



# EXHIBIT SPACE CONTRACT

KASB Convention & Trade Show  
December 5-6, 2008 ● Wichita, Kan.

PLEASE TYPE OR PRINT LEGIBLY

## BOOTH LOCATION PREFERENCE

List preferred booth number(s) below (see map for diagram).

Reserve \_\_\_\_\_ (number) booth(s) at the 2008 Convention of the Kansas Association of School Boards in the Bob Brown Expo Hall in the Century II Convention Center, Wichita, Kan.

Included in booth or bus exhibit space price is sponsorship of the Walking Lunch.

	<i>Early Bird Rate</i>	<i>Postmarked AFTER Oct. 3</i>	
<b>BOOTHS</b> <i>(Includes \$50 refundable deposit)</i>			<b>1st Preference</b> _____
One booth	\$550	\$600	<b>2nd Preference</b> _____
Second booth	\$225	\$275	<b>3rd Preference</b> _____
Third booth	\$175	\$225	
Fourth booth	\$125	\$175	
<b>BUSES</b> <i>(Not subject to \$50 refundable deposit)</i>			<b>OR</b>
Mini (24' or less)	\$550	\$600	<b>Bus(es) size &amp; Number</b> _____
Standard (25'-34')	\$600	\$650	
Long (35'-36')	\$650	\$700	

## MAILING ADDRESS

All correspondence should be sent to:

Name \_\_\_\_\_ Title \_\_\_\_\_  
 Company \_\_\_\_\_ Telephone(\_\_\_\_) \_\_\_\_\_  
 Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
 E-Mail \_\_\_\_\_

## BUSINESS PRODUCT INFORMATION

List information for the 2008 Exhibitor Directory. Please print or type!

NAME OF COMPANY (as you want it to appear on the sign and in the 2008 Exhibitor Directory)

DESCRIPTION OF Business/Product (Please print or type in 10 words or less a description about your business or product. This information will be placed in the directory. If longer than 10 words, KASB reserves the right to edit.)

## READ REGULATIONS AND TERMS OF EXHIBITION AND BOOTH SPECS ON REVERSE OF CONTRACT

**By signing this contract, exhibitor and exhibitor representatives agree to all regulations and terms of exhibition on reverse of this contract. Signing of this contract also gives KASB permission to forward contact information to Henry Helgerson Company for its use in sending additional show information.**

This contract is accepted and submitted on behalf of the Exhibitor by:

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Enclosed is payment of \$ \_\_\_\_\_. **CONTRACTS, INCLUDING DEPOSIT OR FULL PAYMENT, MUST BE POSTMARKED BY OCTOBER 3, TO QUALIFY FOR THE EARLY-BIRD RATE. FOR CONTRACTS EMAILED OR FAXED ON OR BEFORE OCTOBER 3, PAYMENT MUST BE RECEIVED WITHIN 14 BUSINESS DAYS OR BOOTH(S) WILL NOT QUALIFY FOR EARLY-BIRD RATES AND ADDITIONAL FEES WILL BE ASSESSED.** Booth spaces will not be guaranteed until a minimum of 50 percent of booth fees are received.

## RETURN SIGNED CONTRACT AND PAYMENT TO:

Andrea Hartzell, Exhibit Coordinator  
KASB, 1420 SW Arrowhead Rd., Topeka, KS 66604-4024



Fill this form out on-line at  
[www.kasb.org/  
exhibitors.html](http://www.kasb.org/exhibitors.html)

# 2008 KASB CONVENTION AND TRADE SHOW REGULATIONS AND TERMS OF EXHIBITION

**\*Signing of contract on reverse acknowledges understanding of  
and agreement with below regulations & terms**

## EXHIBIT HOURS

### Friday, December 5

Bus/Vehicle/Large Wheeled Equipment ONLY	
Move-In & Registration	12:30 - 1:30 p.m.
Booth Set-Up & Exhibitor Registration	3 - 5:30 p.m.
Early Registration/ Exhibits Open/Reception	6 - 8:30 p.m.

