

# ASTC Exhibit Hall Reservation Contract

Fort Worth, Texas • Fort Worth Convention Center • Show Dates: October 31–November 1, 2009

## ABOUT THE EXHIBITOR

Organization \_\_\_\_\_  
 Contact person \_\_\_\_\_ Title \_\_\_\_\_  
 (responsible for booth logistics, registering booth staff, etc.)  
 Street or mailing address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Province \_\_\_\_\_ Zip Code \_\_\_\_\_ Country \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_ Web Site \_\_\_\_\_

## PRODUCT CATEGORIES: Please mark with an (X) no more than 3 categories that apply to your organization's products/services. The product categories will be used in the Index of Exhibitors printed in the conference program and listed in the ASTC Annual Conference Directory.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Acoustics/Sound systems        | <input type="checkbox"/> Exhibit display systems       | <input type="checkbox"/> Photo labs/services             |
| <input type="checkbox"/> Animation                      | <input type="checkbox"/> Exhibitions for rent/purchase | <input type="checkbox"/> Planetarium                     |
| <input type="checkbox"/> Architecture                   | <input type="checkbox"/> Fabricators                   | <input type="checkbox"/> Publications/Books              |
| <input type="checkbox"/> Association                    | <input type="checkbox"/> Film/Video                    | <input type="checkbox"/> Robotics                        |
| <input type="checkbox"/> Audio tours                    | <input type="checkbox"/> Fund-raising                  | <input type="checkbox"/> Shipping/Transportation         |
| <input type="checkbox"/> Audio/Visual                   | <input type="checkbox"/> Graphic design                | <input type="checkbox"/> Signage/Wayfinding              |
| <input type="checkbox"/> Computer software              | <input type="checkbox"/> Installation/Dismantling      | <input type="checkbox"/> Simulations/Simulator equipment |
| <input type="checkbox"/> Consultants                    | <input type="checkbox"/> Insurance                     | <input type="checkbox"/> Space theater                   |
| <input type="checkbox"/> Digital equipment/services     | <input type="checkbox"/> Interactive                   | <input type="checkbox"/> Ticketing systems/solutions     |
| <input type="checkbox"/> Display cases                  | <input type="checkbox"/> Large-format films            | <input type="checkbox"/> Travel programs                 |
| <input type="checkbox"/> Educational programs           | <input type="checkbox"/> Marketing research            | <input type="checkbox"/> Virtual reality                 |
| <input type="checkbox"/> Electronic/Multimedia products | <input type="checkbox"/> Multimedia                    | <input type="checkbox"/> Visitor research/services       |
| <input type="checkbox"/> Exhibit design                 | <input type="checkbox"/> Museum store merchandise      | <input type="checkbox"/> Web design                      |

**Important: Please e-mail your company's products listing (25 words or less) to [conference@astc.org](mailto:conference@astc.org) by April 10 for inclusion in the 2009 Preliminary Program or by August 7 for inclusion in the 2009 Final Conference Program.**

**BOOTH FURNISHINGS:** Standard 10' x 10' exhibit space includes 8' high back-wall pipe and drape, 3' high side-rail pipe and drape, two (s) booth staff registrations, and a 7" x 44" identification display sign. Aisle carpeting will be provided. **Booth carpet, tables, chairs, wastebaskets, electricity, computer and A/V equipment, and other booth furnishings or services will be available for rent.**

## EXHIBIT BOOTH RENTAL RATES (All fees payable in U.S. Currency).

Rates	Per 10"X10"
ASTC Member (Dues must be paid in full for 2009)	\$1,849
Nonmember	\$2,099
Number of booths reserved [    ] X Rental Rate from chart above =	
\$	
<b>Preregistration Mailing List:</b> add \$200 (electronically distributed via e-mail in Excel only)	
\$	
<b>Postregistration Mailing List:</b> add \$200 (electronically distributed via e-mail in Excel only)	
\$	
<b>SUBTOTAL:</b>	
\$	
First Time Exhibit Booth Rental (subtract \$100 from the subtotal)	
\$	
<b>TOTAL BOOTH COST:</b>	
\$	
LESS 50% DEPOSIT:	
\$	
<b>BALANCE DUE BY August 31, 2009</b>	
<b>\$</b>	

**BOOTH LOCATION:** Please list your top four choices. If your choices are not available, ASTC will notify you to reselect. ASTC reserves the right to rearrange the floor plan as deemed necessary and therefore reassign booth locations. View the floor plan at [www.astc.org/conference/exhibit.htm](http://www.astc.org/conference/exhibit.htm).

