

2017 Application & Contract for Exhibit Space

113th Annual Meeting and Exhibition | August 31—September 3, 2017
San Francisco, California | Hilton Union Square
American Political Science Association | 1527 New Hampshire, NW | Washington, DC

Part I: Company & Contact Information

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Exhibit Contact*: _____

**Individual handling booth logistics*

Title: _____

Email: _____

Phone: _____

Part II: Important Information for Online Listing

APSA must receive all information by June 16, 2017, to be included in the online exhibit list.

Alphabetical Listing should read as follows:

Company Name: _____

Web Address: _____

Part III: Exhibit Space Benefits & Booth Selection

Benefits of Exhibit Space:

- 10'x10' booth space
- 3 exhibit hall booth passes/badges
- One complimentary full access conference registration
- Complimentary listing in the online program
- Complimentary listing in printed program
- Complimentary listing in conference app

Requested Booth Size: _____ x _____

Six Booth Selections, In Order of Preference*:

1) _____ 2) _____

3) _____ 4) _____

5) _____ 6) _____

Please indicate the aisle or general location you prefer if none of your choices are available: _____

* Please note that APSA does its best to assign the booth preferences

Part IV: Application

We hereby apply for exhibit space at the 113th Annual Meeting of the American Political Science Association. We further agree to abide by all regulations under Contract Regulations in the attached Exhibit Space contract.

Signature of Representative: _____

Print Name: _____

Part V: Additional Visibility

Check box if interested:

Please contact me about APSA Member eNewsletter advertising.

Please contact me about Annual Meeting advertising opportunities.

Please contact me about sponsorship packages.

Please contact me about the 2017 Teaching & Learning Conference in Long Beach, California from February 10-12.

Part VI: Payment

Total Amount Due: _____

Each 10'x10' is \$2,500.

Upon receipt of contract, APSA will email an invoice to the listed contact person on this contract. Payment must then be submitted within 30 days of contract by paying online at www.apsanet.org under their account or by submitting a check to:

American Political Science Association
1527 New Hampshire, NW
Washington, DC 20036

Contract Regulations

CONTRACT FOR SPACE

The Application and Contract must be completed in its entirety and accompanied by the total booth fee for the number of spaces requested before it will be processed or space assigned. The signed Application and Contract and subsequent notice of assignment constitute a contract between the American Political Science Association (hereinafter referred to as APSA) and the exhibitor. Any point not specifically covered in these regulations is subject to the decision of APSA, whose decision shall be final.

ELIGIBILITY TO EXHIBIT

The content of materials displayed in the APSA Exhibit Hall must contribute to teaching and research in the political science discipline, and the professional development of political scientists. APSA reserves the right to refuse any application for exhibit space or curtail or cancel any exhibit that in the sole judgment of the executive director are not consistent with the teaching, research, and professional ends of the discipline and Association. This policy also applies to the nature of displays, advertisements, sales of products (including novelties and souvenirs), and the decorum of exhibitors or their employees. Acceptance of exhibitor groups are subject to the approval of the APSA director or designee.

ASSIGNMENT OF SPACE

Booth space will be assigned at the discretion of APSA. Priority of booth selection is given to companies that have exhibited and sponsored in previous years. APSA will attempt to assign requested spaces; however, if none of the requested spaces are available, a space comparable in location and size will be assigned. Exhibit management reserves the right to alter exhibitor's assigned location at any time if deemed in the best interests of the Exhibition. Exhibit Management will consult with exhibitor before exercising its discretion.

SCHEDULING GUIDELINES FOR EXHIBITOR FUNCTIONS

(A) Exhibitor sponsored functions, both public and private, will be accepted by the convention coordinator on a first-come, first-served basis. (B) Exhibitor sponsored private functions, i.e., events not open to all meeting attendees, requiring space controlled by the Association according to its contract with the convention hotel will be placed in the convention hotel or elsewhere at the sole discretion of the convention coordinator. APSA official program events have priority over events sponsored by other groups, including exhibitors. Schedule changes and room reassignments are at the sole discretion of the APSA convention coordinator, though the coordinator will make every effort to limit changes to within 2 months of the meeting.

BOOTH SHARING & REPRESENTATIVE AGENCIES

A company that shares a booth with another company is required to complete an Application and Contract and submit it along with 50% of the total booth fee, plus an additional booth sharing fee of \$60. The \$60 booth sharing fee is per company, not per booth. In the event that an exhibitor is sharing a booth and withdraws from the Exhibition, the other exhibitor with whom they were sharing a booth is fully responsible for the full balance of the booth fee. APSA will not match companies. No more than two companies may share one booth.

WITHDRAWAL

Withdrawal from the Exhibition by any company will not be accepted unless APSA receives written notice of such withdrawal. Any company who withdraws prior to January 5, 2017, will be refunded 50% of the total booth fee. Full booth fee is forfeited by companies withdrawing on or after January 5, 2017.

