

NATIONAL ASSOCIATION OF INDEPENDENT SCHOOLS  
**2001 NAIS ANNUAL CONFERENCE**

John B. Hynes Convention Center February 28 – March 3, 2001 Boston, Massachusetts

**CONFERENCE EXHIBITOR CONTRACT**

**Exhibit space:** Please provide the following information exactly as you wish it to appear in the program. Type or print application, please.

Contact ..... Title .....

Name of company .....

List company name as it should appear on the booth sign .....

Address ..... Zip .....

( ..... ) ( ..... )  
 Telephone ..... Fax ..... email address .....

Description of exhibit for publication in the conference program. If incomplete, no description will appear in the final program.  
 (Do not exceed 100 characters, including punctuation and spaces. *If your description is longer than 100 characters, NAIS will edit it.*)

**Please indicate the category which best describes the services you provide, please check the most appropriate one:**

- |   |  |   |  |  |
|---|--|---|--|--|
| <input type="checkbox"/> Academic Services              | <input type="checkbox"/> Administrative Services         | <input type="checkbox"/> Architectural Services   | <input type="checkbox"/> Building Services                   | <input type="checkbox"/> Financial Services  |
| <input type="checkbox"/> Food Services                  | <input type="checkbox"/> Fund-Raising Services           | <input type="checkbox"/> Information Services     | <input type="checkbox"/> International Programs              | <input type="checkbox"/> Insurance Services  |
| <input type="checkbox"/> Marketing/Advertising Services | <input type="checkbox"/> Pre-College Enrichment Programs | <input type="checkbox"/> Publishers               | <input type="checkbox"/> Search Consultants/jobs             | <input type="checkbox"/> Software/Technology |
| <input type="checkbox"/> Student Placement              | <input type="checkbox"/> Teacher Services                | <input type="checkbox"/> Travel Services/Programs | <input type="checkbox"/> Other: <i>please specify:</i> _____ |  |

**Choice of booth locations:**

- |  |            |                    |
|--|------------|--------------------|
| _____ Number of 10' x 10' booths at \$1,250 each   | = \$ ..... | <i>amount due:</i> |
| _____ Number of 10' x 10' booths at \$1,550 each   | = \$ ..... |                    |
| _____ Number of Nonprofit tables at \$650 each   | = \$ ..... |                    |
| <input type="checkbox"/> Corporate subscribers on-site deduct 15% (invalid after 3/3/00)   |            |                    |
| <input type="checkbox"/> Corporate subscribers after 3/3/00 deduct 10%   |            |                    |
| <input type="checkbox"/> Nonmember on-site deduct 10% (invalid after 3/3/00)   |            |                    |
| <input type="checkbox"/> Early Bird Registration! Register before September 1, 2000 and deduct \$50<br>(this discount cannot be used in conjunction with any other discount) | - \$ ..... |                    |

**Method of payment:**

- (this contract will not be processed without full payment)
- Check (*payable to NAIS*)
- VISA    Mastercard or    AMEX (*complete information below*)
- Card# .....
- Name on Card .....
- Signature .....
- Exp. Date .....
- Daytime Phone# .....

Only One Discount Per Contract                      **Total enclosed**                      \$ .....

**List booth numbers from floor plan:**

1st choice # ..... 2nd choice # ..... 3rd choice # ..... 4th choice # .....

If all four choices have been taken by the time we open this application, NAIS will assign a booth. Nonprofit tables are assigned at the discretion of the Director of Meeting Planning. Space assignments will be made following the order in which applications are received, special preference may be given to previous exhibitors for specific booth space.

Upon acceptance by NAIS, this instrument shall be a legally binding contract between the Exhibitor and NAIS. Either party may terminate this contract at any time by notice to the other by mail or fax. *If this contract is terminated by the Exhibitor 90 or more days prior to the start of the Annual Conference, NAIS shall refund any fees which have been paid, less a \$200 service charge per booth, but if terminated by the Exhibitor less than 90 days prior to the Annual Conference, NAIS shall not refund any fees.* NAIS has the option of changing booth space any time prior to the conference. An application for an exhibit will not be considered complete and space will not be held until NAIS has received the signed copy of the Conference Exhibitor Agreement and full payment of fees due.

**Registration:** Please give us the names of your representatives attending the conference.

**Sponsorship:** Conference sponsors will have a descriptive listing in the Conference Program and attractive signs to further advertise their participation. Sponsorships are not final until NAIS has received full payment and your confirmation letter has been received. Conference sponsorships are non-refundable.

Yes! We want to sponsor the following event: ..... at \$ .....

**Exhibit Hall drawing:** Exhibitors are invited to donate items for the NAIS drawing. Please briefly describe the item you wish to donate.

Name of Firm .....

Signature of Exhibitor ..... Name (*please print*) .....

Title .....