1	2	3	4
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Separate our booth from the following companies: \_\_\_\_\_

## PAYMENT OPTIONS: You may e-mail [sthorpe@astc.org](mailto:sthorpe@astc.org) or fax: 202-783-7207 with credit card information

<input type="checkbox"/> <b>CHECK ATTACHED</b> (Make payable to ASTC) <b>ASTC Dept. 41</b> <b>1025 Vermont Ave. NW</b> <b>Suite 500</b> <b>Washington, DC 20005-6310</b>	<input type="checkbox"/> <b>CHARGE MY CREDIT CARD NUMBER BELOW</b> Account #: _____ Card Type <input type="checkbox"/> AMEX <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA    Expiration date: (mm/yy) _____ Name of Cardholder: _____ Signature: _____
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**ACCEPTANCE OF CONTRACT: Applications will not be accepted without proper payment and signature. By completing this application, we/I agree to abide by the Exhibit Hall Terms and Conditions of the 2009 ASTC Annual Conference as set forth on the next page. Acceptance of this application constitutes a contract.**

Authorized signature from exhibiting organization: \_\_\_\_\_

Printed name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

ASTC Office Use Only — ASTC 2009 Exhibit Hall  
 Space Assigned: \_\_\_\_\_ Rate: \$ \_\_\_\_\_ Kit Mailed: \_\_\_\_\_  
 Exhibitor Listing: \_\_\_\_\_ # of Comp Badges: \_\_\_\_\_  
 Deposit: \$ \_\_\_\_\_  
 Date Received: \_\_\_\_\_  
 Balance: \_\_\_\_\_  
 Batch # \_\_\_\_\_  
 Date Received: \_\_\_\_\_  
 Batch # \_\_\_\_\_

# 2009 ASTC Exhibit Hall Terms and Conditions

## Definitions

"ASTC" as used herein refers to the Association of Science-Technology Centers Incorporated, a Maryland nonprofit corporation. The word "Exhibitor" refers to the exhibiting organization indicated on this contract.

## General Conduct of Exhibitors

Exhibitors must confine all materials and activities to their contracted booth space. All of the following practices are expressly prohibited: promotion of products or services other than those manufactured or regularly distributed by Exhibitor; use of strolling entertainment or activities outside of contracted booth space; distribution of samples or advertising materials in any area outside of contracted booth space; excessive noise that interferes with other exhibitors; storage or use of flammable or explosive materials or any substance prohibited by local laws or insurance carriers; use of materials with strong odors; solicitation of business by anyone other than representatives of Exhibitor; and promotion of any activities that draw ASTC registrants away from the Exhibit Hall during exhibit hours.

## Service Contractor

The official Exhibit Hall services contractor is GES Exposition Services Company. If an Exhibitor Appointed Contractor is employed, the Exhibitor must notify ASTC and GES Exposition Services no later than 45 days prior to the conference with the approximate number of regular and/or supervisory employees working the exhibit area during installation and dismantling. The exhibitor shall provide evidence that the Exhibitor Appointed Contractor has a proper certificate of insurance with a minimum of \$1,000,000 of liability coverage, including property damage to show management and GES Exposition Services. The Exhibitor Appointed Contractor to be used must submit a certificate of insurance with at least the following limits:

- Comprehensive General Liability not less than \$2,000,000 with respect to injury to any one person in an occurrence.
- \$2,000,000 with respect to injury to more than one person in an occurrence.
- Workers' Compensation Insurance including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage and/or statutory limitation.
- GES Exposition Services and show management must be named as additional insured.

## Space Assignments

ASTC shall use its best efforts to locate Exhibitor in requested booth space and to provide physical separation of competitors. Booth space will be assigned on a first-come, first-served basis. ASTC reserves the right to reassign, move, and add exhibit space as deemed necessary.

