

Indiana Association for the Education of Young Children
The 2020 Indiana Early Childhood Conference
Celebrating Our Youngest Learners
 Information Exchange Exhibitor Application

Complete the following information to reserve your space for the 2020 Indiana Early Childhood Conference held May 7-9 at the Indianapolis Convention Center. The company will be listed as the information is provided below. Please print clearly.

COMPANY INFORMATION

Company Name: _____ Contact Person: _____
 Mailing Address: _____ City: _____ State: _____ Zip: _____
 Email Address: _____ Company Website: _____
 Telephone: (____) _____ Fax: (____) _____
 Booth Identification Sign Should Read: _____
 Products/Services to be Exhibited: _____
 *Tax ID#: _____

Note: Pricing for 2020 is tentative. Payment is subject to change based upon 2020 pricing. This rate will secure your exhibit space and give you first priority on booth location. The 2020 booth layout is still being determined. Once the price and floor plan is confirmed, you will be contacted in order that your application and payment were received to finalize payment.

SELECT AD OPTION

	EXHIBITOR RATE	NON EXHIBITOR RATE
Full-Page Ad vertical Imprint Area: 7.5" x 9.5"	<input type="checkbox"/> \$200	<input type="checkbox"/> \$250
Half-Page Ad horizontal Imprint Area: 4.75" x 7.5"	<input type="checkbox"/> \$125	<input type="checkbox"/> \$175
Quarter Page Ad vertical Imprint Area: 3.5" x 4.75"	<input type="checkbox"/> \$75	<input type="checkbox"/> \$100
Business Card Ad vertical/horizontal Imprint Area: 2.0" x 3.5"	<input type="checkbox"/> \$50	<input type="checkbox"/> \$65

SELECT BOOTH OPTION

Standard Booth	<input type="checkbox"/> \$150 x _____
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Exhibit Total: \$ _____

Ad Total: \$ _____

PAYMENT INFORMATION

Check or Money Order (Please make checks payable to Indiana AEYC)

Credit Card: VISA / MasterCard / American Express

CC#: _____

Expiration Date: _____ CVV Code: _____

Name on Card: _____

Signature of Card Holder: _____

Billing Address: _____

TOTAL AMOUNT DUE	
Booth Total	\$ _____
Ad Total	\$ _____
Total	\$ _____

Complete this form and mail with payment to:
 Indiana AEYC
 Attn: Conference
 2955 N. Meridian St., Suite 120
 Indianapolis, IN 46208



Judy Tonk

Senior Director, Indiana AEYC
 jtonk@inaeyc.org • 317-356-6884 • direct 317-275-3505

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Exhibitor Agreement Form

In consideration of the mutual promises herein contained, the sufficiency of which is hereby acknowledged, it is agreed as follows:

Rental Fee: In exchange for being allowed to exhibit its product(s) and/or service(s) in an exhibit (the "Space") at the 2018 Indiana Early Childhood Conference (the "Conference"), Exhibitor shall pay to the Indiana Association for the Education of Young Children, Inc. (Indiana AEYC) the marked Rental Fee. Exhibitor will not be allowed to set up its exhibit at the Conference if it has not paid the Rental Fee in full.

Cancellation Policy: Indiana AEYC maintains a strict no refund/no transfer policy. All registrations are final.

Termination Policy: If the premises where the conference is to be housed (the "Premises") are destroyed or damaged, or if the Conference fails to take place as scheduled or is relocated or interrupted and discontinued, or if access to the Premises is prevented or interfered with by reason of any strike, lockout, injunction, act of war, act of god, or emergency declared by any government agency or for any other reason, this contract may be terminated by Indiana AEYC. In the event of such termination, Indiana AEYC will refund the Rental Fee less reasonable and necessary fees or expenses incurred by Indiana AEYC, but in no case shall such refund to Exhibitor exceed the amount of the Rental Fee paid by Exhibitor.

Exhibition & Solicitation: Exhibitor agrees not to assign or sublet all or any portion of the Space. Exhibitor may not share the Space with another company of different ownership without prior written approval by Indiana AEYC. All displays, interviews, conferences, distribution of literature, lectures or any other type of activity by Exhibitor may be conducted only at the Space. Exhibitor may not post, tack, nail, screw or otherwise attach anything to columns, walls, floors or other parts of the building or furniture located on the Premises. Exhibitors' signs will not be permitted to intrude into or obstruct adjoining exhibitors' spaces. Companies or organizations that have not entered into an Exhibitor Agreement are prohibited from engaging in any exhibition or solicitation activities at the Conference, and Exhibitor is encouraged to report immediately to the staff any such unauthorized activities. Exhibitor may not engage in any exhibitions or solicitations in Conference sessions.

