



626C Admiral Drive, Suite 723, Annapolis, MD 21401

410-608-0911

ASBO SPRING 2017 CONFERENCE

Dear Vendors/Exhibitors:

The Association of School Business Officials (ASBO) of Maryland and the District of Columbia would like to invite your firm to participate in our 65th Annual Spring Conference in Ocean City, Maryland at the Roland E. Powell Convention Center, on May 21st through the 24th, 2017. The support of companies like yours has been a contributing factor to the many successes of our past spring conferences.

The following information should simplify your registration process:

Booths:

The fees for booth rentals are as follows:

Inside - \$725

Corner - \$825

Oversized booths (800-808) - \$975

Prime oversized booths (615,623, 714 & 720) - \$1075

Included in the booth fee are the following: 10' x 10' carpeted booth, draped 8' back-drop and 3' draped side dividers, 1 – draped table, 2 – chairs, 1 – trashcan, 1 – 7" x 44" booth sign (company name & booth #), 1 – electrical outlet. Oversized booths are 10' x 15'.

To reserve the same booth location as last year, payment or deposits must be received by February 7, 2017. After that date, booth assignments will be on a "first come – first served" basis.

A Business or Corporate membership is required for any company exhibiting.

(Membership application is included)

Shipping:

The coordination of all shipping is done by Arata Expositions. All exhibitors will be receiving shipping information from Arata approximately two (2) months prior to the conference. Other services offered by Arata are installation and take down of an exhibitor's booth, additional furniture, i.e. chairs, tables, specialty furniture, etc. The contacts at Arata are Christine Dietz or Diane Rosen and they can be reached at 301-921-0800.

Door Prizes:

Door Prizes are at the discretion of each exhibitor. Exhibitors are responsible for drawing for the prizes as well as distribution.

Sponsorship Opportunities

There are many opportunities for sponsorship:

- Program advertisements, key note speakers, Sunday Welcome Reception, etc.
Contact: John Lang; 410-608-0911; asbomddc1@gmail.com
- Golf Outing – more information forthcoming.

How to Register

Complete and return the following forms in the self-addressed enclosed envelope to:

Ms. Cindy Reilly – Purchasing Dept.,
Carroll County Public Schools,
125 N. Court St.
Westminster, MD 21157

or

Fax to 410-751-3105 or email at crreill@carrollk12.org

- Application for Exhibit Space
- Name Tag Information
- Company Profile (***must be returned by March 23, 2017 to guarantee listing in the Spring Conference Program***)
- Check or Credit Card Payment Form (if paying by credit card)
- Membership Application (if dues are not current)

This is the only mailing that you will be receiving from the Exhibits Committee. All confirmations (payment and booth assignments) will be sent via e-mail.

The ASBO Spring Conference is an educational and business opportunity for its members. We therefore request that all exhibitors respect and recognize this intent, and not schedule any events that would conflict with the business schedule of the conference.

On behalf of the entire Exhibits Committee, we look forward to working with you again. We trust that you will have a most successful exhibit experience in 2017.

Sincerely,

Cindy Reilly

Exhibits Chairperson

Your Exhibits Committee Contact is:

ASSOCIATION OF SCHOOL BUSINESS OFFICIALS
MD/DC ASBO

APPLICATION/CONTRACT FOR EXHIBIT SPACE ~ May 21– 23, 2017

The undersigned hereby applies to MD/DC ASBO for exhibit space at their annual meeting. We understand this becomes a valid contract when accompanied by proper deposit and ASBO's return acceptance of the contract. We agree that space assigned to us shall be accepted by us unless we notify ASBO in writing within one (1) week of your notice of payment confirmation and booth assignment.

Check one of the following:

Same as 2016 _____ or be put on list for booth assignment _____

BOOTH COST: Inside - \$725
 Corner - \$825
 Oversized booths (700-707) - \$975
 Prime oversized booths (615 & 623) - \$1075

PROXIMITY: We do not wish to be in close proximity to the following firm(s):

Reservation of space will be done upon receipt of payment. Previous year booth assignments will only be guaranteed with a deposit payment being submitted and received by the Exhibits Chairperson, by February 7, 20167

We agree to pay the balance of the space rental cost no later than April 12, 2017. No Company with an outstanding balance due will be allowed to set-up their booth at the conference.

