



Regional Institute: From Workshops to Workplaces - Achieving the Goal of Employment First

Please return this entire document to Macey Chovaz:
macey@apse.org or fax: 301-279-0075 attn: Macey Chovaz
Questions: 517-896-8076

By signing this application for exhibit space at **APSE's 2016 Regional Institute**, the applicant indicates willingness to abide by all accompanying terms, conditions, and regulations. This application becomes a contract when signed by an authorized APSE representative.

The fee for space rental includes a six foot skirted table and two chairs, recognition on the National APSE website, recognition in APSE's "Connections" newsletter, your company's name, contact information and description in the conference program and complimentary refreshments both days.

In addition to the above you will receive the following based on your exhibitor choice:

Deluxe Exhibitor:

- ¼ Page Ad in program
- Wireless internet
- One time use of attendee email list post event
- Prime Location
- Two Conference Registrations
- Opportunity for two people to attend the networking luncheon each day of the event
- Event Signage

Standard Exhibitor:

- One Conference Registration
- Opportunity for one person to attend the networking luncheon on each day of the event
- Event Signage

*Supported Entrepreneur:

- One Conference Registration
- Opportunity for one person to attend the networking luncheon on each day of the event
- Event Signage

**This exhibiting option is for people with disabilities who own their own business. One additional lunch opportunity will be provided each day for a support person if needed*

Please note that any exhibiting registration completed after 2016 may not be included in the conference program.

Exhibit Dates: November 1st and 2nd 2016

Exhibit Schedule: Day One: Tuesday, November 1st 2016
Exhibit Hours: 7:30 am to 5:30 pm
Set-up: starting at 6:30 a.m. Breakdown: 5:30 - 6:30 p.m.
(you can leave your table set up but there will be no overnight security)

Day Two: Wednesday, November 2nd 2016
Exhibit Hours: 7:30 am to 5:30 pm
Set-up: starting at 6:30 a.m. Breakdown: 5:30 - 6:30 p.m.

Conference Hotel: **DoubleTree By Hilton**
2001 Point West Way, Sacramento, CA 95815
Phone: 916-929-8855
<http://doubletree3.hilton.com/en/hotels/california/doubletree-by-hilton-hotel-sacramento-RLSA-DT/index.html>

Hotel Room Reservations
for Regional Institute: 888-646-3387 (mention the APSE Regional Institute) or online:
<http://doubletree.hilton.com/en/dt/groups/personalized/R/RLSA-DT-APS-20161031/index.jhtml>

Please note:

Exhibitors will be responsible for paying for all shipping, delivery and storage of their exhibiting materials. Exhibiting materials may be left on exhibiting tables overnight at your own discretion. Please note there will not be security in the exhibiting area outside of exhibiting hours.



Shipping and Receiving Pricing

Package Size	Delivery Fee	Shipping Fee	Storage Fee*
Envelope	\$3.00	\$2.00	\$2.00
1 - 25#	\$7.00	\$5.00	\$5.00
26 - 50#	\$15.00	\$10.00	\$10.00
51# and over	\$25.00 & Up	\$15.00 & Up	\$15.00 & Up
Golf Clubs / Display Cases	\$35.00	\$20.00	\$20.00
Pallets ½ under 36"	\$100.00	\$75.00	\$75.00
Pallets Full	\$150.00	\$100.00	\$100.00
Crates Under 150#	\$100.00	\$75.00	\$75.00
Crates Over 150#	\$150.00	\$100.00	\$100.00

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** Storage for all Group Packages is Complimentary for up to 72 Hours. Storage Charges Apply Following the 72 Hours*

Regional Institute Exhibitor Registration Information:

Exhibitor Registration Information (please check one):

___ Deluxe Exhibitor

___ Standard Exhibitor

___ Supported Entrepreneur Exhibitor

- Audio/Visual Equipment:** I need access to an electrical outlet.
 I need audiovisual hotel services
 I am a standard or supported entrepreneur exhibitor and will need to purchase internet

Business/Organization/Company Information:

AGENCY/ORGANIZATION NAME: _____

ADDRESS: _____
Street City State Zip Code

PHONE: () _____ **FAX:** () _____

WEBSITE: _____ **EMAIL:** _____

Exhibit Description: In 75 words or less, please describe the product or services you will be exhibiting, as you would like it to appear in the APSE Conference Program. In order to have this description included in the program, we must receive this write-up by **September 20th 2016**.

