Benefits of becoming an AACRAO Corporate Partner:
- Reduced rates for exhibit space at AACRAO meetings
- Significant discount on corporate presentation fees
- Discounts on publications
- Subscriptions to College and University journal, as well as Transcript, Connect, and SEM Quarterly electronic communications
- Access to AACRAO’s online Member Guide
- Online corporate listing in AACRAO’s Corporate Connection, including company name and description, logo, URL, and contact information
- Access to a community of higher education administrators

JOIN TODAY! For more information on becoming a Corporate Partner, e-mail corporateinfo@aacrao.org, or call corporate relations at (202) 263-0287.

10’ x 10’ Exhibit Space Rental

Corporate Partner: .................................................. $2,850
Non-Partner: ............................................................. $3,450

Booth Assignments

Exhibit space is available for a limited number of interested companies. Booth space is 10’ x 10’ (pop-ups are permitted, but MUST be confined to this space). Please note that space is limited and exhibitors will be assigned on a first-come, first-served basis.

Confirmonations will be e-mailed to participants. No security services will be available.

Payments/Cancellations/Refund Policy

Applications must be accompanied by a $500 deposit per 10’ x 10’ booth; if the application is received after June 7, 2019, then full payment must be included. Applications received without deposit/full payment will not be processed.

Payment for exhibit space will be refunded, less a $500 per booth processing fee, if a written request for cancellation is received by AACRAO no later than June 7, 2019. Telephone cancellations will not be accepted. AACRAO will only honor cancellation requests whose receipt have been confirmed. Final payment is due June 7, 2019 for all exhibit space. No refunds will be made if the company cancels the contracted slot after June 7, 2019 or if the company fails to attend the meeting. If a company cancels after June 7, 2019 and has not already paid the exhibiting fee, the company will be liable for paying the full fee to AACRAO.

Exhibitor Benefits

- Exhibitors receive one (1) complimentary full meeting registration and four (4) ‘exhibit hall only’ registrations per 10’ x 10’ booth
- Listing of company name, address, telephone, fax, e-mail, URL, contact person and up to 50-word company description in the AACRAO Engage app.

- Name and hyperlink on the conference websites
- One electronic list of pre-registered attendees to be distributed before and after the conference (excludes phone and e-mail)
- Opening Reception and several food and coffee breaks held inside of the exhibit hall

Exhibitor Kit

Approximately 45 days before the meeting, a comprehensive Exhibitor Service Manual will be available to all paid exhibitors. This manual will include various order forms from the show contractor and hotel to help maximize your tradeshow investment.

Reserve a Booth by Contacting:
AACRAO Marketing Department
1108 16th Street, NW, Suite 400
Washington, DC 20036
Tel: (202) 263-0287
Fax: (202) 822-8850
E-mail: corporateinfo@aacrao.org

Tentative Exhibit Dates and Times

SUNDAY, JULY 14
Set-Up: ................................................................. 12:00 p.m. - 2:00 p.m.
Hall Open: ............................................................... 3:00 p.m.
Networking Reception in Exhibit Hall: .......................... 5:30 p.m. - 7:00 p.m.

MONDAY, JULY 15
Hall Open: ................................................................. 7:30 a.m.
Breakfast in the Hall: .................................................. 7:30 a.m. - 8:15 a.m.
Refreshment Break in the Hall: .............................. 10:30 a.m. - 11:00 a.m.
Hall Closed for Lunch: ............................................. 12:30 p.m. - 1:30 p.m.
Dessert Break in Hall: .............................................. 1:30 p.m. - 3:45 p.m.
Hall Closes and Breakdown: ................................... 3:45 p.m.
EXHIBITOR APPLICATION

Instructions: Please complete the application, sign the Rules and Regulations form on page 8, and keep a copy of the forms. MAIL the forms with a CHECK to AACRAO II, P.O. Box 37156, Baltimore, MD 21297. You may also fax credit card information or request an invoice for the balance by faxing the forms to (202) 822-8850.

