

**EXHIBIT SPACE APPLICATION / CONTRACT**

EDUPRO GROUP  
PO Box 6053, McLean VA 22106

[www.eduprogroup.com](http://www.eduprogroup.com)  
703-288-4088; 703-288-4089 FAX

Exhibit Setup March 12, 2012  
Show March 13, 8:15 am to 1 pm

**21<sup>st</sup> National Conference & Exhibition on Transporting Students with Disabilities & Preschoolers, March 9-14, 2012  
Doubletree Hotel at Entrance to Universal Orlando, 5780 Major Blvd., Orlando, Florida 32819**

**INSTRUCTIONS:** Please type or print legibly. This information is the basis for your listing in the conference program. Application must be signed, completed and, payment received prior to space being assigned. Application if faxed must be paid by Visa or MasterCard.

After completing this application, please duplicate both sides and retain a copy for your records.

**A. EXHIBITOR/SHOW PROGRAM INFORMATION**

Company Name \_\_\_\_\_ Type of business \_\_\_\_\_

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

Phone \_\_\_\_\_ Email for listing \_\_\_\_\_

Designee to receive exhibitor services kit and booth information: \_\_\_\_\_

Address, phone and email if different than company info above: EMAIL \_\_\_\_\_

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

Describe products or services (20 words or less) \_\_\_\_\_

**B. SPACE REQUEST** Space is allocated on a first-reserved basis with minimum 50% nonrefundable payment. 1<sup>st</sup> \_\_\_\_ 2<sup>nd</sup> \_\_\_\_ 3<sup>rd</sup> \_\_\_\_ choice

A floor plan is available at [www.eduprogroup.com](http://www.eduprogroup.com)

**C. SPACE RESERVATION** (check selection)

\_\_ Single booth (10x10) \$1200 \_\_ Small bus space (20 x 30) \$3900

\_\_ Double booth (10x20) \$2050 \_\_ Large bus space (20x40) \$4600

\_\_ Double booth facing entry \$2350 \_\_ Island (20x20) \$3500

**D. SPONSORSHIPS**

\_\_ Conference Binder **SOLD** \_\_ Your Training Seminar \$1800  
(contains speaker handouts) (subject to approval by conference faculty)

\_\_ Your Insert in Notebook \$ 500 \_\_ Workshop Lunch \$4000

\_\_ Early Bird Hospitality \$2000 \_\_ Workshop Breakfast \$2000

\_\_ Beverage Break \$1000 \_\_ Conference Lunch \$6000

\_\_ Conf Contl Breakfast \$3000 \_\_ 3Rs for Transporters **SOLD**

**NEW** \_\_ Your Logo on Conferee Name Badges \$2000 \_\_ Themed Reception (ask about availability)

**E. REGISTRANTS FOR BOOTH / CONFERENCE**

You may register 2 persons to attend your booth, small bus bus space or island. You may register 3 persons for large bus space. These individuals may attend conference sessions. Additional Exhibit Hall registrations, \$75 each.

(1) Name \_\_\_\_\_

Title \_\_\_\_\_

(2) Name \_\_\_\_\_

Title \_\_\_\_\_

(3) Name \_\_\_\_\_

Title \_\_\_\_\_

**Additional Registrants? Please attach list separately.**

**F. TOTAL PAYMENT**

Summarize the options you have selected for space and sponsorships and Indicate method of payment.

\$ \_\_\_\_\_ Exhibit space (minimum 50% now)

\$ \_\_\_\_\_ Sponsorship (minimum 50% due by October 1, 2011)

# \_\_\_\_\_

\$ \_\_\_\_\_ Additional Exhibit Hall Only Registrants @ \$75 each

\$ \_\_\_\_\_ TOTAL PAYMENT DUE

\$ \_\_\_\_\_ PAYMENT AUTHORIZED NOW

\$ \_\_\_\_\_ Balance, if applicable, due before December 30, 2011

\_\_ Check enclosed payable to Edupro Group, LLC

\_\_ Charge VISA /MasterCard \$ \_\_\_\_\_

Name on Card \_\_\_\_\_

Card

Expiration \_\_\_\_/\_\_\_\_ Security Code \_\_\_\_\_

SIGNATURE \_\_\_\_\_

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**Booth space** will be provided to exhibitors in the Universal Center of the Doubletree Hotel at the Entrance to Universal, Orlando ("the Hotel") in accordance with the size designated by exhibiting companies on the space application form. Furnishings provided will be one 6-foot skirted table; one plastic side chair; one 7'x44' sign with company name and booth number or space letter. Booths will have 8' back and 3' side rail drapes. Bus spaces will not be draped. The hall is carpeted. Arrangements for special signs, electric, and additional furniture must be made directly with the show decorator. Arrangements or issues with the show decorator are not part of this contract and are not covered by the space rental fee.

