

6th Annual Alabama Pre-K Conference  
*Moving Forward for Children*

Exhibitor Application  
April 19-April 21, 2011  
The Renaissance Hotel & Spa at the Convention Center  
Montgomery, Alabama

Office Use Only:

Check#: \_\_\_\_\_

Amt. Rec'd: \_\_\_\_\_

Amt Due: \_\_\_\_\_

*Please print legibly and return a completed application and signed copy of Exhibitor Agreement with payment to:  
Office of School Readiness, P.O. Box 302756, Montgomery, AL 36130.*

Contact Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Are you also a presenter at the Pre-K Conference (Y/N) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email Address\*: \_\_\_\_\_

(\*Email will be the primary method of communication from Conference Committee and Conference Center)

**Brief Description of Company and Products/Services:**

**Company name as it will appear on Booth Sign and in Conference Program:**

**Name Badges** (Each exhibitor receives 2 complimentary badges per booth. Additional badges may be purchased for \$5 each):

Name: \_\_\_\_\_

Name: \_\_\_\_\_

**Donation Items:**

- Please provide at least one item for a door prize. *Please note that all door prizes valued below \$100 will need to be distributed at your booth. Door prizes valuing over \$100 will be given out at closing session.*
- If your company can supply lanyards, tote bags, notebooks, etc. and/or sponsor a presenter or event at the conference; a reduction in exhibitor costs may be available. An estimated quantity of 1000 of each item listed will be needed. Please indicate how you would like to participate in this option. We would appreciate your generous support of the conference.

**Door Prize:** \_\_\_\_\_

Special donation: \_\_\_\_\_



**Exhibit Pricing\*\*:**

Please indicate the package you selected and any additional fees on the attached Exhibitor Application.

	Package A	Package B	Package C	Package D	Package E	*Special
10x10 exhibit booth	√	√	√	√	√	√
Conference program ad	Full page	½ page	¼ page	Page Insert		
Cost for booth	\$1300	\$850	\$650	\$550	\$400	N/A
*Each Additional Table is \$100						

**Booth Decorations:**

Each 10' x 10' booth includes an 8' high backwall and 3' high side dividers, one 6' draped table, two chairs, and one wastebasket. A standard booth sign with company name and booth number will be provided.

**\*\*Special Notes:**

Add \$100 for exhibitor applications received after April 8, 2011.

\*Non Profit /Educational Organizations may request special rate of \$75 Exhibit Space (no ad packages or signage included).

Please indicate your booth package and additional fees on this form and return it with a completed exhibitor application and signed agreement via fax or email to Danielle Golston, Pre-K Conference Coordinator at 334-353-2716 or [Danielle.golston@dca.alabama.gov](mailto:Danielle.golston@dca.alabama.gov).

**Exhibitor's Agreement****Did you know????**

Conference Attendees are Classroom Teachers, School System Administrators, Reading Specialists, Directors of child care programs, and Professional Consultants in Early Childhood Education from across the State of Alabama. Take advantage of this opportunity to highlight your product or service in front of key stakeholders at the 6<sup>th</sup> Annual Alabama Pre-K Conference.

**Application for Space:**

All applications must be received by **April 8, 2011**. Applications will be accepted by mail or fax and must be accompanied with full payment via credit card if sending by fax. Space is assigned on a first come, first serve basis. The conference coordinator reserves the right to place vendors/exhibitors to spaces that best suit the conference participants.

**Refund and Cancellations:** All payments are non-refundable.

**Conducting Exhibits:**

The distribution of samples, souvenirs, etc. must be conducted from within the booth. Such activities taking place in the aisle are prohibited. Exhibits that include operation of audio/visual equipment or any noisemaking machines may not be operated in a manner that will disturb other Exhibitors and their patrons.

**No outside food and beverage is allowed without prior hotel authorization.**

**Exhibit Criteria:**

The conference committee reserves the right to require any Exhibitor to remove all or any part of an exhibit which, in the sole judgment of committee, is misleading or deceptive, in poor taste, unsuitable, or not in keeping with the character and objectives of the conference. Exhibit booths are not to be used for employment recruiting.

*Exhibitors are encouraged to participate the entire time the exhibits are available to attendees. Please do not tear down your booth until the exhibit hall is closed for Exhibitor Move-Out.*

**Shipping and Storage:**

Storage of all equipment prior to the exhibition shall be handled through Don Barranco, the conference center's contracted service provider. Don Barranco may be reached by calling (334) 481-5160.

**Hold Harmless:** Exhibitor hereby assumes entire responsibility and hereby agrees to protect, defend, indemnify and save the Hotel, its owners, its operator, and each of their respective parents, subsidiaries, affiliates, employees, officers, directors and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by its installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole gross negligence of the Hotel and its employees and agents. Exhibitor also agrees to indemnify and hold harmless the Alabama Pre-K Conference volunteers from any and all such losses, damages and claims.

**Liability and Insurance:** The Alabama Pre-K Conference will not be responsible for injury, loss, or damage that may occur to exhibitors, their employees/representatives, or property prior to or during this meeting. The Exhibitor, upon signing the application form, expressly releases the conference volunteers and participating organizations and their employees from any and all liability, and the Exhibitor further agrees to indemnify the same against any and all claims to such loss, injury or damage. The Exhibitor understands that neither the conference committee members and /or represented organizations nor the Hotel maintains insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

**Damage:** Exhibitor is liable for any damage caused by Exhibitor to building floors, walls, columns, standard booth equipment, or to other Exhibitor's property. Exhibitors may not apply paint, lacquer, adhesives, or other coating to building columns, walls, ceilings, or floors or to standard booth equipment.

**Other Conditions:** In the event the Exhibitor fails to install the display by (state time and date), or fails to comply with any provisions concerning the use of the display space, The Conference Committee will have the right to take possession of said space and resell the same. Order taking and direct sales of products and services are permitted. Firms that choose to sell merchandise during this exhibit must assume full responsibility in securing a vendor license and collecting applicable taxes.

**Deviations of Conditions:** Exhibitor understands and agrees that in the event the Exhibitor violates any of the rules and regulations set forth above, Conference representatives shall have the right to: a) require the Exhibitor's immediate compliance; b) close Exhibitor's booth and remove said booth from the exhibit hall at Exhibitor's expense; c) refuse to permit Exhibitor from participating in any future conference; and d) any Combination of the above.

**Hotel Reservations:** Book your reservations directly at The Renaissance by calling: 1-877-545-0311. To receive the group rate, ask for the Alabama Pre-k Conference Rate. Group rates start at \$129 per night for single or double rooms. Rooms are subject to the hotel's current tax rate.

**Please sign, date, and witness this form. Make a copy for your records.**

**I have read the above rules and understand their implications:**

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Witnessed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_