EXHIBITOR BOOTH REPRESENTATIVE

Name: _____

Email: _____

Please List any dietary restrictions and/or ADA Accommodations here: _____

For Deluxe Exhibitors only:

Name and email address of 2nd Exhibitor Representative:

Name: _____

Email: _____

Please List any dietary restrictions and/or ADA Accommodations here: _____

For Supported Entrepreneur Exhibitors only:

Name and email address of support person (only if needed):

Name: _____ Email: _____

Please List any dietary restrictions and/or ADA Accommodations here: _____

2016 REGIONAL INSTITUTE

TERMS AND CONDITIONS:

A. Space

1. **Exhibit Space:** This contract for use of exhibit space provides the exhibitor with one foot skirted table and 2 chairs. Wastebaskets will be placed in the exhibit area.
2. **Furnishings:** APSE exhibits should have a professional look. Additional furniture, table coverings, signs, electrical outlets, AV equipment, and other accessories are the sole responsibility of the exhibitor, and arrangements for such equipment and payment for that equipment must be made at least 30 days in advance of the official exhibit.
3. **Cancellation of Show:** In the event that fire, strike, or other event beyond APSE's control causes the exhibit to be canceled, a full refund of fees will be made.

B. Cancellation of Exhibit Contract

1. **Cancellation:** In the event that the exhibitor must cancel, all fees paid by the exhibitor will be refunded, less a 25% processing fee, **if notification of cancellation is received by September 1st 2016.**
Late Cancellation: Cancellations after **September 1st 2016** require the exhibitor to pay half of the exhibitor fee less a 25% processing fee per display space. **No refunds will be given for cancellations after September 16th 2016.**
2. **Failure to pay:** In the event that the exhibitor fails to pay the balance due by the date indicated on the contract, this will be considered a cancellation and APSE reserves the right to resell the space without refund of fees paid to APSE. If APSE is unable to resell the space, the exhibitor is obligated to pay the entire outstanding balance as stated in the contract.
3. **Failure to Occupy Space:** Space not occupied by 8:00 am on **November 1st 2016** will be forfeited by the exhibitor. APSE reserves the right to resell or use this space as it sees fit without refund, unless the exhibitor has obtained prior approval in writing from APSE. If the exhibit materials are available, APSE reserves the right to assign labor to set up the display and work the display space during the exhibition period and the exhibitor will be liable to pay for all charges thus incurred.

C. Construction, Installation, and Use of Exhibits

1. **Acceptability of Exhibits:** All exhibits shall serve the interests of Regional Institute Attendees and shall not detract from other exhibits or the conference as a whole. APSE reserves the right to require the immediate withdrawal of any exhibit, which APSE determines, is opposed or harmful to the purpose of APSE.
2. **Restrictions on the Use of Space:** Exhibit space is assigned to the contracting exhibitor only. Exhibit space cannot be shared or sublet without written prior approval from APSE. Exhibits must be confined to the space allotted to the exhibitor and use of the aisle space is strictly prohibited. Exhibits, signs, and displays are prohibited in any area except the exhibit area (i.e. the hallways, guestrooms, or elsewhere in the conference hotel).
3. **Construction of Exhibits:** Exhibits shall be constructed and arranged so that they do not obstruct the general view or the view of other exhibits. Exhibitors planning to use any arrangement that conflict with these regulations should submit their plans to APSE in writing before **September 5th 2016** (different date than above) and shall receive written approval from APSE prior to ordering construction.

