NSTA's 66th National Conference On Science Education
Exhibit Booth Contract
Georgia World Congress Center
Atlanta, GA • March 15–18, 2018

By submission (via electronically, fax or mail) of this signed booth contract, you are obligated to the attached Rules and Regulations set forth by NSTA. NSTA reserves the right to cancel any booth contract at any time. A deposit of one-half of the exhibit space rental is due at the time this contract is submitted.

COMPANY INFORMATION: For printed program, online floor plan and conference app.

Company: ________________________________________________________________

Address: ________________________________________________________________

City: __________________________ State: _______ Zip: _______________________

E-mail: ________________________ Web Address: __________________________ Telephone: ___________________

BOOTH INFORMATION (Booths are assigned in 10' x 10' increments):

SIZE: ______ ft. x ______ ft. ❑ Corner ($2,700) ❑ In-line ($2,400) ❑ Island (minimum 20' x 20')

REQUESTED BOOTH #: ________________________

REQUESTED PAVILION (check one below):

❑ Earth/Space/Environmental Science ❑ Biology/Life Science
❑ Chemistry/Physics ❑ Technology ❑ General Science

NSTA does not guarantee the requested booth configuration (i.e., 10' x 20' with two corners, etc.). Space assignments will be made based upon: Amount of space required; postmark/online submission date of application; past participation in the National, STEM, and Area Conference expositions; participation in and support of other NSTA endeavors such as advertising in NSTA journals, conference programs, e-Newsletters, sponsorship; special requirements’ and general grouping of exhibits for proper comparison.

PLEASE SPECIFY COMPANIES AND/OR PRODUCTS YOU WOULD LIKE YOUR COMPANY TO BE NEAR TO OR AWAY FROM:

Near: ____________________________________________________________

Away from: _______________________________________________________

*NSTA will do its best to meet the above requests, but cannot guarantee that all requests will be met.

GRADE LEVEL AND SCIENCE DISCIPLINE OF EXHIBIT:

❑ Earth/Space Science ❑ Biology/Life Science ❑ Chemistry ❑ Technology
❑ Environmental Science ❑ Integrated/General Science ❑ Physics ❑ Professional Development

Grade level(s) of interest (circle):

PreK  K  1  2  3  4  5  6  7  8  9  10  11  12  College  Other ________

COMPANY DESCRIPTION: Please e-mail a 50 word or less description highlighting your company’s products, services, or mission to be included in the Final Conference Program to Kim Hotz at khotz@nsta.org.

First-time exhibitor? ❑ Yes ❑ No

Will you sell merchandise in your booth? ❑ Yes ❑ No

Upgrade Online Interactive Floorplan (see page 4 for details): ❑ Silver ($100) ❑ Gold ($150)
EXHIBIT COORDINATOR INFORMATION—Person who will coordinate participation

Name: _____________________________________________ Title ______________________________

Company: ____________________________________________________________________________

Address: _____________________________________________________________________________

City: __________________ State: _____ Zip: __________________

Telephone: ______________________ E-mail: ______________________

EXHIBIT BILLING/PAYMENT INFORMATION (if different from above):

Name: _____________________________________________ Title ______________________________

Company: ____________________________________________________________________________

Address: _____________________________________________________________________________

City: __________________ State: _____ Zip: __________________

Telephone: ______________________ E-mail: ______________________

PAYMENT INFORMATION WILL BE INCLUDED IN YOUR E-MAIL CONFIRMATION.

The undersigned agrees to the conditions, rules, and regulations set forth in the NSTA Exhibition Rules and Regulations.

_________________________________________________________ Date: _____________________________

Authorized Signature

I would like to receive information about the following:

☐ Sponsorship Opportunities  ☐ Program/Preview Advertising  ☐ Mailing List/E-mail e-blast service
☐ Exhibitor Workshops

FAX COMPLETED CONTRACT TO (703) 841-5114
Exhibit Booth Contract Additional Details and Rules and Regulations

The National Exhbitors Group Joint Committee adopted a series of rules and regulations designed to increase the quality of the exhibits at the National, Area, and Special Conferences of the National Science Teachers Association. Firms and organizations must agree to abide by these regulations when accepting space assignments of these exhibits.

EXHIBIT FLOOR PLAN—All measurements shown on the diagram are believed to be accurate, but management reserves the right to make such modifications as may be necessary to meet the needs of exhibitors and the exhibit programs. NSTA will make every effort to assign meeting sessions near the exhibit area. But NSTA reserves the right to change sites of meeting sessions to meet the needs of the conference.

RESTRICTIONS IN OPERATION OF EXHIBITS—Management reserves the right to restrict exhibits which, because of noise, safety, conduct of exhibitors, method of operation, materials, or any other reason, become objectionable and also to prohibit or to evict any exhibit which in the opinion of the management may detract from the general character of the exhibit as a whole. This reservation includes persons, things, conduct, printed matter, or anything of a character which the management determines is objectionable to the exhibit. In the event of such restriction or eviction the NSTA and management are not liable for any refunds of rentals or other exhibit expense.

