

# CAEL 2010 INTERNATIONAL CONFERENCE EXHIBITOR APPLICATION

## Create the Wave: Workforce, Education and Change San Diego November 10-12, 2010 Hyatt Regency Mission Bay Spa & Marina

### Organizational Information

Please fill out the application exactly as you would like it to appear in the final program.

Contact Name \_\_\_\_\_ Title \_\_\_\_\_  
First Last  
Institution/Organization \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_ Institution/Organization Web site \_\_\_\_\_

Please submit a 50-word description (or less) via email to [kirish@cael.org](mailto:kirish@cael.org) that describes the services or products provided by your organization or institution. This description will be printed in the CAEL on-site program.

Name of person receiving complimentary registration \_\_\_\_\_

(Exhibitors receiving a complimentary registration must fill out a registration form (found online at [www.cael.org/conferene\\_2010.html](http://www.cael.org/conferene_2010.html)).

### Exhibition Fees

Total number of booth spaces required (limit 2) # \_\_\_\_\_

Please check which rate applies to you:

CAEL member/Non Profit Institution rate \_\_\_\_\_ \$1,350 per booth

Non member/Corporate rate \_\_\_\_\_ \$1,600 per booth

Early Bird Registration Discount, \$150 less (if received by 7/16/10) \_\_\_\_\_ -\$150

### Total Fees

\$ \_\_\_\_\_

**Please note:** All fees must be paid in full or CAEL will not consider the application complete and will not assign booth space. Application and payment in full must be received at the CAEL office by the July 16, 2010 deadline to be eligible for the discounted rate. Final date that reservations will be accepted is October 1, 2010.

**There are a limited number of booths available so register early!**

### Signature

It is understood that by signing this application, we are subject to the provisions of the CAEL 2009 International Conference and Exhibitor Rules and Regulations and agree to abide by them.

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

### Method of Payment

Payment must be in U.S. dollars.

- Check enclosed (Please make checks payable to CAEL)
- Invoice (please check if you would like us to send you an invoice)
- Credit Card

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

**This form may be completed electronically and either mailed, faxed, or e-mailed.**

**Mailed to:**

**CAEL  
2010 Conference Exhibits  
55 East Monroe Street, 1930  
Chicago, IL 60603**

**Faxed:**

**312-499-2601**

**E-mailed:**

**[kirish@cael.org](mailto:kirish@cael.org)**

**Questions?**

**Please contact Kelsey Irish**

**Phone: 312.499.2667**

**Fax: 312.499.2601**

**E-mail: [kirish@cael.org](mailto:kirish@cael.org)**

# CAEL 2010 INTERNATIONAL CONFERENCE

## Create the Wave: Workforce, Education and Change San Diego November 10-12, 2010 Hyatt Regency Mission Bay Spa & Marina