4. **Appearance of Exhibits:** Any part of the exhibit that does not lend itself to an attractive appearance must be draped or covered at the exhibitor's expense. APSE reserves the right to order that such work be done, and the exhibitor will be billed for the charges.
5. **Set-up and Breakdown of the Exhibits:** Set-up must be done between the hours of 6:30 a.m. and 7:30 a.m. on both days of the exhibiting. Breakdown must be completed by 6:30 p.m. on November 2nd 2016. Unless special arrangements are made with the Exhibit Coordinator, no exhibits shall be set-up once the exhibit opens, and no exhibits will be broken down before the exhibit closes. It is the exhibitor's responsibility to see that all materials are brought to the exhibit area and removed from the exhibit area at the proper times. In the event that the exhibitor fails to remove exhibit displays and materials at the scheduled time, APSE will arrange for its removal at the exhibitor's expense.
7. **Shipping and Receiving Procedures: APSE will not cover the shipping fees incurred. APSE will not have space to hold items that are shipped to the hotel.** You will receive electrical ordering information after submitting this form in completion to National APSE.
8. **Labor:** The exhibitors are responsible for employing accredited labor personnel for all work according to local labor regulations. Labor such as electricians and other skilled labor can be arranged through the hotel and its vendors at their established rates. Exhibitors may be required to make special arrangements for typical 3 wire grounded extension cords.
9. **Electrical Regulations:** All exhibitors will comply with city electrical codes. All electrical connections at the exhibit must be made by the hotel or its vendor. The order must be received by the hotel **30 days before opening date of the Exhibit** to insure installation in time for opening date. Payment for such charges is the sole responsibility of the exhibitor. **You will receive electrical ordering information after submitting this form in completion to National APSE**
10. **Fire and Safety Regulations:** All local regulations will be strictly enforced, and the exhibitor assumes all responsibility for compliance with all regulations. No combustible material shall be stored in or around the exhibit space.
11. **Damage to Exhibit Facilities:** The exhibitor must leave the occupied space in the condition it was found. The exhibitor or his agent shall not deface or injure any part of the facilities or equipment. If such damage occurs, the exhibitor shall be liable to the hotel for any damages to the building, equipment, decorations, or fixtures belonging to the hotel that are lost or damaged during the exhibit and its related activities. Any damaged property will be billed to the exhibitor at replacement cost.

D. Liability

1. **Responsibility:** Exhibitor assumes responsibility and agrees to indemnify and defend APSE and the DoubleTree by Hilton and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises. Exhibitor agrees to comply strictly with the applicable terms and conditions contained in the agreement between APSE and the exhibit facility regarding said premises. Further, the exhibitor shall at all times, protect, indemnify, save and defend, and keep harmless, APSE from any and all loss, cost, damage, liability, or expense from or out of or by reason of any accident or other occurrence to anyone, including the exhibitor, its agents, employees, and business invitees, which arises from or out of or by reason of said exhibitor's occupancy and use of the exhibit premises, or a part thereof. APSE does not assume responsibility for services or materials advertised or exhibited. The exhibitor understands that neither APSE nor the Hotel maintains insurance covering the exhibitor's property, and it is the sole responsibility of the exhibitor to maintain such insurance.

By signing here, you are agreeing to the 2016 Regional Institute Terms and Conditions

Signature of Exhibitor: _____

Please turn to the next page for Payment Information

Payment Information:

Item	Rate	Check all that apply
Deluxe	\$1,100.00	
Standard	\$600.00	
Supported Entrepreneur	\$150.00	
Total		\$

Payment Options:

Check Payable to APSE: Check #: _____
Mail to APSE: 414 Hungerford Drive, Suite 224 Rockville MD 20850
Request Invoice Name: _____ Email Address: _____
Purchase P.O #: _____ Please attach Purchase Order
Credit Card: Name on Card: _____ Credit Card #: _____ Expiration Date: _____ Security Code: _____ Signature: _____ Billing Address: _____ _____

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