We agree that the Exhibit Rules and Regulations (enclosed) are part of this contract. We also agree not to schedule any events that are in conflict with the business schedule of the conference. Failure to abide by all terms and conditions contained within this contract may result in loss of booth fees paid to date, and your ability to exhibit.

Company or Organization Name

Telephone Number

Address

Fax Number

City, State and Zip Code

Authorized Signature and Title

E-Mail Address

Name printed or typed

(This is the email address that will be used for communications concerning the conference)

Cost of Space \$ _____	Booth # _____	Member # _____
Pay #1 Amt. \$ _____	CK# or Credit Card_Dep # & Date _____	Balance Due \$ _____ Receipt _____
Pay #2 Amt. \$ _____	CK# or Credit Card_Dep # & Date _____	Balance Due \$ _____ Receipt _____

**THE ASSOCIATION OF SCHOOL BUSINESS OFFICIALS
OF MARYLAND AND THE DISTRICT OF COLUMBIA**

65th ANNUAL SPRING CONFERENCE

NAME TAG INFORMATION REQUEST

***** PLEASE PRINT OR TYPE *****

COMPANY NAME: _____

NAME: _____ TITLE: _____

NAME: _____ TITLE: _____

NAME: _____ TITLE: _____

NAME: _____ TITLE: _____

NAME: _____ TITLE: _____

NAME: _____ TITLE: _____

Person Completing Form: _____

Phone No: _____ Fax No. _____

**THERE IS A RECOMMENDED ALLOWANCE OF
4 BADGES PER BOOTH**

Supplying this information prior to the Spring Conference will expedite your registration

**COMPLETE AND RETURN THIS FORM WITH YOUR
APPLICATION/CONTRACT FOR EXHIBIT SPACE**

**THE ASSOCIATION OF SCHOOL BUSINESS OFFICIALS
OF MARYLAND AND THE DISTRICT OF COLUMBIA**

65th ANNUAL SPRING CONFERENCE

**COMPANY PROFILE
FOR CONFERENCE PROGRAM**

Please give the company name, address, and phone number as you would like it to appear in the conference program:

Company Name: _____

Address: _____

Phone Number: _____

We cannot guarantee that submissions received after March 23, 2017 will be published in the program.

Please check the department(s) that your product(s) or services would pertain to:

_____ Purchasing

_____ Food &
Nutrition Services

_____ Administrative &
Fiscal Programs

_____ Facilities

_____ Pupil Transportation

_____ Human Resources

_____ Safety

_____ Technology Services

A brief description of the product line or services offered (in approximately 20 words, descriptions longer in length will be edited as needed)

_____ Please use the same description as last year.

**PLEASE COMPLETE AND RETURN THIS WITH YOUR
APPLICATION/CONTRACT FOR EXHIBIT SPACE**

ASBO - MD & DC

TO: Cindy Reilly, Exhibits Committee Chairperson

From: _____
(Company Name)

DATE:

RE: Payment for Booth at the Spring Conference
May 21 – 23, 2017, Rowland E. Powell Convention Center, Ocean City, Maryland

I authorize ASBO MD & DC to charge \$ _____ to my credit card listed below for booth space at the Spring Conference.

Credit Card: Visa MasterCard AMEX

Credit Card Number:

Expiration Date:

CSV

Cardholder's Signature

Print Cardholder's Name

Cardholder's Billing Address

Cardholder's email

Phone Number

EXHIBIT RULES AND REGULATIONS

PART OF CONTRACT: These rules and regulations constitute a bona fide part of the contract for space. The Exhibits Committee reserves the right to render all interpretations and decisions, should questions arise and to establish further regulations as may be deemed necessary to the general success and well being of the exhibits. The Exhibits Committee's decision shall be accepted as final in all cases.