LIABILITY—A) The exhibitor must surrender space occupied by him in the same condition as it was at the commencement of occupation. The exhibitor shall assume all responsibility for damage to the exhibit hall by reason of his exhibiting and shall indemnify and hold harmless the exhibit facility, NSTA, and their representatives for all liability which might ensue from any cause, including any loss or damage to property or persons, or injury to persons, whether or not the exhibitor is regarded as negligent. All exhibits, demonstrations, and written matter shall be the property of the exhibitor, and he agrees to hold NSTA, the Conference Center, and their representatives harmless from any claims or suits, and he agrees to defend NSTA, the Conference Center, and their representatives, as may become necessary, against any claims or suits, and to indemnify NSTA, the Conference Center, and their representatives against any such claims or suits, for all expenses incurred in the defense of such claims or suits, and against any judgments or other liabilities which may ensue.

B) Insurance—The exhibitor agrees to maintain an insurance policy against fire, theft, and all such hazards as may be applicable for the full value of all exhibits of the exhibitor. The exhibitor shall not be liable to the insurance company for any loss that may occur.

C) Consequential Damages—NSTA shall not be liable for any event be liable to exhibitor for any consequential damages.

CANCELLATION DEADLINES—a $100 administrative fee will be applied for cancellations prior to the deadlines listed below:

- Exhibitors renting less than 300 square feet initial deadline: 5:00 p.m. EST August 4, 2017
- Exhibitors renting 300 square feet or more initial deadline: 5:00 p.m. EST July 14, 2017
- $1,200 cancellation fee per 10’ × 10’ for cancellations after initial deadline and before final deadline of November 3, 2017
- After November 3, 2017 exhibitors are responsible for the full booth cost.

Contracts received after November 3, 2017 will have 5 business days after submission date of contract to cancel, however, the administrative fee will still apply. All cancellations 15 calendar days prior to the first day of show move-in are responsible for the full cost of booth. If booth space is not occupied at least 24 hours prior to the exhibit opening, management shall have the right to use such space as it sees fit.

SERVICE INFORMATION—All services customarily required by exhibitors will be available and must be obtained through the official service contractors. No other contractors will be allowed without prior approval. Complete shipping instructions and information regarding furniture and carpet rental, electrical work, plumbing, labor for erecting and dismantling exhibits, exercise equipment, etc., will be forwarded to exhibitors in advance. A service desk will be maintained in the exhibit area.

EXHIBITOR ADMISSION—All exhibitors must register with management. Exhibitors will be billed $125 for each additional representative. Complimentary registration’s intended for exhibitor, NSTA or the Conference Center. C) Consequential Damages—NSTA shall not be liable for any event be liable to exhibitor for any consequential damages.

EXHIBITOR ADMISSION—Each exhibiting firm will be entitled to register four (4) representatives without charge for each 10’ × 10’ booth space rented. Exhibitors will be billed $125 for each additional representative.

RULES & REGULATIONS—Exhibitor recognizes and agrees that NSTA retains full power and authority to interpret and enforce all Rules and Regulations for the Conference, including the authority to amend or adopt new Rules and Regulations that NSTA considers necessary and proper for the exhibition. Failure to comply with these and any other regulations or amendments shall constitute sufficient cause for NSTA to require the immediate removal of the exhibit or offending exhibitor. This may result in forfeiture of all fees paid and the opportunity to exhibit at future conferences or exhibitions sponsored by NSTA. NSTA may lease any space so forefeited to another exhibitor.

A. General Regulations

1. Exhibit management will provide necessary security personnel during the hours the exhibit area is closed. However, the exhibitor is solely responsible for his own exhibit material and should insure his exhibit against loss or damage.

2. Exhibit booths must be staffed during exhibit hours by persons who are well prepared to explain, courteously and effectively, all products and services on display. Each exhibitor must wear an official exhibitor’s identification badge.

3. Management reserves the right to make modifications to the exhibit hours as may be necessary to meet program needs.

4. The exhibitor agrees not to dismantle or pack his/her display before the close of the exhibit. NSTA will assess the exhibiting company a $500 fee for any booths dismantled, packed, or abandoned before the 3:00 p.m. teardown time. For exhibitors holding 300 square feet or more, the fee will be double.

5. It is understood that no rooms, suites, or other space in conference hotels will be used for exhibit purposes, workshops, or other exhibit sales related use. Social affairs of all kinds should be scheduled not to conflict with program events.

6. The exhibitor agrees to abide by all state & local tax regulations. Exhibit management will advise of any tax requirements but each exhibitor is responsible for collecting and submitting payment of their own sales tax to the appropriate legal authority.

