

2019 MAESP Leadership Conference Exhibitor Registration Form

For Office Use	
Date Received	_____
Booth(s) Assigned	_____

Firm Name _____ Web Site _____

This is how your company's name will appear on signage and in MAESP publications.

Address _____

City _____ State _____ Zip _____ Phone: _____

Person in charge of convention booth _____ Email: _____

Address _____ Phone: _____

City _____ State _____ Zip _____ Fax: _____

Booth confirmation and form for rental of additional Tan-Tar-A equipment will be emailed to the person in charge of the booth, unless you instruct otherwise.

Names of booth personnel as they should appear on name badges:

1. _____ 3. _____

2. _____ 4. _____

Briefly describe the nature of your exhibit _____

Do you wish to donate a prize to the MAESP raffle? () Yes () No If yes, please describe: _____

Do you plan to hold a prize drawing at your booth? () Yes () No If yes, please describe: _____

**Do you wish to contribute \$25 to a MAESP's Passport to Prizes, a drawing that requires participants to visit your booth to have a card initialed? () Yes () No

Are you a MAESP Sponsor () Yes () No

Are you interested in becoming a MAESP Sponsor? () Yes () No

Credit Card Number:

Number of booths _____ x \$425.00 = \$ _____

Golf hole(s) Sponsor _____ x \$250.00 = \$ _____

Business Associate Membership _____ x \$200.00 = \$ _____

Additional Monday Breakfast Tickets _____ x \$15.00 = \$ _____

Additional Monday Lunch Tickets _____ x \$15.00 = \$ _____

** Passport to Prizes program _____ x \$25.00 = \$ _____

Expiration Date: _____ CSV: _____

Amount: _____

Signature: _____

Amount Enclosed \$ _____

Liability: Neither MAESP nor Tan-Tar-A shall be accountable or liable for any damage, loss, harm, or injury to the person or property of the applicant or any of its officers, agents, employees, or other representatives, resulting from theft, fire, water, accident, or any other cause. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities whether on the Hotel premises or off and will indemnify, defend, and hold harmless MAESP and the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.

Hotel will not be responsible or liable for any loss, damage or claims arising out of exhibitor's activities on the Hotel's premises except for any claims, loss or damages arising directly from its negligence. Missouri Association of Elementary School Principals will be responsible to negotiate the contract with its exhibitors. MAESP does not endorse or advertise offsite activities.

Care of Building and Equipment: Exhibitors or their agents are liable to the owner of the property for any damage to the walls, floors, or booths.

Security: The exhibit hall will be locked when not in use. No responsibility for loss will be assumed by MAESP or Tan-Tar-A.

Cancellation Policy: Requests for refunds must be made in writing prior to January 20, 2019. A \$50 service fee will be charged on all refunds. In the event that an exhibitor cancels this contract after February 1 or otherwise fails to occupy his assigned space, MAESP is entitled to full payment for booth space(s). Submission of application indicates acceptance of this policy.

Booths will not be assigned without payment.

Space is limited. Please return form with

Credit Card information or check payable to MAESP by February 1, 2019, to:

MAESP

3550 Amazonas Drive

Jefferson City, MO 65109

Phone: 573-638-2460

Fax: 573-556-6270

Email: maesp@maesp.com

GENERAL INFORMATION: Approximately 500 principals, superintendents, assistant principals, college professors and other educators from around the state attend the annual conference of the Missouri Association of Elementary School Principals. If you would like to exhibit, please return the application form with payment before February 1, 2019. In order to provide exhibitors with maximum exposure, the exhibit area and conference registration will be held in the Windgate Exhibit Hall on Sunday and Monday.

RIGHTS OR REFUSAL OF EXHIBITOR: MAESP reserves the right to refuse to rent exhibit space to any person or entity whose product or service is not consistent with MAESP's mission and/or is deemed to be contrary to the best interests of MAESP members and/or public education. MAESP reserves the right to accept only exhibitors of its choosing.

DISAVOWAL OF ENDORSEMENT: MAESP's acceptance of an exhibitor or sponsor is not, and should not be construed as, an endorsement by MAESP.

RATES: Exhibit booths are \$425 each. **Application and a check payable to MAESP must be postmarked on or before February 1, 2019.** MAESP also accepts MasterCard, Visa, Discover and American Express. Each 8' x 10' booth contains one 6' x 30" table, two chairs, one wastebasket and one 9" x 44" identification sign. Electrical outlets, AV, additional tables and chairs are available from Tan-Tar-A. An order form is sent with your booth confirmation.

HOURS: The exhibit hall will be open during the hours that coincide with conference registration. Times below are tentative. Any time changes will be communicated to vendors by email.

Sunday, March 3, 2019 3:00 p.m. to 6:00 p.m.
Monday, March 4, 2019 7:30 a.m. to 12:30 p.m.

Exhibitors giving away prizes at their booths are encouraged to hold drawings between 11:00 a.m. and 12:15 p.m. on Monday. Winners will be announced and asked to visit booths to pick up prizes at that time.

MONDAY BREAKFAST: A light breakfast for conference attendees and exhibitors will be held in the exhibit hall on Monday, March 5. One complimentary breakfast ticket is included with each booth rental. Additional breakfast tickets are available for purchase.

MONDAY LUNCH: A lunch for conference attendees and exhibitors will be held in the exhibit hall on Monday, March 5. One complimentary lunch ticket is included with each booth rental. Additional lunch tickets are available for purchase.

INSTALLATION AND DISMANTLING: Exhibits may be readied after 11 a.m. on Sunday, March 3, 2019, and removed after 12:30 p.m. on Monday, March 4, 2019. Exhibits must be removed from the hall no later than 2:00 p.m. on Monday.

SHIPPING: Tan-Tar-A will assess handling and storage fees for any freight shipped directly to the hotel. Tan-Tar-A recommends that exhibitors who need to ship freight to or from the resort contact the firm of Page and Brown, 5744 Chapel Drive, Osage Beach, MO 65065; phone, 573-348-5176; fax, 573-384-5177.

SPACE ASSIGNMENT: Exhibits will be in Windgate Exhibit Hall. Space will be assigned first to MAESP sponsors and business associate members. Sponsors and business associate members should return the form immediately to guarantee first choice before booths are assigned to other exhibitors. Other assignments will be on a first-come, first-served basis, based on the date applications are received in the MAESP office. Booths will not be assigned until fees are paid. For information about becoming an MAESP sponsor, call the MAESP office at 573-638-2460. Every effort will be made to place competing companies in different areas of the hall.

ACCOMMODATIONS: Room rates are \$107 per night for a single or double occupancy; \$146 for a one-bedroom suite and \$175 for a two-bedroom suite. Prices do not include tax. If you wish, you may check in at Tan-Tar-A on Saturday, March 2, 2019, at the same special room rate. Tan-Tar-A will release the MAESP room block on February 2, 2019.