



2018 EdTA National Conference

Exhibitor Registration

Denver, CO • September 13-16
Grand Hyatt Denver

The Educational Theatre Association’s National Conference is held each year to provide educators with the opportunity to meet and network with their peers during an event featuring a wide range of professional development content. In 2018, we’ll explore the profession of the theatre educator, both as teacher and artist. We are all Artists will examine the intersection of classroom teaching and theatrical artistry, in workshops and keynotes that focus on how teachers and teaching artists can collaborate and complement one another’s strengths to enrich students’ theatre experiences.

Exhibit information

Exhibit fee includes complimentary basic event registration for up to two exhibit representatives. A basic electric and wireless internet package is available for \$100. Additional attendees may attend for a fee of \$60 per individual (see page 2). The EdTA Hall of Fame dinner and professional development are open to exhibit representatives for an additional fee. Exhibit fee does not include: hotel accommodations; hotel services requiring additional fees (such as electricity, Internet access, display/multimedia equipment); drayage expenses, or other events taking place in conjunction with Conference. *For more information about EdTA Hall of Fame Dinner contact Jim Curtis at jcurtis@schooltheatre.org.*

Exhibit fee	Exhibit set-up	Thursday, September 13	1:00–6:00 p.m.
\$550	Welcome reception	Thursday, September 13	6:00–8:00 p.m.
	Exhibit times	Friday, September 14	8:00 a.m.–7:00 p.m.
	Exhibit removal	Saturday, September 15	8:00 a.m.–4:00 p.m.
	Exhibit removal	Saturday, September 15	4:00 p.m.–6:00 p.m.

** All times are subject to change*

Exhibit space for 2018 is defined as and includes: a 6' x 2½' table, table cloth, and two chairs. At least a two foot perimeter between tables and a pipe and drape wall will be included. If you will require more space, you must purchase an additional exhibit space.

NEW this year for exhibitors: Exhibitor Showcase! Take advantage of the NEW opportunity to tell Conference attendees about your organization or product. During the Friday morning breakfast (September 14, 8-9 a.m.), each exhibitor will have 3 minutes to speak to the group all together. Give attendees the scoop on discounts, products, contests, and where to find you on the expo floor. **This is limited to the first 20 exhibitors to register & will sell out.** You must be a registered exhibitor to participate. Participation in the Expo Showcase is \$100. Also available: sponsor a table at the Expo Showcase. This is limited to the first 40 exhibitors to register. Place a targeted 8 ½ x 11” message at one of the breakfast tables. To sponsor a table at the Expo Showcase is \$50.

Vendor Information

All retail exhibitors must pay applicable state and local taxes. If you are selling merchandise during Conference, a hotel employee will visit your booth. Failure to pay these taxes may result in exclusion from future Conferences.

Sponsorship

Receive additional promotional opportunities as a Conference Sponsor. Sponsorships are available starting at \$1,000. Please contact Angel Wuellner at awuellner@schooltheatre.org to finalize the terms of your agreement **before** completing this form.

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Company/school/organization name: _____
(This is how your name will appear in listings and on Conference documents.)

Contact person: _____ Email: _____

Address: _____

Phone: _____ Fax: _____

Company URL: _____
(This is how your URL will appear on Conference documents.)

No. of exhibit spaces: _____

Will you be selling products/services on-site? Yes No

Would you like to contribute an item to the Expo Passport Raffle? Yes No

Attendee Information

Please list all names as you wish them to appear on Conference badges.

Primary exhibit representative: _____

Second exhibit representative: _____

Additional attendees: _____
\$60 per attendee

By signing below you are agreeing that your institution has read, and will abide by, all terms and conditions set forth. Registration with payment is due by August 3, 2018 to avoid late charges.

Signature & Date: _____

Payment of Fees

Exhibit Fee (\$550/booth): \$ _____

Additional attendee fee (\$60 each): \$ _____

Expo Showcase (\$100): \$ _____

Expo Showcase Table Sponsor (\$50): \$ _____

Electric and wireless internet fee (\$100) \$ _____

Late registration fee (\$60 after 8/3/18): \$ _____

Total \$ _____

Credit card information will be destroyed after processing. Please make checks payable to: Educational Theatre Association

Check MasterCard VISA American Express

Account number: _____ Expiration date: _____ CID/CV code: _____

Billing Address: _____

Cardholder name and signature _____

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Terms and conditions

1. Registrations and eligibility

Registration for exhibit space must be made on the printed form provided by the Educational Theatre Association (hereafter EdTA), contain the information requested, and be executed by an individual who has the authority to act for the applicant (hereafter "Exhibitor"). Any such Exhibitor/producer or supplier of equipment and other products or services whose proposed exhibit will enhance the business of local arts management and purpose of the Conference, and facilitate those purposes, may apply for exhibit space. EdTA reserves the absolute right to reject any such application.

