



2009 USTFCCCA Convention



Exhibit Space Application/Contract Single Exhibit Space Pricing - \$1,200.00

Full payment is due with all applications/contracts. Deposits not accepted. **Applications/contracts must be received prior to October 2, 2009.** Application/contracts received after October 2, 2009 will be processed based on available exhibit space and assessed a cost of \$200.00 per space late fee.

Exhibit space fee includes two convention exhibit badges per exhibit space, an 8'x10' exhibit space, a six foot skirted table and two chairs. Additional exhibitor needs such as electrical, furniture, storage, AV, etc. must be purchased through the convention services provider*. Additional exhibitor badges and convention registrations can be purchased through the USTFCCCA National Office at a cost of \$200.00 per person. **Make checks payable to USTFCCCA or pay by credit card.**

Exhibit Schedule:
Exhibit Set Up: Monday, December 14th
Exhibit Dates: Monday, December 14th
Tuesday, December 15th
Wednesday, December 16th
Exhibit Tear Down: Wednesday, December 16th

*Additional information regarding the convention services provider will be forwarded to you at a later date.

Exhibitor Information - Please Type or Print Clearly

Name of Company: _____

Contact Person: _____ Phone: _____ Fax: _____

Email: _____ Website: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Description of products and/or services to be displayed: _____

Exhibitor Personnel – Please Type or Print Clearly

Exhibit Badge Name #1: _____ included

Exhibit Badge Name #2: _____ included

Additional Exhibit Badge: _____ \$200.00

Additional Exhibit Badge: _____ \$200.00

Exhibit Space Fee _____ \$1,200.00

Total amount due including exhibit space fee: \$ _____

Visa/Mastercard/Amex card number _____ exp ____/____

Print Name that appears on card _____

**Mail Application/Contract and Remit Payment to:
USTFCCCA • 1100 Poydras St – Suite 1750 • New Orleans, LA • 70163
or to Fax (504) 599 - 8909**



EXHIBIT RULES AND REGULATIONS

2009 USTFCCCA Convention

December 14th – 17th

JW Marriott Grand Lakes Resort • Orlando, Florida

It is the responsibility of each exhibitor and organization in attendance to be fully familiar with these exhibit rules and regulations. Exhibitors agree that the rules and regulations of the U.S. Track & Field and Cross Country Coaches Association (USTFCCCA) printed in this document are part of the Exhibit Space Application/Contract. These rules and regulations must be observed by the exhibitor's company and its representatives. Use of the USTFCCCA name, logo or acronym is strictly prohibited unless authorized in writing by the USTFCCCA. Applications/Contracts for exhibit space at future USTFCCCA functions may be declined if an exhibitor does not comply with all rules and regulations stated.

1. Contract for Exhibit Space

Applicants for exhibit space are required to execute and forward an Application/Contract to the USTFCCCA by **October 2, 2009**. To be acceptable, each application must be accompanied by full payment and must specify the products and /or services scheduled for exhibition.

2. Exhibit Space Assignment

Allocation and assignment of exhibit booths will be at the discretion of the USTFCCCA. Exhibit materials must be confined to the allocated booth space and must not be set up in such a manner as to restrict visibility of adjoining exhibit spaces.

3. Cancellation

Fifty percent (50%), of the total exhibit space fee will be refunded if space is cancelled prior to **Friday, October 2, 2009**. However, no refunds will be issued for space canceled after **Friday, October 2, 2009**. All cancellations must be in writing, and postmarked by cancellation date.

4. No Show

Any exhibiting company whose booth space will not be set up by 5:30 pm on Monday, December 14, 2009, who still plans to exhibit must inform the USTFCCCA by 3:00 PM on December 14, 2009, of its intentions. Otherwise, the company will be considered a "no show," and its booth space is subject to being released; no refund will be issued.

5. Subletting

No exhibitor may assign, sublet or apportion his or her space in whole or part, nor exhibit any products or services other than those manufactured or handled in the normal course of its business, nor permit any agent or any exhibiting firm to solicit business in its space.

6. Non-Liability

It is expressed, understood and agreed by each and every contracting exhibitor, exhibitor agents and guests that neither the USTFCCCA, nor its employees, nor its contractors, nor the JW Marriott Grand Lakes, shall be liable for the loss or damage to the goods or properties of the exhibitors. At all times, such goods and properties remain in the sole possession and custody of the exhibitor. The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to the exhibitors displays, equipment and other property brought to the resort and shall indemnify, defend and hold harmless, the resort, agents, servers and employees from any and all such losses, damages, claims and expenses (including attorneys fees).

7. Insurance

Exhibitors and any independent contractors they may employ must have comprehensive insurance. Neither the USTFCCCA nor the JW Marriott Grand Lakes maintains insurance covering the exhibitor's property.

8. Suites, Hospitality Events or Functions

Suites or space for hospitality events or functions must be cleared through the USTFCCCA. Hospitality events or functions are not permitted during exhibit hours or while any conference programs are in session.

9. Part of Contract

These rules and regulations constitute a bonafide part of the contract for space. The USTFCCCA reserves the right to render interpretation and decisions and to make such additional conditions, rules and regulations as deemed necessary to enhance the success of the conference and to decline or prohibit any exhibit which, in its judgment, is out of keeping with the character of the conference. This is all-inclusive as to persons, things, printed matter, products and conduct. The USTFCCCA reserves the right to reject any and all exhibit applications. The USTFCCCA may demand release of any space at any time during the exhibit show for failure to conform to these rules and regulations. The USTFCCCA's decision and interpretations shall be accepted as final in all cases.

10. Acceptance

These exhibit rules and regulations, as well as your submitted application/contract are made part hereof and together constitute a contract once accepted by the USTFCCCA. Acceptance will be via written confirmation sent to you, along with any additional instructions that may be necessary.

Signature: _____ Title: _____

Company: _____ Date: _____

**Return this and other submittals to:
USTFCCCA • 1100 Poydras St – Suite 1750 • New Orleans, LA 70163 • fax 504-599-8909**