Person to Receive Conference Communications

Name _______________________________________________ Title _______________________________________

Company Name ______________________________________________________________________________________

Address _______________________________________________________________________________________________

City ___________________________ State __________ Zip __________ Country ________________________________

Phone ___________________ Fax ____________________ E-mail ___________________________________________

Company Contact Information to be Published in AACRAO Engage App

Company Name ______________________________________________________________________________________

Contact Person __________________________________ Title _______________________________________

Address _______________________________________________________________________________________________

City ___________________________ State __________ Zip __________ Country ________________________________

Phone ___________________ Fax ____________________ E-mail ___________________________________________

Web Address ___________________________________________________________________________________________

50 word company description (for eProgram):
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Payments/Cancellations

Applications must be accompanied by a $500 deposit per 10’x10’ booth; if the application is received after June 7, 2019, then full payment must be included. Applications received without deposit/full payment will not be processed. See page 2 for the complete payment/cancellation/refund policy.

10’ x 10’ Exhibit Space Rental

AACRAO Corporate Partner $2,850

Non-Partner $3,450

Total Amount Due: $________________________

Full Amount Enclosed: $________

Deposit Enclosed ($500 per booth): $________

Balance Due: $________

Card Number __________________________________________ Exp. Date ______________________

Name as shown on credit card ____________________________________________________________

We agree to abide by all rules, regulations, terms, and conditions as outlined in this contract. Contract not valid without signature.

Signature ___________________________ Date ________________________________

Instructions:

Please complete the application, sign the Rules and Regulations form on page 8, and keep a copy of the forms. MAIL the forms with a CHECK to AACRAO II, P.O. Box 37156, Baltimore, MD 21297. You may also fax credit card information or request an invoice for the balance by faxing the forms to (202) 822-8850.
GENERAL DISCLAIMER

1. AACRAO reserves the right to exercise its sole discretion in the acceptance or refusal of applications.

2. AACRAO does not endorse the programs, products, or services of the participating organizations/corporations.

3. Applicant agrees to pay all fees, charges, and/or expenses covered in this contract on demand. In the event that AACRAO is forced to seek legal remedy to collect amounts due from the Applicant, all charges related to the collection of unpaid amounts will become the sole responsibility of the Applicant.

4. This document and its attachments represent the entire agreement between the Applicant and AACRAO and may not be altered unless mutually agreed upon in writing.

5. Exhibits/Presentations/Sponsorships/Advertising/Other Marketing: Payment will be refunded, less a $500 (per item) processing fee, if a written request for cancellation is received by AACRAO no later than June 7, 2019. Telephone cancellations will not be accepted. AACRAO will only honor cancellation requests whose receipt have been confirmed.

6. Final payment is due June 7, 2019 for exhibit booth space, corporate presentations, sponsorships, advertising, and other marketing. No refunds will be made if the company cancels the contracted slot after June 7, 2019 or if the company fails to attend the meeting. Failure to make payment by the aforementioned deadline will result in the cancellation of the contracted slot, and if the company is exhibiting, it will be prohibited from setting up its booth until payment is made. Until payment is received, the company’s future participation in AACRAO conferences and meetings could be affected. The cancellation clauses remain in effect even if they do not appear on the contract.

7. In order to maintain a professional atmosphere, prevent copyright infringement, and maintain a code of ethics, AACRAO does not permit the videotaping of sessions at the meeting without express permission from show management. AACRAO also does not allow photography, video/audiotaping, or entry into another company's booth space without express permission from that company.

8. Applicant hereby agrees to indemnify, defend, and hold harmless AACRAO and the show management from any and all claims, demands, suits and liability for any damage, loss, harm or injury to any person or any property of the Applicant and its officers, agents, employees, or representatives. Applicant assumes responsibility and agrees to indemnify, defend, and hold harmless AACRAO and the show management and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises, including but not limited to, any cost incurred as a result of alleged violation of copyright arising out of the use of mechanically or electronically reproduced music. The Applicant understands that neither AACRAO nor the hotel maintain insurance covering the Applicant's property and it is the sole responsibility of the Applicant to obtain such insurance.

9. In the event that any provision of the Agreement or the application of any such provision to either AACRAO or the Applicant is held by a court of competent jurisdiction to be contrary to any law, the remaining provisions of this Agreement will remain in full force and effect.

