refunded 50% of the total booth fee. Full booth fee is forfeited by companies withdrawing on or after January 4, 2019.

NO-SHOW: Any exhibitor who is considered a no-show onsite will be charged the cost to carpet reserved booth space and to lounge such booth space in a manner appropriate to booth size.

TERMINATION OF MEETING AND EXHIBIT: Should the premises in which the 115th Annual Meeting and Exhibition is to be held become, in the sole judgment of APSA, unfit for occupancy, or should the Meeting and Exhibition be materially interfered with by reason of action of the elements, strike, picketing, boycott, embargo, injunction, war, riot, emergency declared by a government agency, or any other act beyond the control of APSA, the Application and Contract may be terminated. APSA will not incur any liability for damages sustained by the exhibitor as a result of such termination. In the event of such termination the exhibitor expressly waives such liability and releases APSA of and from all claims for damages and agrees that APSA shall have no obligations except to refund to the exhibitors a prorated share of the aggregate amount received by APSA (as rental for exhibit space for said Exhibit), after deducting all costs and expenses in conjunction with such Exhibit, including a reasonable reserve for claims, such as deductions being held hereby specifically agreed to by the exhibitor.

BOOTH PERSONNEL/BADGES: The fee for booth space includes three exhibitor badges per 10'x10' booth and one full access conference registration. Displays must be staffed during all APSA Exhibit Hall hours. Badges must be worn at all times for admission to the Exhibition. A list of booth personnel must be

received on or before August 1, 2019. All booth personnel must be registered. Badges may be picked up at Exhibitor Registration beginning on Wednesday, August 28, 2019, at 8:00 a.m.

DISPLAY RULES AND REGULATIONS: APSA provides the following: an 10'x10' standard booth; a 7" x 44" two-line identification sign listing the company name and booth number; an 8'-high backdrop and 3'-high draped sidewalls; aisle carpeting in all main aisles in the Exhibit Hall; and around-the-clock security concluding at 4:00 p.m. Saturday, August 31, 2019.

DEPTH AND HEIGHT: All display fixtures over 4' in height and placed within 10 linear feet of an adjoining exhibit must be confined to that area of the exhibitor's space which is within 5' of the back line. Exhibit fixtures, components and identification signs will be permitted to a maximum height of 8'3".

SIDE WALLS: Side walls cannot exceed 4' in height, except that area which is within 4' of the back wall. Displays must be contained within the assigned booth spaces in such a way that they do not interfere with other exhibitors' displays.

CARPET/FURNISHINGS/ELECTRICAL: Exhibitors must purchase carpet for the interior of individual booths, if the hall is not carpeted. Chairs, tables, wastebaskets, and electricity are not provided. Information regarding the purchase of carpet, furniture, and electric will be available in the Exhibitor Service Kit sent approximately 5 months before the meeting.