TERMINATION OF MEETING AND EXHIBIT

Should the premises in which the 113th Annual Meeting and Exhibition is to be held become, in the sole judgment of APSA, unfit for occupancy, or should the Meeting and Exhibition be materially interfered with by reason of action of the elements, strike, picketing, boycott, embargo, injunction, war, riot, emergency declared by a government agency, or any other act beyond the control of APSA, the Application and Contract may be terminated. APSA will not incur any liability for damages sustained by the exhibitor as a result of such termination. In the event of such termination the exhibitor expressly waives such liability and releases APSA of and from all claims for damages and agrees that APSA shall have no obligations except to refund to the exhibitors a prorated share of the aggregate amount received by APSA (as rental for exhibit space for said Exhibit), after deducting all costs and expenses in conjunction with such Exhibit, including a reasonable reserve for claims, such as deductions being held hereby specifically agreed to by the exhibitor.

BOOTH PERSONNEL/BADGES

The fee for booth space includes three exhibitor badges per 10'x10' booth, and one complimentary full access conference registration. Booth shares receive two full conference registrations and two exhibit hall only passes to share. Displays must be staffed during all APSA Exhibit Hall hours. Badges must be worn at all times for admission to the Exhibition. A list of booth personnel must be received on or before August 1, 2017. All booth personnel must be registered. Badges may be picked up at Exhibitor Registration beginning on Wednesday, August 30, 2017, at 8:00 a.m.

DISPLAY RULES AND REGULATIONS

APSA provides the following: an 10'x10' standard booth; a 7" x 44" two-line identification sign listing the company name and booth number; an 8'-high backdrop and 3'-high draped sidewalls; aisle carpeting in all main aisles in the Exhibit Hall; and around-the-clock security concluding at 4:00 p.m. Saturday, September 2, 2017.

Depth and Height: All display fixtures over 4' in height and placed within 10 linear feet of an adjoining exhibit must be confined to that area of the exhibitor's space which is within 5' of the back line. Exhibit fixtures, components and identification signs will be permitted to a maximum height of 8'3".

Side Walls: Side walls cannot exceed 4' in height, except that area which is within 4' of the back wall. Displays must be contained within the assigned booth spaces in such a way that they do not interfere with other exhibitors' displays.

Furnishings: Exhibitors must purchase carpet for the interior of individual booths, if the hall is not carpeted. Chairs, tables, and wastebaskets are not provided. Information regarding the purchase of carpet and furniture will be available in the Exhibitor Service Kit in May.

ADDITIONAL RULES

Distributing advertising matter outside of the exhibitor's rented space is not permitted. All exhibitor's furnishings must be contained within the confines of their booth. Aisles must not be obstructed at any time. Exhibitors may offer food or beverage at individual booths, but must be arranged through APSA. APSA reserves the right to restrict any exhibit which might be considered undesirable or does not conform to the Contract Regulations, or to make any modifications to these displays, at exhibitors expense, so that the exhibit conforms to the Contract Regulations.

LABOR/SAFETY/FIRE

Exhibitors will comply with all applicable statutes, ordinances, rules and requirements relating to health, fire, safety, and use of the premises. Booth decorations must be flame-proof and all hangings must clear the floor. Electrical wiring must conform with all federal, state, and municipal government requirements and with National Electrical Code Safety Rules. If inspection indicates that an exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazards, the right is reserved to cancel at exhibitor's expense all or such part of the exhibit as may be irregular.

INDEMNIFICATION AND WAIVER

The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage, including that by fire, and theft, to exhibitor's displays, equipment and other property brought upon the premises of the Hilton Union Square and shall indemnify and hold harmless the Hilton Union Square, Freeman Decorating Company, and APSA, and their agents, servants, employees, officers, directors, staff and members. Each participant by signing the application for participation expressly understands that they release APSA from, and agrees to indemnify it against any and all claims for such loss, injury or damage. If APSA shall be held liable for any event which might result from a particular exhibitor's action or failure to act, such exhibitor shall reimburse and hold harmless APSA against any liability resulting therefrom. Exhibitors must adequately insure their materials, goods, wares and exhibits against loss or injury of any kind and must do so at their own expense; APSA, Freeman Decorating Company, and the Hilton Union Square are not responsible for any loss (however caused) to any property of any exhibitor. Exhibitors are solely responsible for their own actions during the 113th Annual Meeting and Exhibition. APSA will provide security service during the official hours of installation, dismantle and exhibit hours. The furnishings of such service is in no case to be interpreted by exhibitors as guaranteeing them against loss or theft of any kind.

AMENDMENT TO CONTRACT REGULATIONS

Any and all points not covered specifically are subject to the decision of APSA. APSA may, in its sole discretion, make reasonable changes, amendments, or additions to Contract Regulations. Any such changes shall be binding on Exhibitor equally with the other regulations contained herein.