



2011 NACAA Annual Meeting and Professional Improvement Conference

April 20, 2011

To: Prospective Exhibitors

From: Dean A “Whitey” Whitehill, Commercial Exhibits Chair

Subject: Commercial and Educational Exhibits – NACAA AM/PIC 2011 in Overland Park, Kansas

You are invited to be a part of the Commercial & Educational Exhibits at the 2011 Annual Meeting and Professional Improvement Conference of the National Association of County Agricultural Agents, to be held at the Overland Park Convention Center on August 7-9, 2011. This is an opportunity to showcase your products and services to over 1,000 Cooperative Extension Agents from across the United States.

Why should you exhibit at our event? Extension Agents serve as links to thousands of potential customers who learn about your products and services through Extension programming efforts. Additionally, Extension Agents utilize many products, computer components, software applications and specialized technical devices in our educational roles and research efforts.

Exhibit hours are 1:00 to 6:00 pm on Sunday, August 7, and from 9:00 am to 5:00 pm on Monday and Tuesday, August 8 and 9. Exhibits will be shown in the Overland Park Convention Center’s Exhibition Hall A, which offers excellent visitor traffic. Booth rentals are \$750 each, subject to availability, receipt of a signed contract, and payment. Each standard 10 X 10 foot booth will have draped side rails and backdrop, one skirted table, two chairs, and a wastebasket. Set up will begin at 7:00 am on Sunday, August 7. Dismantling of exhibits shall not begin before 5:00 pm Tuesday, August 9. All exhibitor materials must be removed by 5:00 pm Wednesday, August 10.

An application/contract is attached. Booth space is limited and will be assigned on a first-come, first-served basis. Payment to the Kansas Association of County Agricultural Agents (KACAA) must accompany the signed application contract. Please send your completed application with payment to Dean A “Whitey” Whitehill, 501 South 9th Street, Garden City, KS 67846.

If you have questions or need further information on the event, feel free to contact me by telephone at (620) 272-3670 or by e-mail at dwhitehi@ksu.edu. We are looking forward to your participation.

Commercial Exhibitor Application Form

**National Association of County
Agricultural Agents Annual Meeting and
Professional Improvement Conference
August 7-9, 2011, Overland Park, Kansas**

Do not fill in this box. For use by NACAA only
THIS AGREEMENT IS HEREBY Payment Received

ACCEPTED BY NACAA / KACAA
By _____ Check # _____
Date _____

Date Confirmed

IMPORTANT- READ BEFORE COMPLETING

Please complete and forward to the return address listed. **Include your remittance made payable to: Kansas State University Foundation , by June 1, 2011.**

The undersigned hereby agrees to and does reserve the amount of space indicated below, for use at the NACAA 2011 Commercial Exhibits Show to be held at the Overland Park Convention Center, Overland Park, Kansas, August 7-9, 2011.

Booth rentals are subject to availability, receipt of contract and payment. Each booth rental will include draping with 8' high backs and 36" high side dividers, one 6'x 30" table topped in white vinyl table and skirted on three sides, two folding chairs, and one wastebasket. Additional services and furnishing are available and may be arranged through the convention vendor for exhibits.

Booth Options	Cost	Quantity	Subtotals
10X10 booth	\$750		
			Total \$

Electrical and Internet connections as well as other services will be available through the Overland Park Convention Center. Wireless internet is available from the hotel free of charge. Additional charges will apply for electrical and hardwire Internet. Further details will be made available prior to the trade show.

Exhibit Set Up - Sunday, August 7, 2011, from 9:00 am - 1:00 pm
Exhibit Hours - August 7, from 1:00 pm - 6:00 pm; August 8 & 9, from 9:00 am - 5:00 pm
Dismantling of exhibits shall not begin before 5:00 pm, August 9. Exhibit materials must be removed by 5:00 pm August 10.

Our booth ID sign should read (company name, city, & state) _____

Brief description of the product or service to be exhibited _____

Person to who exhibit show correspondences should be addressed: (Please print)

Name _____
Title _____
Company _____
Street _____
City _____ State _____ Zip Code _____
Telephone _____ Fax _____

IT IS UNDERSTOOD BETWEEN THE REPRESENTATIVE OF NACAA AND THE EXHIBITOR THAT NO REFUND WILL BE MADE AFTER ASSIGNMENT HAS BEEN COMPLETED AND CONTRACTS EXECUTED UNLESS BY SHOW MANAGEMENT HAS BEEN INFORMED IN WRITING BY July 1, 2011. IT IS FURTHER AGREED THAT ACCEPTANCE OF THIS CONTRACT AND THAT THE TERMS PRINTED ON THE REVERSE SIDE OF THIS DOCUMENT SHALL BE PART OF THE CONTRACT

We the undersigned company or organization, do hereby make application to reserve and participate as an Exhibitor at the NACAA Annual Meeting and Professional Improvement Conference.

