

# FSAE EDUCATION EXPO

DESTINATION: EDUCATION

OCTOBER 14, 2015

FSU CONFERENCE  
CENTER,  
TALLAHASSEE

Showcase your property or service to association executives and meeting planners at the FSAE Education Expo

### Show Hours:

8:00 am - 10:30 am Move in  
11:15 am - 1:20 pm Trade Show Lunch  
2:30 pm - 3:00 pm Afternoon Break  
3:15 pm Move out

### PRIMARY REPRESENTATIVE:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

### EXPO FEES:

		Early Bird by Aug 31	Regular Sept 1-Oct 1	Last Call After Oct 2
<b>8 Ft Table</b>	Member	○\$800	○\$ 850	○\$ 875
	Non-Member	○\$975	○\$1,025	○\$1,075
<b>6 ft Table</b>	Member	○\$700	○\$750	○\$ 775
	Non-Member	○\$875	○\$950	○\$1,000

Exhibit Price: \_\_\_\_\_

Additional Person: + \$55.00

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

**Fine Print:** Prices include 1 attendee full day registration per Expo Table purchase. One additional attendee per company may be added for \$55.00 per Table. Maximum of 2 attendees per Expo Table allowed. Lunch and Expo registration fee are included in the exhibitor fees. This form **must be accompanied by payment in full** to secure exhibit table(s).

**Cancellation Policy:** Exhibitors requesting cancellation of registration in writing to the FSAE Office no later than September 25, 2015 will receive a refund less \$75 administrative fee per table. Exhibitors who cancel after September 26 will not receive a refund.

### SECONDARY REPRESENTATIVE:

*Additional Representative may be added for \$55. Includes Lunch and Expo Registration Fees.*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

I have read and accept the terms and conditions for exhibiting at the FSAE 2015 Education Expo (page 2)

### Associate Members Make it Happen...

Affordable fees are possible because of our Associates' generosity and investment in FSAE.

*By registering for the 2015 FSAE Education Expo, I hereby grant permission to use any and all photographic imagery and video footage taken of me at this event and activities pertaining to this event, without payment or any other consideration. I understand that such materials may be published electronically or in print, or used in presentations or exhibitions.*

Mail your registration form & check to FSAE, 2410 Mahan Drive, Suite 2, Tallahassee, FL 32308

Fax: 850.222.6350 | Register Online: [www.fsae.org/educationExpo](http://www.fsae.org/educationExpo)

Questions? Call 850.222.7994 or email [events@fsae.org](mailto:events@fsae.org)



# FSAE EDUCATION EXPO

## TERMS OF EXHIBIT CONTRACT

- The application form must be accompanied by payment in full to secure exhibit table(s). Access to exhibit hall will not be allowed unless all fees are paid in full before the Expo.
- Assignments will be based on table space considerations and date of receipt of paid registration. FSAE management reserves the right to reassign space or require any exhibitor to move to another location if it is in the best interest of the total show.
- Exhibitors requesting cancellation of registration in writing to the FSAE Office no later than September 25, 2015 will receive a refund less \$75 administrative fee per table. Exhibitors who cancel after September 25 will not receive a refund.
- Move-in time for the Expo begins Wednesday, October 14 at 8:00 am. Exhibitors should be set up by 10:30 am. Exhibitors must be in attendance at exhibit during show hours. Tradeshow Luncheon 11:15 am - 1:20 pm and afternoon break 2:30 pm - 3:00 pm. The move-out time begins at 3:15 pm and must end by 4:15 pm.
- Any exhibit space not occupied and set up fully by one hour prior to the opening of the show shall be forfeited by the exhibitor and no refund shall be paid. FSAE may reassign such space at its discretion without any obligation to the exhibitor.
- The maximum height of Table Top displays is limited to 6' clearance from the floor to the top of the display. Pipe and drape will not be allowed in the tabletop area. Exhibits are confined to the table top area only. One 6 or 8' table with up to 2 chairs will be included with each table top purchase.
- Purchaser agrees to have exhibit set-up before show is open and agrees to abide by the setup, show, and dismantle times.
- Public address, sound producing or amplifying devices that project sound beyond the exhibitor's space are prohibited. Exhibitor remains responsible for the use of copyrighted compositions, whether live or recorded.
- Exhibitors may not assign, sublet, or share with any other company any part of the space allotted to them unless arrangements are approved by FSAE prior to the event.
- Only items shown on contract application are included in space rental.
- FSAE management reserves the right to approve the character of any exhibit, good therein, attendant advertising, and sales promotion and to prohibit anything that in its sole judgment, because of noise or other objectionable features, may be deemed to detract from the show in general.
- Objectionable practices by exhibitors must be reported to management immediately and not after show is completed.
- It is agreed that neither FSAE nor host facility shall be liable for any damage to, or destruction of, any exhibit (or part of an exhibit), or disappearance of any exhibit (or part), or any property contained in and about the exhibit area.
- Exhibitor agrees to indemnify and hold harmless FSAE and host facility and their employees and representatives against any and all liabilities for damage, injury, or loss to all persons and all claims arising out of acts or omissions of exhibitors, their employees, and their representatives or guests.
- Exhibitor is responsible for their designated space and will be held liable for any damages that occur in that area.
- Interpretation of all rules and regulations is the responsibility of the FSAE Executive Committee or its designated representatives. All decisions of said group or representatives are final.

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Signature of Exhibitor's Authorized Representative

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Date