



THE NATIONAL ASSOCIATION of ELECTION OFFICIALS

34th Annual National Conference
August 25-28, 2018
Sheraton Hotel
New Orleans, Louisiana
EXHIBITOR REGISTRATION FORM

COMPANY _____

MAILING ADDRESS _____

CITY, STATE, ZIP _____

CONTACT PERSON _____ Email _____

TELEPHONE: _____ FAX: _____

Election Center badges must be worn in all exhibitor and conference areas. The registration fee includes attendance for TWO people, to all food functions and the evening events.

THERE WILL BE A \$100 PER BADGE FEE FOR ALL BADGES THAT REQUIRE PRINTING AT THE CONFERENCE

Basic Exhibitor Registration Fees: (see corporate membership discounts below)

\$2000 Registration Fee per space _____ X \$2,000 = \$ _____

Corporate Member Registration Fees*

[] Level I _____ 2 Spaces @ \$ Free = \$ _____

[] Level II _____ 2 Spaces @ \$ Free = \$ _____

[] Level III _____ 1 Space @ \$ Free = \$ _____

[] Level IV _____ 1 Space @ \$1000 = \$ _____

[] Table Top Set Up [] Back Drop Set up Do you need basic electrical power? [] Yes [] No

Additional Person Registration Fee of \$499 per person _____ X \$499 = \$ _____

NAMES OF PERSON(S) ATTENDING

Preferred Name for Badge

[] I will / [] will not attend the Dinner Monday evening ; [] I will / [] will not attend the Graduation Luncheon Tuesday

[] I will / [] will not attend the Dinner Monday evening ; [] I will / [] will not attend the Graduation Luncheon Tuesday

NAMES OF ADDITIONAL PEOPLE

Preferred Name for Badge

[] I will / [] will not attend the Dinner Monday evening ; [] I will / [] will not attend the Graduation Luncheon Tuesday

[] I will / [] will not attend the Dinner Monday evening ; [] I will / [] will not attend the Graduation Luncheon Tuesday

TOTAL DUE the ELECTION CENTER \$ _____

ALL FEES MUST BE PAID BEFORE SETUP ON SUNDAY, AUGUST 26th

*See enclosed Corporate Membership Levels for details. Attendee list will be provided approximately 2 weeks in advance to registered corporate members only. (All Levels)

_____ # Guest (non-exhibitor) attending the August 27TH Evening on the Mississippi Dinner/Dance (See conference brochure page 15 for payment details)

MAKE CHECKS PAYABLE TO: THE ELECTION CENTER

MAIL TO: Chrissi Keller, Exhibit Coordinator
13317 34th Avenue NW
Marysville, WA 98271

PLEASE ATTACH A BRIEF COMPANY DESCRIPTION TO BE INCLUDED IN THE CONFERENCE BROCHURE: (i.e., company name, telephone number, internet address and brief description of product/company or how you wish to describe your product or company. Limited to one or two paragraphs of approximately 5-6 lines each. Scan able logo will be included if provided.)

Conference Exhibitor Agreement

This agreement is made between The Election Center/Exhibit Coordinator and the Conference Exhibitor.

Duties of the Exhibit Coordinator/Election Center

For purposes of this agreement, The Exhibit Coordinator and the Election Center are assumed to be the same entity and therefore any reference to one of these entities is assumed to be referenced to the other. Reference to these entities may be used interchangeably.

The Exhibit Coordinator reserves the right to fix the time for installation of a booth prior to the opening of the "show" and the time for its removal subsequent to the conclusion of the "show". All of the scheduled times for setup and tear down are listed on the "Conference Information Sheet" which is provided to the Exhibitor by the Exhibit Coordinator. The Exhibit Coordinator may reassign or sell any space not claimed and occupied two hours prior to the "show". Should the Exhibit Coordinator elect to reassign or sell unclaimed space within the aforementioned time, there will be no refund to the original Exhibitor. The Exhibit Coordinator will not assume any responsibility for the contents of the exhibitor's crates and boxes. The Exhibit Coordinator may destroy any crates/boxes not marked and identified. Any crates and boxes or other exhibit material unclaimed by the exhibitor 24 hours after the conclusion of the "show" will be removed at the exhibitor's expense. The Exhibit Coordinator will bill the Exhibitor for removal time, and/or storage together with any handling fees at a rate of \$300.00 per day. The Exhibit Coordinator will assume no responsibility for the contents of the exhibitor's crates or boxes. The Exhibit Coordinator may deny future participation to any Exhibitor that has not settled any outstanding fees or has failed to resolve any outstanding issue at least 15 days prior to the onset of any new "show".

Neither the Exhibit Coordinator, nor the exhibit facility shall assume any liability for any loss or damage to the exhibit material not properly stored or maintained before, during or after the "show".

Duties of the Exhibitor

It shall be the Exhibitor's responsibility to properly mark and identify their crates and boxes, or other materials. Any material belonging to the Exhibitor that is not properly marked or identified may be destroyed.

The Exhibitor shall occupy any assigned space at least three hours prior to the start of the "show". It shall be the exhibitor's responsibility to ensure that the installation of all exhibits is fully completed by the opening time of the "show".

The Exhibitor and/or the Exhibiting firm shall assume the responsibility for its authorized representative to follow all contract rules and regulations.

The Exhibitor shall be responsible for resolving all outstanding debts. No Exhibitor shall participate in any conference show without payment of all outstanding fees and debts that have been previously incurred.

I hereby agree to abide by all rules and procedures set forth herein, in the Election Center Exhibitor's Agreement, which are a part of the application to participate in the Election Center's Conference as an Exhibitor. My signature affixed to this contract represents acceptance of the terms and conditions contained in this agreement.

Signature _____ Title _____ Date _____