



# Exhibitor Application & Contract

## APSA Teaching & Learning Conference February 12-14, 2016 • Portland Marriott Downtown Waterfront • Portland, OR

Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State/Province: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Contact Title: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_

We hereby apply for exhibit space at the 13th Teaching & Learning Conference of the American Political Science Association, February 12-14, 2016, at the Portland Marriott Downtown Waterfront in Portland, Oregon. We agree to abide by all regulations specified under Contract Regulations in the attached contract.

Signature \_\_\_\_\_  
 Print Name \_\_\_\_\_

Quantity of tabletops (\$850 each) \_\_\_\_\_

### Important Information for Program Listing

All information must be completed for correct listing in the Teaching and Learning Conference Program. APSA is not responsible for including incomplete or illegible information in the Listing. APSA must receive all information by **December 4, 2015**, to be included in the Listing.

**Alphabetical listing should read as follows:**

Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
*(If different from address listed above)*  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
*(For Program Listing)*  
 Website: \_\_\_\_\_

**Please attach a product/service description of no more than 20 words:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Each Tabletop includes:

- 6 ft. draped table with two chairs^
- 1 exhibit only badge
- 1 full access badge
- 1 priority point to use toward the 2017 Annual Mtg.
- Listing on TLC website and in TLC program book
- Pre-Conference and Post-Conference Mailing List\*

^ Please contact APSA if you would like a tabletop, but are unable to send a representative to the meeting.  
 \*Mailing list contains names, affiliation and postal addresses

### Available Discounts:

First-Time TLC Participant (10% off)

No assignment will be made without a signed contract and payment.

### Method of Payment:

Check (Payable to APSA)  
 Visa     MasterCard     American Express

Credit Card # \_\_\_\_\_  
 Exp. Date \_\_\_\_\_ Payment Amount \$ \_\_\_\_\_  
 Card Name: \_\_\_\_\_

### Email to:

Ashley Vande Bunte  
 Manager, Exhibits and Sponsorships  
 Email: [avandebunte@apsanet.org](mailto:avandebunte@apsanet.org)  
 Phone: (202) 349-9361  
 Fax: (202) 483-2657



# Contract Regulations

## CONTRACT FOR SPACE

The Application and Contract must be completed in its entirety and accompanied by the total tabletop exhibit fee for the number of spaces requested before it will be processed or space assigned. The signed Application and Contract and subsequent notice of assignment constitute a contract between the American Political Science Association (hereinafter referred to as APSA) and the exhibitor. Any point not specifically covered in these regulations is subject to the decision of APSA, whose decision shall be final.

## ELIGIBILITY TO EXHIBIT

The content of materials displayed in the APSA Exhibit Area must contribute to teaching and research in the political science discipline, and the professional development of political scientists. APSA reserves the right to refuse any application for exhibit space or curtail or cancel any exhibit that in the sole judgment of the executive director are not consistent with the ends of the discipline and APSA with regard to teaching and learning. This policy also applies to the nature of displays, advertisements, sales of products (including novelties and souvenirs), and the decorum of exhibitors or their employees. Exhibits cannot be used for politically or ideologically partisan purposes, and are subject to the approval of the APSA Executive Director or designee.

## TERMINATION OF CONFERENCE AND EXHIBIT

Should the premises in which the 2016 Teaching & Learning Conference is to be held become, in the sole judgment of APSA, unfit for occupancy, or should the Conference be materially interfered with by reason of action of the elements, strike, picketing, boycott, embargo, injunction, war, riot, emergency declared by a government agency, or any other act beyond the control of APSA, the Application and Contract may be terminated. APSA will not incur any liability for damages sustained by the exhibitor as a result of such termination. In the event of such termination the exhibitor expressly waives such liability and releases APSA of and from all claims for damages and agrees that APSA shall have no obligations except to refund to the exhibitors a prorated share of the aggregate amount received by APSA (as rental for exhibit space for said exhibit), after deducting all costs and expenses in conjunction with such exhibit, including a reasonable reserve for claims, such as deductions being held hereby specifically agreed to by the Exhibitor.