EXHIBITING DISCLAIMERS

1. No exhibitor shall assign, sublet, or share the space allotted with another business or firm unless approval has been obtained in writing from show management. Exhibitors are not permitted to feature names or advertisements of non-exhibiting manufacturers, distributors, or agents in the exhibitor’s display, parent or subsidiary companies excepted. Exhibitors must show only goods manufactured or dealt by them in the regular course of business. Should an article of non-exhibiting firm be required for operation or demonstration in an exhibitor’s display, identification of such article shall be limited to the usual and regular name plate, imprint, or trademark under which same is sold in the general course of business. No firm or organization not assigned exhibit space will be permitted to solicit business within the exhibit areas.

2. If an exhibitor fails to make payment when due, the space assignment is subject to cancellation or reassignment at the option of AACRAO, without obligation for refund.

3. Exhibits for this meeting are informal and may not exceed the contracted space, as space is limited. AACRAO will not provide security services for the exhibit area.

4. Each exhibiting company must name one person to be its representative with regards to installation, operation, and removal of the firm’s exhibit. Such representative shall be authorized to enter into such service contracts as may be necessary and for which the exhibitor shall be responsible. The exhibitor shall assume responsibility for such representative being in attendance throughout all exposition periods; and this representative shall be responsible for keeping the exhibit neat, manned, and orderly at all times.

5. All property of the exhibitor remains under his custody and control in transit to and from the exhibit hall and while it is in the confines of the exhibit hall. Neither Show Management, its service contractors, the management of the exhibit hall, nor any of the officers, staff members, or directors of any of the same are responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism, or other causes, and the exhibitor expressly waives and releases any claim or demand he may have against any of them by reason of any damage to or loss of any property of the exhibitor. It is recommended that exhibitors obtain adequate insurance coverage, at their own expense, for property loss or damage and liability for personal injury.

6. Exhibitor agrees to withhold sponsoring hospitality suites/rooms or other functions during official show activities, including exhibit hours, social functions, educational seminars, and any other related activity scheduled by show management. Applicants may not schedule other events such as breakfasts, luncheons, or dinners during official AACRAO program hours or while the conference program is in progress without express written permission by AACRAO. Contact AACRAO to reserve space for such events.

7. Extremely loud noises, such as bells, sirens, buzzers, etc., will not be permitted in order to maintain a business-like atmosphere. If an exhibitor chooses to do demonstrations and/or use audio and visual displays, the company shall confine their actions to their booth space and maintain noise levels that are not disruptive to neighboring booths. AACRAO reserves the right to request that offending companies reduce their noise level if it interferes with other companies conducting business on the exhibit hall floor.

8. Promotional activity is limited to the confines of space assigned by AACRAO.

9. Exhibitors acknowledge their responsibilities under the Americans with Disabilities Act to make their booths accessible to handicapped persons. Exhibitor shall also indemnify to hold harmless AACRAO, show management, and the facility against cost, expense, liability, or damage which may be incident to, arise out of, or be caused by exhibitor’s failure to comply with the act.

SPONSORSHIP DISCLAIMERS

1. AACRAO will be responsible for production of materials unless otherwise determined.

2. Should any of the sponsorship opportunities be partially funded, the sponsoring organization/corporation will receive the benefits outlined, but with the caveat “sponsored in part by [name of company]” or with the designation of “co-sponsor.”

3. The right of first refusal will be extended to any sponsor who held that activity in the previous year, assuming that sponsor is in compliance with all other situations regarding the sponsorship opportunity. At that point, the sponsorship will open up to all eligible organizations/corporations and will be made available on a first-come, first-served basis.

ADVERTISING DISCLAIMERS

1. AACRAO reserves the right to review and reject any advertising. This includes ads unsuitable in content: ads that discriminate according to race, gender, age, nationality, or religion; ads with erroneous information; ads that compete with AACRAO’s meetings or programs; or ads that conflict with AACRAO’s Professional Practices and Ethical Standards. Inappropriate ads will be returned whether or not a contract is in effect.

2. The advertiser assumes responsibility and liability for the content of any advertising and agrees to indemnify and hold harmless AACRAO from any claims against it arising from the advertisement. AACRAO reserves the right to insert the word “Advertisement” below all ads.

3. The advertiser or agency must forward all materials to AACRAO in accordance with the deadlines provided, or as agreed with the AACRAO representative.

Signature ___________________________ Date __________