1. LOCATION, DATES, and HOURS: See cover letter.
2. SPACE CONTRACTS: Applicants for exhibit space are required to execute and forward to the Association of School Business Officials the formal Application/Contract provided. To be valid, each Application must convey the prescribed deposit, which shall be applied to space. Any exhibitor who fails to make payments when due, expressly waives all rights in, and to the use of assigned space, and the Exhibits Committee shall have full right to consider this contract terminated and to retain as liquidated damages all monies paid and to lease that space so reserved to another exhibitor.
3. CANCELLATION POLICY: Any exhibitor canceling their exhibit space contract shall be subject to the following terms:
 - 90 days - prior to the show, full refund of funds paid
 - 60 days - prior to the show, full refund if exhibit space can be sold; 50% refund if space is not sold
 - 30 days - prior to the show; 50% refund if exhibit space can be sold; NO refund if space is not sold
4. SPACE ASSIGNMENT: Upon receipt of deposit, all valid applications will be assigned exhibit space in accordance with ASBO Convention Exhibit Standards. In all cases, efforts will be made to assign space as close compliance as possible with applicants' choice(s).
5. PAYMENT FOR SPACE: Following space assignment(s), each applicant will receive notice of same, and space thus assigned shall be deemed acceptable unless rejected in writing within two (2) weeks from the date of the notice, and may not thereafter be rejected, nor the Contract canceled, without ASBO approval. Full Payment of balance due may be made at any date prior to April 12, 2017.
6. DISPLAY SPACE: The Exhibits Committee will provide display space as indicated on this agreement and official floor plan insofar as possible, but reserves the right to make any changes necessary in the case of an emergency and in the interest of any exhibitor.

ASBO reserves the right to decline or prohibit any exhibitor, which in its judgment is out of keeping with the character of the Exhibit, this reservation being all-inclusive as to persons, things, printed matter, products, and conduct. Each booth space shall be five (5) feet wide.
7. USE OF THE SPACE: No exhibitor may assign, sublet, or apportion his space in whole or in part, or exhibit any products or services other than those manufactured or handled in the normal course of his business, or permit any agent of any non-exhibiting firm to solicit business or take orders from his space.
9. HEIGHT LIMITATION FOR DISPLAYS: The exhibitor shall not display or place any product, sign, partition, person, apparatus, shelving, or other construction which extends more than eight (8) feet above the floor or more than four (4) feet forward from the back wall of the booth. Displays between the back construction and the front of booth may be no higher than four (4) feet. No interference with the light or view of other exhibitors will be permitted.
10. INSTALLATION AND REMOVAL OF EXHIBITS: Exact times for the installation and removal of exhibits are outlined in the Schedule of Exhibit Hours.
11. ETHICS POLICY: Exhibitors will adhere to the ASBO policy regarding gifts and awards as follows:
 - a. A gift, prize, cash award, or anything of economic value of greater than \$20.00 will be prohibited..
 - b. ASBO MD&DC will not accept any gift, prize, cash award or anything of economic value of greater than \$20.00 to distribute to school business officials by way of a drawing, lottery, etc.
 - c. ASBO MD&DC members are responsible for determining the specific policy of their school board regarding the acceptable dollar value of "gifts". For example, the Board of Education, Baltimore County Public Schools bars its employees accepting "gifts" of any value.
 - d. Any ASBO MD&DC members who are school system employees may not solicit any gifts.
 - e. ASBO MD&DC members may accept meals and beverages when consumed in the presence of the entity sponsoring an event.
 - f. Trivial items of informational value may be accepted by members.
12. EXHIBITORS - ADMISSION CREDENTIALS: Representatives may register upon arrival at the exhibit area. Identification badges will be furnished and must be worn at all times.