## WITHDRAWAL

Withdrawal from the exhibition from any company will not be accepted unless APSA receives written notice of such withdrawal. Any company who withdraws prior to September 14, 2015, will be refunded 50% of the total exhibit fee. Full exhibit fee is forfeited by companies withdrawing after September 14, 2015.

## DISPLAY RULES AND REGULATIONS

APSA provides the following: a 6' draped table; two chairs; and one badge. All tabletop exhibit space is 6' tabletop displays only. All materials must fit within these parameters. No larger portable booth displays, including those designed as an 8' x 10' or a 10' x 10', will be allowed to set up on the exhibit floor or set on top of tables. Displays must be contained within the assigned spaces in such a way that they do not interfere with other exhibitors' displays. Phone, data, electrical, and Internet connections should be reserved through the Portland Marriott Downtown Waterfront.

## ASSIGNMENT OF SPACE

Sponsors will be assigned exhibit space first, followed by exhibitors on a first-come, first-serve basis.

## INSTALLATION AND DISMANTLING

The Exhibit Area will be available Friday, February 12, 2016, from 8:00 a.m. to 10:00 a.m., for the installation of displays.

Dismantling or packing of any tabletop material is not permitted until the Exhibit Area closes at 11:00 a.m. and must be completed by 2:30 p.m. on Sunday, February 14, 2016. The exhibitor is responsible for setting up the table Friday and dismantling Sunday. The exhibitor is responsible for all shipping expenses before and after the conference.

## EXHIBIT PERSONNEL/BADGES

The fee for tabletop space includes one (1) exhibits only badge and one (1) full access badge per 6' tabletop. Badges must be worn at all times. Tabletop displays may or may not be staffed. Exhibit personnel must be registered with APSA. Badges may be picked up at the registration counter beginning on Friday, February 12, 2016.

## ADDITIONAL RULES

Distributing advertising matter outside of the exhibitor's rented space is not permitted. All the exhibitor's furnishings must be contained within the confines of the tabletop. Aisles must not be obstructed at any time. APSA reserves the right to restrict any exhibit which might be considered undesirable or does not conform to the Contract Regulations. APSA also reserves the right to make any modifications to these displays, at the exhibitor's expense, so that the exhibit conforms to the Contract Regulations.

## LABOR/SAFETY/FIRE

Exhibitors will comply with all applicable statutes, ordinances, rules and requirements relating to health, fire, safety, and use of the premises. Booth decorations must be flame-proof and all hangings must clear the floor. Electrical wiring must conform with all federal, state, and municipal government requirements, and with the National Electrical Code Safety Rules. If inspection indicates that an exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazards, the right is reserved to cancel at exhibitor's expense all or such part of the exhibit as may be irregular.

## INDEMNIFICATION AND WAIVER

The Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage, including that by fire, and theft, to Exhibitor's displays, equipment and other property brought upon the premises of the Portland Marriott Downtown Waterfront shall indemnify and hold harmless the Portland Marriott Downtown Waterfront and APSA and their agents, servants employees, officers, directors, staff, and members. Each participant by signing the application for participation expressly understands that they release APSA from, and agrees to indemnify it against any and all claims for such loss, injury or damage. If APSA shall be held liable for any event that might result from a particular exhibitor's action or failure to act, such exhibitor shall reimburse and hold harmless APSA against any liability resulting there from. Exhibitors must adequately insure their materials, goods, wares, and exhibits against loss or injury of any kind and must do so at their own expense; APSA and the Portland Marriott Downtown Waterfront are not responsible for any loss (however caused) to any property of any exhibitor.

## AMENDMENT TO CONTRACT REGULATIONS

Any and all points not covered specifically are subject to the decision of APSA. APSA may, in its sole discretion, make reasonable changes, amendments, or additions to Contract Regulations. Any such changes shall be binding on the exhibitor equally with the other regulations contained herein.