Authorized Signature _____ Date _____

PLEASE RETURN THIS COPY. A COPY, SIGNED BY THE NACAA, WILL BE RETURNED TO YOU AS CONFIRMATION OF YOUR SPACE RESERVATION: **Return signed application with payment to:**

**Dean A "Whitey" Whitehill, 501 South 9th Street, Garden City, KS 67846
Phone: (620) 272-3670 FAX: (620) 272-3576 Email: dwhitehi@ksu.edu**

NACAA 2011 AM/PIC Trade Show Terms and Conditions

Space Rental and Assignment of Location: National Association of County Agricultural Agents (hereinafter referred to as NACAA) reserves the right to allocate space in such a manner as to produce a balanced show. Booths will be assigned first come first served, based on availability of space on the date the application is received, with consideration given to the educational value of the exhibit to members. Management will advise you to your booth assignment with reasonable notice.

Exhibitor's Authorized Representative: Each exhibitor must name one person to be its representative in connection with the firm's exhibit. This representative will receive all correspondence with respect to the show and shall be the responsible contact for the firm during the show.

Use of Space: The exhibitor shall not assign, sublet or share the space allotted without prior knowledge and prior written consent of the NACAA. The exhibitor must show only goods manufactured or dealt in by them in the regular course of business. Only firms assigned exhibit space may solicit business within the exhibit area.

Equipment, displays and booth structures must not extend into the aisle in such a way as to obstruct traffic or visibility of adjacent booths. Upon request of NACAA exhibitors shall be required to rearrange or limit their displays if equipment, tables, etc. cause congestion in the aisles or interfere with other exhibits. Display material exposing an unfinished surface to neighboring booths is not permitted and must be finished at exhibitor's expense.

NACAA reserves the right to restrict or prohibit any exhibits which are determined in their sole discretion to be objectionable because of noise, method of operation, materials, or for any reason which may relate to, among other things, persons, things, conduct or printed matter. NACAA may also restrict or prohibit, with or without giving cause, any exhibit that in their opinion may detract from the general character of the Trade Show as a whole. In the event of such restriction or prohibition, NACAA shall not be liable for any refunds or other exhibit expenses. The exhibitor shall comply with all show guidelines.

Exhibitor's Responsibilities: The exhibitor is responsible for payment for labor, equipment and services (other than general heat, light and air conditioning) ordered at the request of the exhibitor from service contractors such as electricians, decorators, shippers, material handling companies, suppliers, telephone companies, hotels, cleaning services, photographers and all other services and goods. NACAA suggests that all requests for such services for the contractors be in writing and signed by an authorized exhibitor representative.

The exhibitor agrees to pay promptly for any and all damage to the Overland Park Convention Center or its equipment, incurred through carelessness or otherwise, caused by the exhibitor, his employees, agents, contractors and representatives. If the exhibitor's material fails to arrive, the exhibitor is nevertheless responsible for their rental space.

Neither NACAA nor Overland Park Convention Center will be liable for any injury that may occur to exhibitors or their agents or employees, for any loss or damage to the exhibitor's personal property, while in transit to or from the Trade Show or while on the premises of the Trade Show.

The exhibitor agrees to indemnify and save harmless NACAA and Overland Park Convention Center or their officers, agents and employees from any and all liability (including, without being limited to product liability), for all acts or omissions of the exhibitor, its officers, agents or employees in or about the area of the Trade Show, at all times from the arrival of the exhibitor's agents or employees to set up exhibitor's exhibit to the vacating of the premises after such show is dismantled.

Limit of Liability: Neither NACAA nor Overland Park Convention Center, nor any of their officers, agents or employees will be responsible for any injury, loss or damage that may occur to the person, property or business of the exhibitor, its guests, invitee, employees or agents from any cause whatever. The exhibitor expressly holds harmless and releases the aforementioned from any and all claims from such loss, damage or injury. In no event will NACAA or Overland Park Convention Center be liable in any action predicated on a claim that NACAA or Overland Park Convention Center have filed to perform hereunder (including without limitations actions arising out of postponement or cancellation of the Trade Show), for any of the exhibitor's lost profits, lost savings, or other consequential special or indirect damages, even if NACAA or Overland Park Convention Center have been advised of the possibility of such losses or damages. In any event NACAA liability arising out of any kind of legal claim (whether in tort, contract or otherwise) in connection with the Trade Show will not exceed the price paid by the exhibitor to rent space.

Exhibitor Check Out: Each exhibitor is responsible after dismantling and before leaving to check out with a NACAA representative. If any damage is found to the exhibitor's space, they will be required to pay the cost of repairing such damage.

Cancellation Policy: NACAA may cancel this contract and, at its option, retain as liquidated damages for breach of this contract any sums paid in by the exhibitor. If the exhibitor cancels this contract after July 1, 2011, then the exhibitor is liable for the full payment of the contract.