## Exhibit Booth Height and Configuration

Exhibits must be no higher than 8 feet in the back and 4 feet on each side, unless written approval is granted by ASTC. The back 5 feet may be occupied up to a height of 8 feet. The ceiling height of Hall A-B is 25 feet. No walls, partitions, decorations, or other obstructions may be erected that in any way interfere with the view of another exhibitor. Exhibitors requesting permission for additional booth height, for any type of covering over any portion of the top of their booth, or for the use of any nonstandard booth display materials must submit a detailed sketch or layout (showing the booth in both plan and elevation views, including all dimensions) to ASTC at least 90 days prior to the ASTC Annual Conference. In-line booths requesting additional booth height will be assigned space along the perimeter area of the Exhibit Hall.

## Booth Construction/Covered Booths/Decorations

- All decorative and construction materials must be noncombustible, flame-resistive, or treated with a flame-retardant solution.
- All curtains, drapes, carpets, and decorative materials must be made with noncombustible or flame-resistive material.
- All booths that are completely enclosed must have a smoke detector within the enclosed area that can be heard outside of the enclosed area.
- Helium-filled balloons are not allowed. For decoration purposes, air-filled balloons only may be used. The Fort Worth Convention Center reserves the right to remove any helium-filled balloons at Exhibitor's expense.
- Tents, canopies, and membrane structures having an area in excess of 200 square feet (19 m<sup>2</sup>) and canopies in excess of 400 square feet (37 m<sup>2</sup>) shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the fire code official.
- A detailed site and floor plan for tents, canopies or membrane structures with an occupant load of 50 or more shall be provided with each application for approval. The tent, canopy or membrane structure floor plan shall indicate details of the means of egress facilities, seating capacity, arrangement of the seating and location and type of heating and electrical equipment.

- Before a permit is granted, the owner or agent shall file with the fire code official a certificate executed by an approved testing laboratory, certifying that the tents, canopies and membrane structures and their appurtenances, sidewalls, drops and tarpaulins, floor coverings, bunting, combustible decorative materials and effects, including sawdust when used on floors or passageways, shall be composed of flame-resistant material or shall be treated with a flame retardant in an approved manner and meet the requirements for flame resistance as determined in accordance with NFPA 701, and that such flame resistance is effective for the period specified by the permit.
- Tents, canopies, or membrane structures shall have a permanently affixed label bearing the identification of size and fabric or material type.
- An affidavit or affirmation shall be submitted to the fire code official and a copy retained on the premises on which the tent or air-supported structure is located. The affidavit shall attest to the following information relative to the flame resistance of the fabric:
  1. Names and address of the owners of the tent, canopy, or air-supported structure.
  2. Date the fabric was last treated with flame-resistant solution.
  3. Trade name or kind of chemical used in treatment.
  4. Name of person or firm treating the material.
  5. Name of testing agency and test standard by which the fabric was tested.

## Access by Minors

Children under the age of eighteen (18) are not permitted on the exhibit floor. Please ensure that all hired contractors and others servicing the event comply with this guideline.

## Free Item "Giveaways"

Exhibitors may give away free items to event attendees, with the exception of items such as firearms, other weapons, helium-filled balloons, stickers, or decals. Food and beverage sample items are restricted as follows:

- a. Exhibitors may provide "bite size" food samples of their individual brand name products. Approved sample sizes are three (3) ounces or less.
- b. The serving of generic products (i.e. frozen yogurt, ice cream, popcorn, cookies, coffee, bottled water, etc.) by Exhibitors for the purpose of drawing attention to their booth is permitted only when the product being served is purchased from the exclusive in-house concessionaire.

## Liability and Insurance

Exhibitor agrees to assume all liability for loss or damage of any property of Exhibitor which Exhibitor may suffer during installation or removal or during the Annual Conference and Exhibit Hall itself by reason of burglary, fire, accident, or any destructive cause. Exhibitor also expressly agrees to indemnify and hold harmless the Association of Science-Technology Centers Incorporated, GES Exposition Services Company, Fort Worth Convention Center, and all officers, employees, and agents of ASTC from any and all claims, liabilities, losses, damages, and expenses that may ensue from accidents, injuries, fire, theft, or any other cause. Exhibitor shall, at its own expense, secure and maintain throughout the period of the ASTC Annual Conference and Exhibit Hall, inclusive of move-in and move-out days, commercial liability insurance. Upon request Exhibitor shall provide ASTC with an insurance certificate naming ASTC as an Additional Insured under Exhibitor's general liability insurance policy.

