

# 2018 National APSE Conference

## Exhibiting Information

Please join us for the 2018 National Conference-Imagination *DRIVES Transformation* in Lake Buena Vista, FL from June 26<sup>th</sup>-28<sup>th</sup>, 2018!

For 29 years, APSE has been the only national organization with an exclusive focus on inclusive employment and career advancement opportunities for people with disabilities. APSE is a national nonprofit membership organization, founded in 1988 as the Association of People in Supported Employment. APSE later changed its name to more accurately reflect its mission and the Association of People Supporting EmploymentFirst was born!

The National APSE Conference brings together businesses, individuals with disabilities and community leaders from across the country and around the world to network and discuss state-of-the-art strategies to ensure equitable employment for citizens with disabilities.

Based on past conference attendance, we anticipate 1000 attendees this year in Lake Buena Vista, FL. Last year the APSE Conference brought together representatives from 47 United States and Washington D.C., Canada, Singapore, Chiba, China, Saipan, Puerto Rico, Pakistan, Turkey and Finland!

National APSE is offering 2 Exhibiting Opportunities at the 2018 National APSE Conference:

### **Standard Exhibiting Package: \$1000:**

- Two full days of exhibiting: June 26<sup>th</sup> and 27<sup>th</sup>, 2018: 7am-5pm
- Exclusive hours with attendees
- Up to two Exhibitor Representatives with two full conference registrations
- Skirted 6 ft. table with two chairs
- One-time use of the attendee email list
- Recognition in pre-and post-conference email communications
- Recognition on the National APSE Conference Website
- Complimentary Breakfast on the 26<sup>th</sup> and 27<sup>th</sup>
- Complimentary Lunch on the 27<sup>th</sup>
- Complimentary Wi-Fi
- Event Signage

### **Supported Entrepreneur: \$150:**

***This exhibiting package is for a business owner who experiences a disability***

- Two full days of exhibiting: June 26<sup>th</sup> and 27<sup>th</sup> 2018: 7am-5pm
- One Exhibitor Representative with the opportunity to add a support person if needed
- 6 ft. table with 2 chairs
- Recognition in the pre-and post-conference email communications
- Recognition on the National APSE Conference Website
- Complimentary Breakfast on the 26<sup>th</sup> and 27<sup>th</sup>
- Complimentary Lunch on the 27<sup>th</sup>
- Event Signage

**Please note:** Any exhibiting registrations after May 15<sup>th</sup>, 2018 will not be included in the conference program due to the print deadline. However, APSE will accept exhibiting registrations up until June 15<sup>th</sup>, 2018.

**Cancellation Policy:** Cancel by April 1<sup>st</sup>, 2018 receive a full refund minus a 50% cancellation fee. Cancel by May 15, 2018, receive a refund minus a 75% cancellation fee.

**Exhibiting Terms and Conditions: Please review before Registering as you will be required to acknowledge that you reviewed and understand the following 2018 National APSE Exhibiting Terms and Conditions.**

## **TERMS AND CONDITIONS:**

### **Space**

1. **Exhibit Space:** This contract for use of exhibit space provides the exhibitor with one 6-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, weather, strike, or other event beyond APSE's control causes the exhibit to be canceled, a full refund of fees will be made.

### **Cancellation of Exhibit Contract**

1. **Cancellation by April 1<sup>st</sup>, 2018:** Exhibitor will be given a refund less a 50% cancellation fee for a total refund of \$500.
2. **Cancellation by May 15<sup>th</sup>, 2018:** Exhibitor will be given a refund minus a 75% cancellation fee for a total refund of \$250.
3. **No refunds will be given for cancellations after May 15<sup>th</sup>, 2018.**
4. **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.
5. **Failure to Occupy Space:** Space not occupied by 8:00 a.m. on **June 26<sup>th</sup>, 2018** 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.

### **Construction, Installation, and Use of Exhibits**

1. **Acceptability of Exhibits:** All exhibits shall serve the interests National APSE conference 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 **May 5<sup>th</sup>, 2018** 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 rights 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 can begin at 6am on June 26<sup>th</sup>, 2018. Breakdown must be completed by 6:30 p.m. on June 27<sup>th</sup>, 2018. 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.
6. **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
7. **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.

8. **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 ensure 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**
9. **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.
10. **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.

### **Liability**

1. **Responsibility:** Exhibitor assumes responsibility and agrees to indemnify and defend APSE and Disney's Coronado Springs Resort 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.