**Food** samples may be distributed from exhibitor's own booth and shall not cause an unsightly or annoying condition. Any resulting waste shall be contained within exhibitor's own booth, not in aisles. Exhibitor shall indemnify and defend Edupro from and against any and all claims, damages, or liabilities arising from exhibitor's distribution of food during the exhibition.

**Payment.** No space will be considered reserved until at least 50% of the fee for the booth space and a signed Exhibit Space Application is received by Edupro Group ("Edupro"). **Faxed reservations must be accompanied by a credit card payment of the full cost of the space.** Edupro may deny exhibitor entry to the exhibition if the company has not paid in full for the exhibit space on the dates of the exhibition setup and show.

**Alcohol.** No person shall carry or transport into the Hotel any beer or other alcoholic beverages. Violation of the foregoing is punishable as provided by law.

**All applicable laws.** Exhibitor shall comply with all applicable federal, state, county and city statutes, regulations, resolutions or ordinances specifically including, without limitation, any statutes, regulations resolutions or ordinances regarding the use of pyrotechnic or other like or similar materials in the Hotel. Booth decorations must be flameproof. Edupro reserves the right to demand removal of all or any part of an exhibit that is deemed hazardous.

**Exhibit setup and dismantling.** Exhibitor buses must be driven by the exhibitor onto the show floor between 10 am and Noon on March 12, 2012. Exhibitor shall use the spotter provided by the show decorator to accompany drive-in and drive-out of buses. Additional setup shall be done between Noon and 5 pm on March 12, 2010. No exhibit shall be dismantled or removed until the exhibition is officially closed on March 13, 2012 at 1 pm. Exhibitor shall begin dismantling after the trade show closes and all exhibit material must be removed from the hall by 5 pm on March 13, 2010.

**Motor vehicles** brought into the Exhibition Area must be drained to the level of one quarter (1/4) tank of gasoline prior to entering the area. The gasoline tank must be taped and/or locked and the battery must be disconnected. A tarpaulin or drop sheet must be placed under each motor and any other mechanical exhibits to prevent oil damage to the flooring.

**All exhibitor activities** including sales and advertising activities and distribution of promotional materials must be confined to the exhibitor's booth or immediate area. Exhibitor shall show, explain and demonstrate only those products or services that exhibitor sells in the ordinary course of business. Exhibitor shall comply with all applicable federal, state and local laws and regulations including, without limitation, those related to advertising and merchandising. Exhibitor shall not engage in an illegal lottery. Edupro is not responsible for exhibitor's activities.

**Liability.** Exhibitor assumes responsibility and agrees to indemnify and defend Edupro and the Hotel and their respective owners, employees and agents against any claims or expenses arising out of the use of the exhibition premises. Exhibitor understands that neither Edupro nor the Hotel maintains insurance covering exhibitor's property and it is the sole responsibility of exhibitor to obtain such insurance. Edupro does not assume any liability by providing security.

**Assignment/subletting/sharing** of exhibit space is not permitted without prior written consent of Edupro.

**Event cancellation.** If the exhibition is cancelled for reasons beyond Edupro's control, Edupro will refund exhibitor's payment less a \$200 processing fee. Edupro shall have no liability to exhibitor for any damage, injury or loss.

**The floor plan** provided in advance to exhibitors is an intended layout and Edupro reserves the right to reconfigure any exhibit space. Edupro does not warrant the amount of exposure exhibitor will experience in any space in the exhibit hall.

**Exhibitor cancellation.** All payments by exhibitor are final. Edupro is under no obligation to return fees once payment is made by exhibitor and space is reserved.

**Unusual displays** must be brought to Edupro's attention 30 days before the trade show and Edupro reserves the right to deny those that may reasonably disturb adjacent exhibitors. Edupro reserves the right to evict any exhibitor whose exhibit Edupro deems to be offensive to show attendees due to bad taste, questionable morals or controversial content. Edupro shall not be liable to exhibitor for a refund of exhibit fees for any such denial or eviction.

**Attorney's fees.** If a dispute arises out of this agreement, the prevailing party shall be entitled to recover its attorney's fees against the non-prevailing party, in addition to any other relief.

**Governing law and jurisdiction.** This agreement shall be interpreted under law of the Commonwealth of Virginia. Jurisdiction, and the venue for any dispute shall be Fairfax County, Virginia.

**Please sign and retain a copy for your records. This application/contract is not valid without signature.**

Authorized Signature: \_\_\_\_\_

Print Name \_\_\_\_\_

Company \_\_\_\_\_