### Application/Contract Terms and Conditions

1. CAEL reserves the right to exercise its sole discretion in the acceptance or refusal of applications.
2. The CAEL Exhibit is a program designed to provide a showcase for products and services either specifically designed for or customarily used in higher education administration. The program is held strictly as a means of information exchange. Participants may not make sales or take orders in the exhibit area or within other International Conference facilities provided. This provision will be rigorously and strictly enforced.
3. The Applicant agrees that CAEL shall have the right to make such rules and regulations or changes in arrangements, as it shall deem necessary, and to amend same from time to time. CAEL shall have the final determination and enforcement of all rules, regulations and conditions.
4. No part of an exhibit may be dismantled, nor materials removed from the exhibit hall, prior to 5:00 p.m., Thursday, November 11, 2010, without special permission from CAEL. All space must be vacated by 3:00 p.m., Friday, November 12, 2010. If spaces are not vacated by that time, CAEL reserves the right to remove materials and charge the expense to the participant. CAEL will not be liable if such removal causes damage to exhibitor materials.
5. Applicant agrees to pay all fees, charges and/or expenses covered in this contract on demand. In the event that CAEL is forced to seek legal remedy to collect amount due from the Applicant, all charges related to the collection of unpaid amounts will become the sole responsibility of the Applicant. If an exhibitor fails to make payments due hereunder when they are due, the space assignment is subject to cancellation or reassignment at the option of CAEL, without obligation for refund. Should any rented space remain unoccupied by 5:00 p.m. on the opening day, or for any time thereafter, CAEL reserves the right to rent such space to any other Applicant or to eliminate such space and no refund shall be made to the original renter. Applicant may not assign or sublet any space allotted to them and may not advertise or display goods other than those manufactured, distributed or sold by them in the regular course of business without authorization by CAEL. If any rented booth space remains unoccupied, or display materials un-set, two hours prior to the show opening, CAEL reserves the right to either remove all materials from the show floor or require decorator to reset the booth. Exhibitor will be liable for all costs incurred. Booths may not be "shared" with another company.
6. Request for cancellation of space must be received in writing. Telephone cancellations will not be accepted. Refunds, minus a \$100 cancellation fee, will be issued for cancellations received in writing (or via e-mail) and postmarked on or prior to September 15, 2010. In no case will a refund be made for a cancellation postmarked after September 15, 2010.
7. Exhibit size is 8' x 10'. In order to allow an unobstructed view of neighboring exhibits, participants are not permitted to have their backdrops exceed eight feet (8') in height, nor may they protrude more than forty-eight inches (48") from the backwall line. The reverse side of any wing panel extending from the backwall of the display must be finished or draped in order to avoid a raw exposure to a neighboring exhibit. These instructions will be enforced by CAEL. CAEL shall supply at no charge to the participant over the regular space rental fee, the following standard decorations for each participant's space: eight foot (8') high curtain background; three foot (3') high curtain sidewalls; and an exhibitor identification sign. No shipping containers may be stored in the booth space during show hours. All decorative material must be flameproof.
8. CAEL will be selecting an official service contractor. An Exhibitors' Service Kit will be e-mailed with order forms, rates, drayage and labor information and a complete list of the services provided approximately thirty to sixty days before the CAEL Exhibit.
9. CAEL, the official service contractor, the Hyatt Regency Mission Bay management, or any officers or staff members will not be responsible for the safety or the property of the participants from theft, damage by fire, accident or other causes. Participants are advised to consult their insurance broker for proper coverage of display material from the time it leaves their company's premises until its return. Neither CAEL nor the Hyatt Regency Mission Bay management nor the official service contractor, nor any of their officers, agents, employees or representatives, shall be held accountable or liable for, and the same are hereby released from accountability or liability for any damage, loss, harm or injury to the person or any official service contractor nor the Hyatt Regency Mission Bay management will obtain insurance against any such damage, loss, harm or injury.
10. Applicant hereby agrees to indemnify, defend and hold harmless CAEL, the official service contractor and the Hyatt Regency Mission Bay 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 or any of its officers, agents, employees or other representatives. Applicant assumes responsibility and agrees to indemnify, defend and hold harmless CAEL, the official service contractor and the Hyatt Regency Mission Bay and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises. The Applicant understands that neither CAEL, the official service contractor nor the Hyatt Regency Mission Bay maintain insurance covering the Applicants' property and it is the sole responsibility of the Applicant to obtain such insurance.
11. Participants or their agents may not allow any articles to be brought into the Hyatt Regency Mission Bay or any act performed on the premises that will invalidate the insurance or increase the premium on the policies held by the management of the Hyatt Regency Mission Bay, nor permit anything to be done by their employees through which act the premises, property or equipment of the other participants will be endangered. No signs or articles can be affixed, nailed or otherwise attached to walls, doors, etc., in such a manner as to damage them. All space is rented subject to these restrictions. Violations of these rules will annul the participant's contract, and participant will be held liable for any damage resulting from such violations.
12. Extremely loud noises, such as bells, sirens, buzzers, etc., will not be permitted in order to maintain a businesslike atmosphere.
13. Promotional activity is limited to the confines of space assigned by CAEL. "Working" the aisles, general areas or spaces assigned to others is prohibited.
14. Participants may not schedule other events such as breakfasts, luncheons or dinners during official CAEL program hours or while the CAEL Exhibit is in progress unless express permission is granted by CAEL.
15. Booth Package: Included with the booth space are pipe and drape, one table, two chairs, a wastebasket, an ID sign, security, listing in the conference program, and post conference roster of registrants. NOTE: Other furniture and electricity are not included in the conference registration package. Furniture can either be supplied by the exhibitor or ordered from the decorator.
16. This document and its attachments represent the entire agreement between the Applicant and CAEL and may not be altered unless mutually agreed upon in writing.
17. In the event that any provision of the Agreement or the application of any such provision to either CAEL or the official service contractor 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.
18. In the event that the CAEL 2010 International Conference is canceled due to fire, strikes, government regulations, acts of God or other causes beyond the control of CAEL, CAEL shall not be held liable for failure to hold the CAEL 2010 International Conference and Exhibit as scheduled. In such events, CAEL, at its sole discretion, may refund part or all of the exhibit fees and deposits received by CAEL. Refunds will be limited to a maximum of the amount paid by the Applicant to CAEL. In no event will CAEL, the service contractor or the Hyatt Regency Mission Bay be liable for any direct, indirect, actual, special or consequential damages of any nature whatsoever, including, but not limited to lost profits, business interruptions or other economic loss to the Applicant due to cancellation of the CAEL Exhibit as scheduled.

These terms and conditions become a part of the contract between the exhibitor and CAEL. They have been developed in the best interest of the exhibitors. The exhibit management respectfully asks the full cooperation of the exhibitors in their observance. All points not covered are subject to the decision of the management.