Although security guards will be provided, no guarantee of security is implied. Exhibitor retains sole responsibility for its own exhibit materials. In the event the Exhibit Hall is canceled, the liability of ASTC shall be limited to the money paid by Exhibitor as exhibit booth rental, less a proportionate share of all expenses incurred by ASTC as related to the Exhibit Hall.

## Installation/Dismantling

Exhibit booth installation and dismantling must be performed within the applicable union guidelines in effect at the Fort Worth Convention Center. Exhibitors will have access to the Exhibit Hall for set-up from 8:00am to 6:00pm on Friday, October 30, 2009; all exhibits must be set up and ready for show by 6:00pm. ASTC reserves the right to reassign any space not installed at that time and to do so without obligation to refund exhibit fees or provide other exhibit space. No booth or display may be dismantled before show closing on Sunday, November 1, 2009. All exhibits must be completely dismantled by noon on Monday, November 2, 2009.

## Electric

All electrical outlets will be installed on the floor at the draped backwall of in-line and peninsula booths. All island booths require labor unless all electrical outlets are installed at one location at our discretion. Distribution and connection of outlets are chargeable on a time and material basis. To determine if you need electrical labor, please read the following list of services:

- All under-carpet distribution of electrical wiring.
- All facility overhead distribution of electrical wiring, including coaxial cable, fiber optics, twisted pair, etc., and the distribution of same from product to booth and from booth to booth.
- All motor and equipment hook-ups requiring hard wiring connections.
- Installation and/or repair of electrical fixtures.
- Installation of electrical motors and electrical apparatus to be energized.

## Union

GES Exposition Services will provide Display union personnel to provide labor for the installation and dismantling of your exhibit. Full-time, bona fide employees of the exhibiting companies are allowed to set their own exhibits without assistance from this union. Any labor services that may be required beyond what your regular full-time employees can provide must be rendered by union labor. Labor can be ordered in advance by returning the labor form included in the Exhibitor Service Manual, or on show site.

## Payment Information

All reservation contracts must be received with a 50% deposit. Payment must be in U.S. currency with credit card or checks payable to ASTC. The remaining balance must be paid by **August 31, 2009**. Reservations made after August 31 must be received with full payment.

## Cancellation Policy

- Cancellation fee is equal to:
- a. 50% of the total booth cost, if written cancellation is received by July 1.
  - b. 75% of the total booth cost, if written cancellation is received between July 2 and August 31, 2009.
  - c. 100% of the total booth cost, if written cancellation is received on or after August 31, 2009.

All cancellations must be requested in writing. Send an e-mail with exhibiting company name and booth number to [conference@astc.org](mailto:conference@astc.org)

## Exclusion

ASTC reserves the right to refuse any applicant for exhibit space and the right to restrict or evict any Exhibitor that, in the opinion of ASTC, detracts from the general character of the Exhibit Hall. This reservation applies to displays, printed matter, promotional materials, noise, personal conduct, and method of operation. In the event of such restrictions or eviction, ASTC will not be liable for any refunds or other exhibit expenses.

ASTC Members or Vendors who sell products and services to the science center and museum community are not allowed to conduct or solicit business in the Fort Worth Convention Center or any ASTC conference hotels unless they have purchased Exhibit Hall booth space or sponsored an official event at the 2009 ASTC Annual Conference. Violation of this policy may result in ASTC's refusal to accept any and all registrations and future registrations.

## Subletting of Space

Exhibitor shall not assign, sublet, or apportion the whole or any part of the space allotted without the prior written consent of ASTC.

## Hospitality Suites and Private Parties

Exhibitors may host hospitality suites in the official conference hotels only with the express written authorization of ASTC. Hospitality suites and private parties shall not operate during regularly scheduled conference functions. Exhibitors that schedule private functions in conflict with official ASTC events may lose exhibiting privileges at future ASTC conferences.

Acceptance of this contract by ASTC shall in no way be construed as an endorsement by ASTC of either Exhibitor or its products and/or services. ASTC reserves the right to determine eligibility of Exhibitors and category of exhibits. ASTC reserves the right to modify exhibit hours as deemed necessary to meet conference program needs.

## For more information, contact

ASTC Meetings and Conferences Department  
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