

**AGREEMENT TO EXHIBIT**  
Early Childhood Education Conference  
University of Wisconsin-Stout  
April 23-24, 2010

**Return to:**

Bridget Hanson  
University of Wisconsin-Stout  
Outreach Services  
140VR, PO Box 790  
Menomonie, WI 54751-0790  
Phone: 715-232-5022

Office use only

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We, the undersigned company, agree to participate at the above-named conference located at the University of Wisconsin-Stout, Memorial Student Center Great Hall under the conditions as outlined on the next page of this form.

Rental space shall be \$375 per booth, except booths 11 & 16 will be \$490 each.

A minimum of 50% per space is due with the signed contract. The balance is due February 15, 2010.

Our payment in the amount of \$\_\_\_\_\_ is enclosed to cover the rental of \_\_\_\_\_ booth(s). We understand this fee is not refundable after February 15, 2010 even though we decide not to exhibit. We agree that the exhibit assignment will be selected to offer a variety of educational toys and materials with a maximum of two booths allowed per company.

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

Contact Person: \_\_\_\_\_

Please print or type

Firm Name \_\_\_\_\_

Address \_\_\_\_\_

Street

City

State

Zip code

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

Email: \_\_\_\_\_

Web site: \_\_\_\_\_

Method of Payment

- Check** (payable to UW-Stout)
- Purchase Order** (must accompany registration)
- Visa**
- Master Card**

Card Number \_\_\_\_\_ Exp Date \_\_\_\_\_

V-Code \_\_\_\_\_

Cardholder Name (please print) \_\_\_\_\_

Cardholder Signature\*\* \_\_\_\_\_

\*\*This gives UW-Stout authorization to charge the registration fee to the above card. You may FAX your registration to us if you are paying by charge card. Our FAX number is (715-232-3385).

**AGREEMENT TO EXHIBIT**  
**2010 Early Childhood Education Conference**  
**Reservation Form**

Booth Assignment _____
Number of table(s) _____
Date Received _____
Office use only

**Space reserved for:** \_\_\_\_\_  
Company

**Space Choice:**

1<sup>st</sup> \_\_\_\_\_  
2<sup>nd</sup> \_\_\_\_\_  
3<sup>rd</sup> \_\_\_\_\_

**People representing company at conference:**  
(For nametag purposes please print or type) required

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Electrical Needs:**

\_\_\_\_\_ # of outlets  
\_\_\_\_\_ Voltage  
\_\_\_\_\_ Internet connection

Website address: <http://> \_\_\_\_\_

**Space Fee:**

Booths 11 & 16	\$490
All others	\$375 each

**Special Needs:** \_\_\_\_\_

Additional 6' x 30" tables \_\_\_\_\_

Booth Space 8' x 10'

Brief description of products to be exhibited for listing in the conference brochure:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## KEEP THIS PAGE FOR REFERENCE

### EXHIBIT RULES AND INFORMATION

1. **UNIVERSITY OF WISCONSIN-STOUT:** The words, "University of Wisconsin-Stout," as used herein shall mean the Conference Coordinator of Outreach Services. In the enforcement and interpretation of the following rules and regulations, the decision of the Conference Coordinator is final.
2. **ELIGIBLE EXHIBITS:** The University of Wisconsin-Stout reserves the right to determine the eligibility of any company or product for inclusion in the conference and reserves the right to reject, eject, or prohibit any exhibit in whole or in part, or any exhibitor, or representatives, with or without giving cause.
3. **INSTALLATION/SHOWING/DISMANTLING:** Dates and hours for installation, showing, and dismantling will be specified. Exhibitors will not be permitted to dismantle their exhibits until after the Exhibit is officially closed. All storage and handling charges for failure to remove exhibit materials from the exhibit floor at the conclusion of the conference shall be paid for by the exhibitor.
4. **LIABILITY:** Exhibitors must insure their own exhibits. The exhibitor agrees to make no claim for any reason whatsoever against the University of Wisconsin-Stout; nor other contractors for loss, theft, damage, or destruction of goods; nor for any injury to self or employees; nor for any damage of any nature or character, including any damage to business by reason of the failure to hold the conference as scheduled; nor for any action of any nature of the University of Wisconsin-Stout, committees, employees, or subcontractors.
5. **DAMAGE TO PROPERTY:** Exhibitors are liable for any damage caused to building floors, walls, columns, or to standard table equipment, or to other exhibitors' property. Exhibitors may not apply paint, lacquer, adhesive or any other coating to building columns and floors, or to standard table equipment.
6. **UNOCCUPIED SPACE:** The University of Wisconsin-Stout reserves the right, should any rented exhibitor's space remain unoccupied on the opening day, or should any space be forfeited due to failure to make payment in full by the specified date, to rent paid space to any other exhibitor or use paid space for such purposes as it may see fit without any liability on its part, but this clause shall not be construed as affecting the obligation of the exhibitor to pay the full amount specified in the space rental invoice should the University of Wisconsin-Stout not resell the space.
7. **FIRE, SAFETY, AND HEALTH:** The exhibitor agrees to accept full responsibility for compliance with local, city, and state Fire, Safety, and Health Ordinances regarding the installation and operation of equipment. Only fireproof materials should be used in displays and the necessary fire precautions will be the responsibility of the exhibitor.
8. **EXHIBITOR RESPONSIBILITY:** Exhibitor agrees to indemnify the University of Wisconsin-Stout against and hold it harmless for any claims arising out of the acts of negligence of exhibitors, their agents, or employees. Each exhibitor must keep at least one attendant at the table during all show hours.
9. **RELOCATION OF EXHIBITS:** The University of Wisconsin-Stout reserves the right to alter locations of exhibitors.
10. **UW-Stout has exclusive pouring rights with Pepsi Bottling of Eau Claire.** No other soft drinks, bottled water or isotonic beverages can be sold or distributed on campus or obtained from other Pepsi distributors. All Pepsi beverages sold or dispensed on campus must be obtained through University Dining Service.

