

*The Sky's
the Limit*

**Career & Technical Education
Career Expo 2007**

The guidelines below are to be construed as part of all contracts.

EXHIBITION SPACE: Exhibits will be conducted at the **University of Phoenix Stadium, 1 Cardinals Drive, Glendale, AZ 85305**

EXHIBIT HOURS/SPECIFICS: **October 6th, 2007. 9 a.m. to 2:00 p.m.**

INSTALLATION AND DISMANTLING OF EXHIBITS: Exhibits may be installed during the hours of 6:30 a.m. – 8:30 a.m. on October 6th, 2007.

Exhibitors must dismantle their booth on October 6th, 2007 between 2:00-3:00 p.m.

CHARACTER OF EXHIBITS: Educational Information, Educational Products and/or services related to the educational and professional development for students, and community members are suitable for exhibition. Also, employment opportunity exhibitors are invited.

DISPLAY SPACE NOT CLAIMED: Space not occupied or claimed by 8:30 a.m. on Saturday, October 6th, 2007 may be canceled or reassigned without refund.

SIGNS, POSTER AND LITERATURE: No nails, screws or bracing wire may be used in erecting the displays without the consent of the Exhibit Coordinator or University of Phoenix Stadium. All property destroyed or damaged by the exhibitor must be replaced to its original condition by the exhibitor at their own expense.

RESTRICTION ON SELLING: All over -the -counter sales of any kind that involve the exchange of currency for goods received during the exhibition are **STRICTLY PROHIBITED.**

CANVASSING, SOLICITING, EXHIBITING: The exhibitors are confined to their own booth(s). No other exhibitions may be held at the University of Phoenix Stadium in conflict with the Career Expo without the express permission of the exhibit coordinator. Printed advertising is not permitted beyond the confines of the purchased booth space.

HOLD HARMLESS CLAUSE: Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save the Maricopa Community College District, West-MEC, the University of Phoenix Stadium and participating school districts their employees and agents/officers harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorneys' fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or any loss, damage or injury to properties of any kind that are shipped or otherwise delivered to or stored in or on the premises. Properties shall not be

received until lessee has made proper arrangements for receiving, handling and storage of such materials.

The individual exhibitor shall obtain and keep in force during the term of the installation, and use of exhibit premises, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance, insuring and specifically referring to the Contractual liability set forth in this Exhibit Agreement, in an amount not less than \$1,000,000 Combined Single Limit for personal injury and property damage. The Exhibitor agrees to provide a Certificate of Insurance evidencing the coverage described above upon request.

FIRE PROTECTION, MACHINERY, FLAMMABLE LIQUID AND ELECTRICITY: All draping or display material or cloth must be fire-proofed. No person shall erect any engine, motor or other machinery on the premises, or use any gas, flammable liquid or charcoal therein, without prior written approval of the University of Phoenix Stadium.

SECURITY AND SAFETY: The Exhibit Coordinator, the Maricopa Community College District and the Maricopa County Community College District and its agents, ACTE_{AZ}, West-MEC cannot guarantee against loss or damage of any kind. **EXHIBITORS MUST PROVIDE THEIR OWN INSURANCE.**

LIGHTING AND POWER: General house lighting is provided for adequate illumination of the area. Additional lighting/power is available at the Exhibitor's expense thru the University of Phoenix Stadium.

COPYRIGHTS, ROYALTIES, AND TRADEMARKS: It is the Exhibitor's sole responsibility to obtain and pay for any and all applicable licenses and permissions before any moving or still image, computer software, sound recordings, artwork, printed material or other item bearing or embodying a copyright, trademark, patent, publicity right, or other intellectual property is displayed, performed, reproduced, modified or distributed, in whole or in part, at or from the contracted space.

Exhibitor warrants that all necessary licenses and permissions have been or will be obtained prior to using the contracted space. Exhibitor agrees to indemnify and hold ACTE_{AZ} and its officers and consultants, harmless from all claims, losses and damages (including court costs and attorneys' fees) arising out of the Exhibitor's use of the contracted space.

NONPAYMENT AND CANCELLATIONS: Payment for your exhibitor booth space is due in full by **September 3, 2007**. All cancellations of exhibitor booths must be received in writing by **September 3, 2007**. There will be a \$100.00 cancellation fee if the cancellation is received prior to the September 3, 2007, deadline. Any cancellation received after the deadline date will be billed at full exhibitor rate. The Career Expo reserves the right to cancel booth space if payment in full is not made by this date. The Career Expo will work with school districts thru their Purchase Order System and timelines.

As the Exhibit Representative, I have read, understand, and agree to the terms and conditions set forth in the aforementioned Contract of Conditions to exhibit.

Exhibit Representative Date

Company Name

Pam Ferguson, Exhibit Coordinator Date Received

NOTE: Please mail your completed Exhibitor Registration Form, signed Contract, and your payment to:

ACTE_{AZ}
Association for Career Technical Education of Arizona
4949 W. Indian School Road Phoenix, AZ 85031
623-825-7432