### Saturday, December 6

Exhibits Open	10 a.m.
Walking Lunch	11:30 a.m. - 1 p.m.
Exhibit Break	2 - 3 p.m.
End of Show	3 p.m.
Sign-Out	3 p.m.
Tear Down/Move Out	4 p.m.

## EXHIBIT SPACE PRICE\*

Exhibitors have the option of purchasing one or multiple booth spaces. See the tiered pricing below. Included in booth or bus exhibit space price is sponsorship of the Walking Lunch. The Walking Lunch takes place in the Expo Hall on Saturday, Dec. 6, from 11:30 a.m. to 1 p.m. There will be a variety of foods and beverages served. It gives KASB Convention attendees a chance to eat their lunch and mingle with the exhibitors. As a sponsor, three vendor representatives are welcome to eat for free. All others are \$10 each. TO ENSURE AN ACCURATE COUNT—RSVP FOR THE WALKING LUNCH ON THE BADGE REQUEST FORM INCLUDED WITH THIS INFORMATION.

### PLEASE NOTE:

**\*Booth fees include a refundable \$50 deposit. Exhibitors remaining for the entire show and who SIGN-out at the KASB Registration Desk in the Expo Hall will be mailed a refund check for \$50.**

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<b>BOOTHS</b>	<i>Early Bird Rate</i>	<i>Postmarked After Oct. 3</i>
One booth	\$550*	\$600*
Second booth	\$225	\$275
Third booth	\$175	\$225
Fourth booth	\$125	\$175

### BUSES

»Bus vendors will not be assessed \$50 refundable fee.

Mini (24' or less)	\$550	\$600
Standard (25'-34')	\$600	\$650
Long (35'-36')	\$650	\$700

Refunds will be issued only with written notice of space cancellation received by KASB prior to October 22.

## EXHIBITOR REGISTRATION

All exhibitor representatives must register with the exhibitor registration desk in the exhibit hall before setting up booths.

## EXHIBITOR CHECK OUT

At the conclusion of the show exhibitors MUST check out with KASB staff at the registration area after 3 p.m. to ensure return of \$50 deposit. This is the only way to guarantee return of \$50 deposit. If exhibitor does not check-out, a refund will not be issued.

## BUSES

Bus companies may exhibit buses inside the arena. Each company will be limited to the space as designated. Each company may determine the type of display vehicle as long as it does not exceed the limitations.

## VEHICLES/LARGE-WHEELED EQUIPMENT

Vendors bringing in other vehicles or large wheeled equipment must purchase the appropriate number of booth spaces to house their display items.

Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside the Century II Convention Center shall have no more than 1/4 tank or five (5) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and at least one battery cable shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in event of emergency. Carpeting or visqueen must be placed underneath the vehicle for any possible leakage.

## EXHIBIT SPACE SPECIFICATIONS

All booths are 10-feet by 10-feet and will be draped. In order to prevent interference with adjoining booths, no signs or equipment shall extend beyond the sides of the booth. Select one booth space, two booths, three booths or four booths.

Two chairs and one six-foot table will be available for booths without additional charge. Table covers also will be available at no additional cost. A standard two-line sign for each booth will be furnished. Each sign will indicate the name of the company. Helgerson Company will charge for additional sign work.

## LIABILITY AND INDEMNIFICATION STATEMENT

KASB shall not be liable for loss, damage, theft, or disappearance of vendor property at the KASB Convention. KASB shall not be liable for any loss, damage or delay due to fire, acts of God, or any other cause beyond its control.

Neither the Association nor any of its representatives will be responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor's employees, or property from any cause whatsoever prior, during, or subsequent to the Convention.

Exhibitor shall indemnify, defend and hold harmless the Kansas Association of School Boards, Inc. (KASB), its officers, directors, agents, and employees (the "indemnitees") from and against all losses arising from the action or inaction of Exhibitor or Exhibitor's officers, directors, agents or employees, and/or personal or bodily injury or death of persons or damage to the property of KASB to the extent caused by negligent acts, errors and/or omissions or the willful misconduct of Exhibitor or its officers, directors, agents, employees, subcontractors, licensees, or invitees; provided, however, that Exhibitor obligations shall not extend to losses solely arising from the willful misconduct or gross negligence of KASB.