



## ACUI EXPO TERMS AND CONDITIONS

If, in the judgment of ACUI, an exhibitor is operating contrary to the policies of the Association or the Renaissance Grand Hotel, ACUI may cancel the exhibitor's space, and the exhibitor's fee will be forfeited. ACUI reserves the right to change non-rented spaces within the ACUI Expo without notice to the exhibitors.

- ACUI will make every attempt to comply with requests for assignment of exhibit locations on a first-come, first-served basis. Location assignments will be made solely at the discretion of the ACUI Expo manager beginning the first week of December. The ACUI Expo manager reserves the right to reconfigure the show floor as it deems necessary in the best interest of the show or for logistical reasons. This contract is for the use of the amount of space indicated and not for any specific location on the show floor.
- Any space unclaimed by 9 a.m. on the first show day may be resold or reassigned by the ACUI Expo manager without obligation on the part of ACUI for any refund whatsoever. All set-up must be complete one hour prior to the opening of the show. All exhibits and materials must be removed from the hall within three hours of the close of the show.
- There is no smoking allowed in the ACUI Expo nor near any entrance to the facility, during the event, set-up, or tear-down.
- Booths must be staffed during all show hours and until the official closing of the ACUI Expo.
- This contract provides for the use of exhibit space only. Furnishings (other than those included in the basic package), installation or removal labor, freight, drayage, phone, Internet access, and electric service are not included in these fees.
- Each exhibitor is solely and fully responsible for its own material and should insure its exhibit against loss or damage from any cause whatsoever.
- Exhibitors must furnish ACUI with a list of items to be exhibited. ACUI reserves the right to accept or reject any exhibit that may detract from the general character of the display. Any food or beverage service from your exhibit booth must be coordinated with ACUI prior to the conference.
- Display boards and other high exhibits must not be placed so as to interfere with other exhibits. Any construction in excess of 4' in height must be kept within 3' of the rear of the booth, and no construction can exceed 8' in height. If your display exceeds these limits, contact ACUI, and an attempt will be made to locate your exhibit where it will not interfere with other booths.
- If the operation of any equipment produces noise or odors annoying or inconvenient to exhibitors or delegates, it will be necessary to discontinue such an operation. Sound may reach the immediate vicinity of the exhibitor's area only, and it is urged that displays with sound be equipped with earphones.
- All demonstrations, interviews, or other activities must be confined to the booth. Aisles must be kept clear, and exhibits must be arranged so that salespersons will be inside the rented space.
- Exhibitors may have drawings and award prizes or gifts in their own exhibit booths. There will be no exhibitor drawings or awarding of prizes at any conference function without prior approval from the ACUI Expo manager.
- Advertising and sales promotion materials may be distributed from booths only. No materials may be left in public areas for distribution or placed on seats, attached to the walls, ceilings, and so forth of the Renaissance Grand Hotel.
- No exhibitor or sponsor can exhibit or permit to be exhibited in the space allotted or as part of their sponsorship any company, organization, or products other than those specified in the application. Subletting or licensing of space or use of space not explicitly authorized in writing by the ACUI Expo manager is prohibited. Sharing of an exhibit by two or more companies is not permitted except as specifically arranged and approved by the ACUI Expo manager in writing in advance.
- Exhibitors are asked to refrain from operating hospitality suites at times that conflict with events that are part of the official conference program. Hospitality functions should not encourage or permit alcohol abuse nor place emphasis on quantity and frequency of use of alcoholic beverages. Alternative beverages should always be available. Hospitality suites must be open to all registered conference guests and ACUI staff.
- Hotel meeting rooms will not be available for movie screening or talent showcasing.
- Exhibits must comply with all union labor regulations. Rules and regulations for union labor are made by local unions and may be changed at any time.
- Exhibitors will be held responsible for any damage done to the Renaissance Grand Hotel property by the exhibitor or representatives of the exhibitor. No nails, tacks, screws, or other items can be driven into the walls or floor of the building.
- A security officer will be on duty in the ACUI Expo area while exhibits are closed. The officer's presence does not constitute acceptance of any responsibility for security of the exhibitors' products. Any items of value should be taken from the hall when booths are unattended. An ACUI Expo committee member will staff the entrance during the hours that the exhibit area is open.
- Any grievances during the conference should be directed first to the ACUI Expo manager.
- The purpose of the Association's exhibits is educational. The exhibits permit conference delegates to become familiar with vendors, their products, and their services. The Association is a tax-exempt educational organization under Section 501(c)3 of the U.S. Internal Revenue Code, and activities that might jeopardize this tax exemption must be avoided.

## CANCELLATION OF LEASE

Exhibitors will have the right to cancel this agreement at any time by written notice to ACUI. In the event of such cancellation received up to 180 days prior to the ACUI Expo, ACUI will refund any rental payments already made by the exhibitor minus a \$900 processing fee. ACUI will refund 50 percent of the total booth space cost on cancellations received between 120 and 180 days prior to the ACUI Expo provided the booth is paid in full. No refunds will be made on cancellations received within 120 days of the ACUI Expo.