7. No one under the age of 16 will be permitted on the exhibit hall floor during set-up or tear down hours.

B. Construction and Arrangement of Exhibits

1. Exhibits must not project beyond the space allocated or obstruct the view of the exhibits of others. Reasonable effort must be made to provide space within the confines of the booth for interviews, demonstrations, distribution of materials, etc., so that visitors do not obstruct the aisles.

2. In straight-line exhibits, no solid construction will be permitted to exceed 44 inches in height except in the back half of the booth, where it shall not exceed 8 feet. For example in a 10’ × 10’ booth, solid construction above 44 inches must begin at least 5 feet back from the aisle line. Management reserves the right to grant exceptions for non-continuous construction or free-standing display items.

3. Any part of the exhibit which does not lend itself to an attractive appearance, such as unfinished side or end panels, must be draped at the exhibitor’s expense. Management reserves the right to have such finishing done, billing the exhibitor for charges incurred.

4. All decorations must be flame-proofed. All hangings must clear the floor. Electrical wiring must conform with the National Electrical Code safety rules. Exhibitors must comply with all city fire regulations.

5. Exhibitors, or their agents, shall not injure or deface the walls or floors of the buildings, booths, or the equipment of the booths. When such damage occurs, the exhibitor is liable to the owner of the property so damaged.

6. Helium balloons are not allowed.

7. Hanging signs cannot exceed 20’ from the top of the sign to the floor. Hanging signs only permitted above island booth spaces. Requests for exceptions must be made in writing to the NSTA Exhibits Manager 15 days prior to first day of show move-in for approval.

C. Limitations on the Use of Space

1. No exhibitor shall assign, sublet or share the space allotted without the knowledge and written consent of management. Exhibitors must show only goods manufactured or dealt in by them in the regular course of business. All exhibits, interviews, demonstrations, and distribution of materials shall be confined exclusively to the assigned booth and must be relevant to the exhibitor’s products and shall not be made primarily to attract or amuse. Sufficient space must be provided within the exhibit to contain all materials, equipment, and other promotional activities. Each exhibitor is responsible for keeping the aisle or aisles near his booth free of congestion resulting from his demonstrations or other promotion.

2. Musical instruments, radios, sound motion picture equipment, record players, or any noise-making machines shall be operated only at a noise level that will not interfere with other exhibitors or add unduly to general acoustic inconvenience. All such promotional devices must be approved by management 30 days prior to the exhibit opening and must be in harmony with any agreements entered into by the Association, the management of the hall, and applicable labor unions. Approval cannot be given, however, for the use of sound equipment for live demonstrations in booths less than 20’ × 20’.

3. Distribution of items other than literature describing the company’s product is discouraged. Such distribution is not expressly prohibited, however, if it does not violate standards of good taste or tend to introduce a carnival atmosphere.

4. Exhibitors must adhere to state and local laws regarding holding raffles in their booth.

5. No animals are allowed in the Exhibit Hall unless prior approval is granted by show management.
Digital Booth Packages—Online Interactive Floor Plan

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Standard Digital Booth</th>
<th>Silver Digital Booth</th>
<th>Gold Digital Booth</th>
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<tr>
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<tr>
<td>Special Event</td>
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**PRICING:**
Standard Digital Booth: Free
Silver Digital Booth: $100
Gold Digital Booth: $150

**DEFINITIONS:**

**Business Card**—Company Name, Address, Phone, Fax, E-mail Address, Website

**Company Web Site URL**—Refer attendees directly to your website

**Company Profile**—100 word description about your company/organization

**Visitor Report**—A report of traffic to your digital booth.

**Categories**—Select from a predefined list of categories to describe your market

**Brands**—Create a custom list of company brands

**Company Logo for Digital Booth**—Your logo will be prominently displayed when attendees click on your company name in the Exhibitor List (100x100 pixel, 72 dpi, .gif or .jpg)

**Company Logo for Floorplan**—Your logo will be shown on the Interactive Floorplan itself when companies “roll over” your booth (25x25 pixel, 72 dpi, .gif or .jpg)

**Company Brochure**—Upload your company brochure/catalog for attendees to browse (.pdf)

**Press Releases**—Highlight your presence at the event with a professional press release (.pdf)

**Coupon**—Offer attendees a special conference offer (.pdf, .gif or .jpg)

**Podcast**—Link directly to a Podcast of your choice (URL)

**Video Webcast**—Link directly to a Video Webcast of your choice (URL)

**Company Contact**—List your selected company contacts by name with title, phone, fax, and e-mail address.

**Products**—Create a custom list of company products

**Product Showcase**—Highlight your products with a tagline, photo, description, demo URL and brochure.

**Special Event**—Invite attendees to your workshops and events. Include name of the event, description, date & time, and location.