2. General conditions

This agreement is made between EdTA, an Ohio nonprofit corporation, and the Exhibitor for the Theatre Educators' Expo, held at the 2018 EdTA National Conference on September 13-16, 2017 at the Grand Hyatt Denver in Denver, Colorado (hereinafter "the Hotel"). Exhibits take place September 13-15 at the Hotel. EdTA and the Exhibitor agree that this document outlines the obligations of the parties for the 2018 event only. The Exhibitor acknowledges that the event, including all trade names, service marks, trademarks, and copyrights associated therewith, are the property of EdTA. Under no circumstances does exhibiting imply any rights of ownership in the event. Exhibitor may not make use of any trade names, service marks, trademarks, or copyrights of EdTA for any purposes without express written permission. Exhibitor hereby agrees to allow EdTA to endorse any products or services. Exhibitor and EdTA agree that they are not partners, joint venture participants, or in any way agents or principals of each other, nor are they authorized to act on the behalf of each other in any matters not specifically set forth in this agreement. EdTA is solely responsible for the promotion, organization, and activities of the event. This agreement supersedes all prior understandings of the parties, with respect to the subject matter hereof.

3. Agreement to conditions

Each Exhibitor, for himself and his employees, agrees to abide by these conditions, it being understood and agreed upon that the sole control of the display area rests with EdTA.

4. Assignment of space

Classification of exhibit displays and assignment of space will be determined by EdTA based upon the character of the proposed display and individual requirements and preferences as to the location of each exhibitor. Once EdTA has approved the space, no exhibit will be moved except by mutual consent of the parties. No Exhibitor shall assign, sublet, or apportion the whole or any part of the space allocated to him or her without the prior knowledge and written consent of the EdTA Advertising and Business Development Manager.

5. Payment

Full payment must accompany this registration. EdTA must receive all registrations no later than August 3, 2018. Email (preferred): awuellner@schooltheatre.org; mailing address: EdTA, Attn: Angel Wuellner, 2343 Auburn Ave., Cincinnati, OH 45219-2815

6. Booths

Each exhibit space includes a 6' x 2½' table, a table cloth, and two chairs. Pipe and drape will be included. EdTA will provide no additional materials. If any additional equipment is needed (extension cords, audiovisual, signage, etc.), it is the responsibility of the Exhibitor to arrange and pay for these items.

7. Care of space

The Exhibitor is responsible for, at his own expense, maintaining and cleaning the area of the exhibit space.

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8. Protection of exhibit space

Nothing shall be nailed, tacked, screwed, or otherwise attached to any building structure. If any damages occur, it is the responsibility of the Exhibitor to pay for the damages. All materials used in the exhibit area must be flameproof in conformity with local fire regulations. Exhibits that include the operation of audiovisual equipment may not operate the equipment in a manner that will disturb other exhibitors or session activities. No cartons may be stored in the exhibit area during exhibit hours.

9. Default occupancy

Space must be filled, and set-up completed, by 6:00pm on Thursday, September 13, 2018. If space is not occupied by the designated time, EdTA has the right to reassign the space as necessary and no refund will be granted to the Exhibitor.

10. Personnel

Exhibit personnel must confine their activities to their designated space. Exhibit representatives who are event attendees should make necessary arrangements to have the exhibit space covered when they deem necessary.

11. Distribution of printed material

Exhibit personnel shall not distribute materials and/or souvenirs outside of their exhibit space.

12. Conflicting meetings and social events

In the interest of the event's success, no Exhibitor shall extend an invitation, call meetings, or otherwise encourage the absence of attendees from conference activities during the hours of the Conference.

13. Cancellation

No refunds shall be given for any cancellation.

14. Right to remove property

EdTA reserves the right to remove from the premises any and all property if an Exhibitor violates any conditions of this agreement.

15. Liability

Neither EdTA nor the Hotel assume any obligation or duty with respect to the protection of the property of the Exhibitor, which shall, at all times, be the sole responsibility of each exhibitor. Exhibitor agrees to maintain insurance to adequately protect its property and all individuals located at, and during the 2017 event. It is understood that EdTA, the Hotel, and the legal entities which own, lease, and/or operate EdTA, the Hotel, and their members, officers, directors, or employees, shall not be responsible or liable for injury to any person or persons, or for the loss of, or damage to, any property belonging to the Exhibitor, or any person, while in transit to or from the Hotel or while in the Hotel, or otherwise. Exhibitor assumes complete responsibility and liability for all loss, damage, or destructions of the property of the Hotel used by the Exhibitor, or brought into the Hotel premises on his or her behalf. Exhibitor also assumes full responsibility and liability for all injury to any and all persons or property in any way connected with the Exhibitor's display, caused by the Exhibitor, his or her agents, representatives, or employees. Exhibitor indemnifies and agrees to hold harmless EdTA, the Hotel, and the legal entities which own, lease, and/or operate EdTA, the Hotel, and their members, officers, directors, and employees, against any and all damage to property or personal injury, caused by the Exhibitor or his or her agents, representatives, employees, or other persons.

Questions? Contact Angel Wuellner, Business Development Manager, at awuellner@schooltheatre.org.