13. SALE OR DISTRIBUTION OF MERCHANDISE: Exhibitors may show, display, discuss, explain, or demonstrate items or services the exhibit hall during the MD/DC ASBO Annual Spring Conference, but shall not make or solicit merchandise, and/or money. Exhibitors engaging in objectionable methods shall be subject to eviction without refund.
14. INTERVIEWS, DEMONSTRATIONS, DISTRIBUTION OF LITERATURE, ETC.: Shall be permitted only within the Exhibitor's space. Samples or souvenirs may not be sold. Aisles must be kept clear of exhibit materials and debris must be disposed of in building trash containers. The Exhibits Committee will not permit non-exhibitors to canvass, solicit, hold conferences, or distribute literature or other promotional devices at the show.
15. GENERAL REGULATIONS: No part of the building shall be defaced in any manner, nor shall signs or other articles be posted, nailed, or otherwise affixed to any pillars, walls, doors, or other parts of the building. Combustible decorating material, gasoline, kerosene, acetylene, and other flammable or explosive substances are forbidden. All materials used in exhibits must conform to State, County, and City Electrical and Fire Codes. All packing containers, wadding, wrapping, and such materials must be removed from the immediate exhibit area and not stored under the tables or behind the displays.
16. NOISE AND SOUND: Musical instruments, radios, sound motion picture equipment, phonographs, or other noise-creating devices or amplifying systems shall be operated only at a level which will not interfere with other exhibitors or add unduly to general acoustic inconvenience, and other operations must conform to Exhibits Committee requirements.
17. NON-LIABILITY: It is expressly understood and agreed by each and every contracting Exhibitor and his agents that neither the Association of School Business Officials, nor its employees, nor contractors shall be liable for loss or damage to the goods or properties of exhibitors. At all times such goods and properties remain in the sole possession and custody of each exhibitor.

On signing the Application/Contract, the exhibitor releases and agrees to indemnify the Association of School Business Officials of Maryland and the District of Columbia, its managers, officers, members, sponsors, employees, and agents and save them harmless from any suit or claim for property damage or personal injury by whomsoever sustained, including exhibitor and its agents or employees, on or about exhibitor's display space or arising out of the exhibitor's participation in the exhibition, including such damage or injury resulting, in part, from the negligence of one or more of the aforementioned indemnities.

18. INSURANCE: The Exhibitor will, if requested by the Exhibits Committee, furnish certificate of comprehensive general liability insurance coverage, including protective and contractual liability coverage of \$500,000 bodily injury and \$100,000 property damage.
19. THE ASSOCIATION OF SCHOOL BUSINESS OFFICIALS of Maryland and the District of Columbia reserves the right to make additional conditions, rules, and regulations as the Exhibits Committee deems necessary to enhance the success of the exhibit.

PART OF CONTRACT: These rules and regulations constitute a bona fide part of the contract for space. The Exhibits Committee reserves the right to render all interpretations and decisions, should questions arise and to establish further regulations as may be deemed necessary to the general success and well being of the exhibits. The Exhibits Committee's decision shall be accepted as final in all cases.

ROLAND E. POWELL CONVENTION CENTER USERS GUIDELINES

1. No tents, umbrellas or canopies are allowed to be set up inside the exhibit hall.
2. All flammable materials must be fireproofed – written certification may be required.
3. No bottled gas or open flame is permitted.
4. Convention Center curtains are not to be used for covering or draping tables.
5. No tacks, pins, nails, tape or staples are permitted in or on Convention Center tables.
6. Any or all equipment remaining 7 days after move-out date, without prior arrangements with Exhibitor Services will become the property of the Convention Center and will be disposed of.
7. Convention Center shall not be responsible for supplying exhibitors with carts and dollies. Exhibitors must supply their own carts and dollies.
8. Convention Center will not be responsible for refunding any or all monies received for service orders should the request be revised or cancelled.
9. Posters and flyers are not permitted on walls, doors or glass windows.
10. In consideration for others, please advise exhibitors to remove their vehicle from the loading areas once they have unloaded.
11. Exhibitors must have their display material packed and ready to go before bringing their vehicle to the loading areas.
12. No heavy duty four wheel cars, dollies or forklifts are permitted on any carpeted areas.
13. No banners or any signage are permitted outside the Convention Center (premises).
14. It is illegal to occupy RV's on the Convention Center premises overnight.
15. ABSOLUTELY no smoke producing devices are allowed.
16. All entrance, exits, lobby areas and pull stations must stay clear. Please be advised there are designated areas for Registration in the lobby area.
17. Please contact Roland E. Powell Convention Center for specific instruction regarding ISDN lines or special request for telephone service (410-289-8311).
18. Water service hook up is available in Hall A/B ONLY.
19. NO smoking is allowed in the Convention Center.