## RULES AND REGULATIONS

To ensure efficient and punctual set-up and tear-down, this show will conform to the rules and regulations formulated by the National Association of Exposition Managers and the Exposition Service Contractors Association. These rules specify exactly how an exhibitor may use the services of a firm other than the official contractor to install and dismantle exhibits in a show. Exhibitors must notify the show manager at least 30 days in advance of the show that they will be using an outside contractor, supplying the name, address, and supervisor in attendance. Outside contractors must communicate to the show manager at least 30 days in advance of the show what exhibiting companies have requested work and whom the outside contractor will employ. The contractor must supply appropriate insurance certificates.

## LIABILITY

Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and save ACUI and the Renaissance Grand Hotel and its employees and agents harmless against all claims, losses, and damages to persons or property, governmental charges or fines, and attorney fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy, or use of the exhibition premises or a part hereof, excluding any such liability caused by the sole negligence of the Renaissance Grand Hotel, its employees, and its agents.

## ASSOCIATION OF COLLEGE UNIONS INTERNATIONAL

One City Centre, Suite 200

120 W. Seventh St.

Bloomington, IN 47404-3839

812.245.8070 | [exhibit@acui.org](mailto:exhibit@acui.org) | [www.acui.org](http://www.acui.org)

# 2013 EXHIBITOR APPLICATION

ASSOCIATION OF COLLEGE UNIONS INTERNATIONAL

93<sup>RD</sup> ACUI ANNUAL CONFERENCE  
MARCH 10-14, 2013  
ST. LOUIS



## EXHIBITING COMPANY INFORMATION (PLEASE TYPE OR PRINT)

COMPANY \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
CITY \_\_\_\_\_  
STATE/ZIP \_\_\_\_\_  
PHONE \_\_\_\_\_  
FAX \_\_\_\_\_  
E-MAIL \_\_\_\_\_  
WEB \_\_\_\_\_

## CONTACT INFORMATION (PLEASE TYPE OR PRINT)

PRIMARY COMPANY CONTACT \_\_\_\_\_  
CONTACT TITLE \_\_\_\_\_  
TRADE SHOW COORDINATOR \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
CITY \_\_\_\_\_  
STATE/ZIP \_\_\_\_\_  
PHONE \_\_\_\_\_  
FAX \_\_\_\_\_  
E-MAIL \_\_\_\_\_

## DESCRIBE YOUR COMPANY'S PRODUCT/SERVICE IN 50 WORDS OR FEWER:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there any competitive companies that you do not wish to be located near?

\_\_\_\_\_  
\_\_\_\_\_

## EXHIBIT SPACE REQUESTED:

SIZE: \_\_\_\_\_ feet x \_\_\_\_\_ feet

## SPECIAL REQUESTS:

CORNER LOCATION

**Premium corner booth add \$400.**

*\* Companies will not be listed in the ACUI publications unless full payment for booth(s) has been made.*

*\* Membership must be active as of the date of the show to qualify for the member rate.*

## BOOTH RENTAL RATES:

### ASSOCIATE MEMBERS

**Priority discount – \$2,200**

Each additional booth is \$2,050

Application and payment must be received by June 29, 2012.

**Early bird discount – \$2,350**

Each additional booth is \$2,200

Application and payment must be received by Oct. 18, 2012.

**Regular fee – \$2,500**

Each additional booth is \$2,350

Application and payment must be received by March 10, 2013.

### NONMEMBERS

**Priority discount – \$2,900**

Each additional booth is \$2,750

Application and payment must be received by June 29, 2012.

**Early bird discount – \$3,050**

Each additional booth is \$2,900

Application and payment must be received by Oct. 18, 2012.

**Regular fee – \$3,200**

Each additional booth is \$3,050

Application and payment must be received by March 10, 2013.

## PLEASE CHECK ONE OF THE PAYMENT PLANS AVAILABLE:

Full booth rental is enclosed. Checks should be made payable to: **Association of College Unions International.**

Charge full booth rental to my charge card.

\_\_\_\_\_  
MASTERCARD/VISA/AMERICAN EXPRESS # \_\_\_\_\_ EXP. DATE \_\_\_\_\_

\_\_\_\_\_  
BILLING ADDRESS \_\_\_\_\_

\_\_\_\_\_  
NAME AS IT APPEARS ON CREDIT CARD (PLEASE PRINT) \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE \_\_\_\_\_

My signature below indicates that my company understands and agrees that this application is subject to the conditions outlined in the 2013 ACUI Expo Terms and Conditions accompanying this application and in accordance with the stated booth rental fee; that space assigned by ACUI staff shall be acceptable; that aforementioned conditions incorporated by reference; that product descriptions provided on this form are those that are planned for our exhibit; and that any changes must be received in writing by ACUI prior to the convention opening on March 10, 2013.

\_\_\_\_\_  
AUTHORIZED BY \_\_\_\_\_

\_\_\_\_\_  
TITLE DATE \_\_\_\_\_

## MAIL THIS APPLICATION AND PAYMENT TO:

Association of College Unions International • One City Centre, Suite 200 • 120 W. Seventh St. • Bloomington, IN 47404-3839  
Phone: 812.245.8070 • Fax: 812.245.6711 • E-mail: exhibit@acui.org • www.acui.org