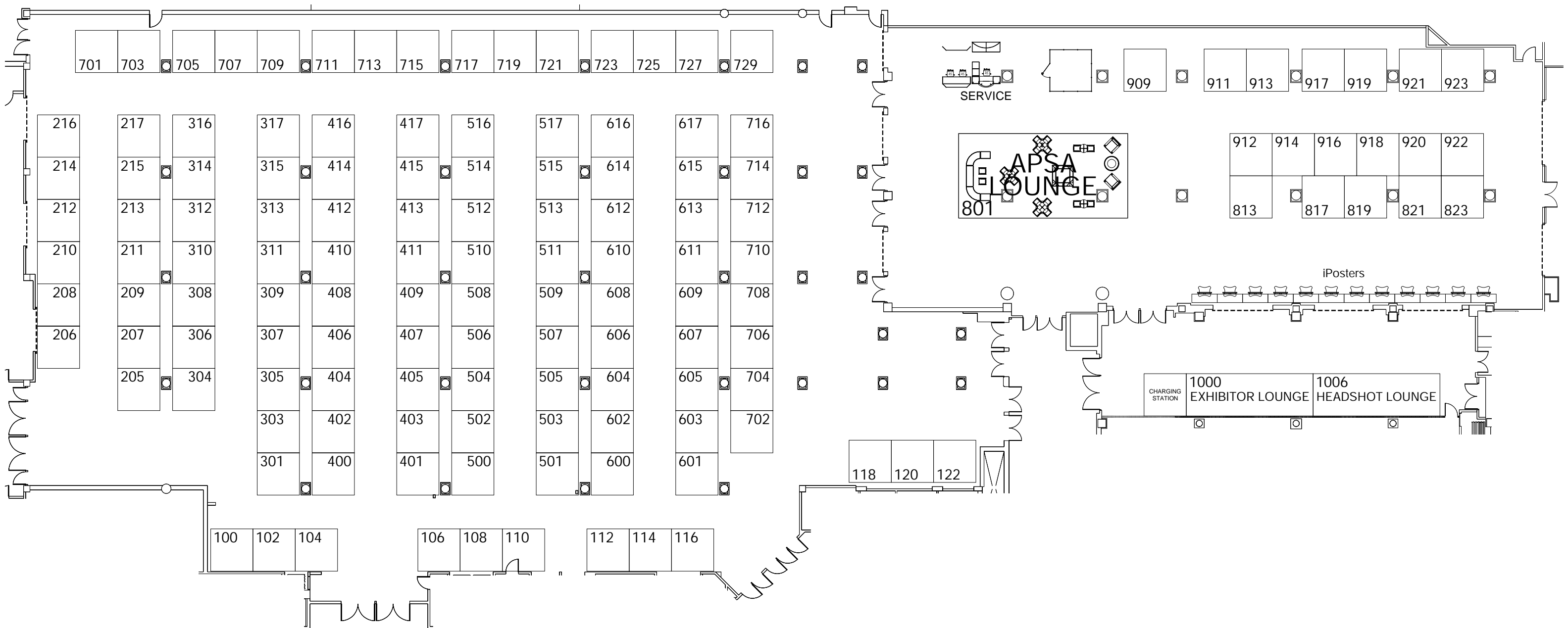
ADDITIONAL RULES: Distributing advertising matter outside of the exhibitor's rented space is not permitted. All exhibitor's furnishings must be contained within the confines of their booth. Aisles must not be obstructed at any time. Exhibitors may offer food or beverage at individual booths, but must be arranged through APSA. APSA reserves the right to restrict any exhibit which might be considered undesirable or does not conform to the Contract Regulations, or to make any modifications to these displays, at exhibitor's expense, so that the exhibit conforms to the Contract Regulations.

INSURANCE: Exhibitor must obtain Commercial General Liability and Property Damage insurance policies covering its exhibit materials at the conference. Such insurance must be in the amounts of at least \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Exhibitor must also have adequate public liability, bodily injury, and property damage insurance coverage for participation in the Expo. Such insurance shall name APSA and the Marriott Wardman Park as additional insureds. All Exhibitors must provide a certificate of insurance coverage to APSA with payment.

LABOR/SAFETY/FIRE: Exhibitors will comply with all applicable statutes, ordinances, rules and requirements relating to health, fire, safety, and use of the premises. Booth decorations must be flame-proof and all hangings must clear the floor. Electrical wiring must conform with all federal, state, and municipal government requirements and with National Electrical Code Safety Rules. If inspection indicates that an exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazards, the right is reserved to cancel at exhibitor's expense all or such part of the exhibit as may be irregular.

INDEMNIFICATION AND WAIVER: The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage, including that by fire, and theft, to exhibitor's displays, equipment and other property brought upon the premises of the Marriot Wardman Park and shall indemnify and hold harmless the Marriot Wardman Park, Freeman Decorating Company, and APSA, and their agents, servants, employees, officers, directors, staff and members. Each participant by signing the application for participation expressly understands that they release APSA from, and agrees to indemnify it against any and all claims for such loss, injury or damage. If APSA shall be held liable for any event which might result from a particular exhibitor's action or failure to act, such exhibitor shall reimburse and hold harmless APSA against any liability resulting therefrom. Exhibitors must adequately insure their materials, goods, wares and exhibits against loss or injury of any kind and must do so at their own expense; APSA, Freeman Decorating Company, and the Marriot Wardman Park are not responsible for any loss (however caused) to any property of any exhibitor. Exhibitors are solely responsible for their own actions during the 115th Annual Meeting and Exhibition. APSA will provide security service during the official hours of installation, dismantle and exhibit hours. The furnishings of such service is in no case to be interpreted by exhibitors as guaranteeing them against loss or theft of any kind.

DIRECT SALES. Sales are permitted only within the booth area. It is the sole responsibility of the exhibitor to comply with Federal, State and Local Laws, Regulations and Ordinances concerning such sales, including tax and license fees. Exhibitor agrees to hold APSA, Show Management, and the Annual Meeting and Exhibition harmless with respect to such compliance.



APSA ANNUAL MEETING & EXHIBITION 2019 - AUGUST 29-31, 2019

MARRIOTT WARDMAN PARK - EXHIBIT LEVEL - WASHINGTON, DC