Liability, Assumption of Risk, Indemnification & Insurance: Exhibitor releases Indiana AEYC and its directors, officers, employees, agents, volunteers, successors, and assigns (collectively, Indiana AEYC's "Representatives") from any and all liability for and waives any and all claims for liability, injury, loss, damage, or expense, including attorneys' fees, in any way connected with Exhibitor's participation in or activities at the Conference, whether or not caused in whole or in part by the negligence or other misconduct of Indiana AEYC or any of its Representatives, including (but not limited to) any claim based on theft, damage or destruction of property, any injury to Exhibitor or its agents or employees while on the Premises, or any damage to Exhibitor's business by reason of the lack of or inadequate exhibit space, removal of an exhibit, or failure to hold the Conference as scheduled (a "Claim").

Exhibitor assumes all risks, known and unknown, foreseeable and unforeseeable, in any way connected with its participation in or activities at the Conference. Exhibitor accepts responsibility for any liability, injury, loss, or damage in any way connected with its participation in or activities at the Conference, and assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to its displays, equipment or other property brought onto the Premises.

Exhibitor agrees to indemnify and to hold harmless (in other words, to reimburse and to be responsible for) Indiana AEYC and its Representatives from any Claim, or any expense, including attorneys' fees (including the cost of defending any Claim Exhibitor might make, or that might be made on its behalf, that is released or waived hereby), in any way connected with a Claim.

Additionally, Exhibitor acknowledges that Indiana AEYC does not maintain insurance covering exhibitor property and that it is the sole responsibility of the Exhibitor to obtain interruption and property insurance covering such losses sustained by Exhibitor.

Exhibitor Safety: Pursuant to applicable fire regulations that require all display materials used for the decoration of an exhibit to be flame proof, Exhibitor shall ensure that all electrical equipment used in connection with its exhibit, including signs and lights, is in good condition and able to pass any applicable inspection.

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Assignment of Exhibitors and Booth Space: Indiana AEYC will assign booth spaces. Booth assignment considerations include the date of reservation, number of booths requested, overall layout and flow of the exhibit hall and the amount of time the exhibiting company has been with Indiana AEYC. Once Indiana AEYC assigns the booth to Exhibitor, no changes will be made unless Indiana AEYC, in its sole discretion, decides otherwise. In all cases, Indiana AEYC reserves the right to re-assign booth space up to and including move-in on May 7, 2020.

Indiana AEYC reserves the right to decline or prohibit any exhibit that in its judgment is inappropriate, and such reservation is all-inclusive as to persons, things, printed matter, products and conduct.

Only one (1) representative of an Exhibitor, as listed on the application, is permitted to attend the full Conference. However, additional representatives, will be allowed to work in the exhibit area.

Responsibility: It is Exhibitor's responsibility to be fully familiar with the terms of this Agreement and to see that each member of its organization present at the Conference is familiar with such terms. The undersigned hereby acknowledges that he or she has read and understood the contents of this Agreement and is duly authorized to execute the Agreement on behalf of Exhibitor.

Expressed Release: Sponsors, exhibitors, and conference attendees hereby expressly release, relinquish and forever discharge the Indiana AEYC of and from any and all claims against the Indiana AEYC arising out of attending 2020 Indiana Early Childhood Conference and any and all related activities.

Photographs: Indiana AEYC will take photographs of the 2020 Indiana Early Childhood Conference including speakers, attendees, sponsors and exhibitors to use in our printed marketing materials or on the Internet in conjunction with the conference. Those attending the conference waive any rights and any claims regarding the taking or publishing of such photos.

Company Name: _____

Authorized Signature: _____ Date: _____

Please provide a description of your company, services, or products:

Note: In order to secure booth space, this form must be signed by all Exhibitors, regardless of commercial nature and returned to:

Indiana AEYC
Attn: Conference
2955 N. Meridian St. Suite 120
Indianapolis IN 46208



Judy Tonk

Senior Director, Indiana AEYC
jtonk@inaeyc.org • 1-800-657-7757 x3505 • 317-275-3505