This signed copy states that you have read and agree with the rules and regulations set forth by NAIS and its constituents. The original signed agreement must be mailed to Accounting Department/Conference Exhibits, NAIS, 1620 L Street, NW, Washington DC 20036-5605 (with check) no later than December 1, 2000.

**Questions?:** (202) 973-9700   **Mail with check to:** Accounting Department/Conference Exhibits, NAIS, 1620 L Street, NW, Washington, DC 20036-5605  
**Fax with credit card info to:** (202) 973-9790   **E-mail with credit card info to:** Follow instructions at [www.nais.org](http://www.nais.org)

Do not mail original if you fax or e-mail your form. Please keep a copy of this form for your records.

# Exhibitor Agreement

The undersigned "Exhibitor," in consideration for his/her exhibition at the 2001 Annual Conference of the National Association of Independent Schools ("NAIS"), and other good and valuable consideration the sufficiency of which is hereby acknowledged, hereby agrees as follows:

1. No one other than the Exhibitor and his/her employees will be permitted to occupy the space rented to him/her.
  2. Booth arrangements shall conform in all respects to the dimensional and height requirements indicated in the space diagram furnished. Display materials in the rear of the booth cannot exceed the backdrop height in the exhibit booth or exceed 8 feet. Materials being displayed on the sides of the exhibit booth cannot exceed 4 feet in height, except for pipe and drape, any portion of the exhibit extending above the booth or any or any open or unfinished side of the exhibit blocking another Exhibitor's view in the judgment of NAIS, will be dismantled by the official Show Decorator at the Exhibitor's expense, if not properly dismantled by the exhibitor.
  3. No material, equipment or apparatus shall be permitted, the presence, appearance, or operation of which produces noise, vibration, odor, or other irritant which is objectionable to NAIS, the center, center guests, other exhibitors, or visitors. In addition, any material, equipment, or apparatus, the presence or operation of which may be a hazard to persons or property shall be removed forthwith. NAIS expects all exhibitors to behave in a professional manner. No disruption of the conference or any Exhibitor's right to conduct business will be tolerated.
  4. The Exhibitor's property shall be brought and kept on and removed from the center's facilities at the Exhibitor's sole risk.
  5. All materials used in the Exhibit Hall must be fireproofed and must conform to all local fire department and insurance underwriters' regulations. No decorative paper of any kind will be permitted. The Exhibitor will not permit any article to be located in the exhibition premises which will void insurance or increase premiums of insurance policies on the building in which the Conference is held.
  6. Exhibitor assumes full responsibility for any damage to the center caused by or resulting from Exhibitor's move in, move out, or use of the center's facilities. Nothing shall be posted on, or tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is prohibited.
  7. The Exhibitor will keep his exhibit arranged, dusted, and in good order at all times.
  8. NAIS will direct the Freeman Decorating Company to uncrate and set up any exhibit display booth that is in its booth, but has not been uncrated one hour before the opening of the Exhibit Hall. (This does not apply to packing boxes of the Exhibitor's product but to booth structures — shelving, backdrops, lights, and the like.) The Exhibitor will be billed and shall pay for labor and other costs involved. NAIS is not responsible for any damage to the Exhibitor's product due to the set up of the Exhibitor's booth.
  9. The Exhibitor will not dismantle his/her display prior to the stated closing hour of the Conference, 3:00 p.m., Friday, March 2, 2001. All prefabricated exhibits must be dismantled and crated with move out completed no later than 6:00 pm on Friday, March 2, 2001.
  10. Sales will be permitted on the exhibit floor. The Exhibitor assumes entire responsibility for the collection of any applicable sales taxes on any sales made on the exhibition premises. Sales permits are available at no charge. Please contact the Massachusetts Department of Revenue, Automated Trustee Unit at (617) 887-6367.
  11. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and save the John B. Hynes Convention Center, and affiliates and subsidiaries of each of the officers, directors, agents, and partners of each (Indemnified Parties) and its employees and agents 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 a part thereof, excluding any such liability caused by the sole negligence of Indemnified Parties, its employees and agents.
  12. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and save the National Association of Independent Schools (NAIS) and its employees and agents 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 a part thereof, excluding any such liability caused by the sole negligence of NAIS, its employees and agents.
  13. In addition, Exhibitor acknowledges that the National Association of Independent Schools and the John B. Hynes Convention Center do not maintain insurance covering Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses by the Exhibitor
  14. Exhibitor will not do or omit to do anything which would cause NAIS to fail to perform, keep, and observe any of the terms, convenants, and conditions contained in the Agreement between NAIS and the John B. Convention Center related to the 2001 NAIS Annual Conference.
  15. Neither NAIS nor the John B. Hynes Convention Center, nor their employees and agents shall have any liability or obligation to the Exhibitor for cancellation or deferral of the Conference.
  16. Table-top Displays – Existing rules and regulations for booth rentals will apply to table-top displays, including the requirement that each table exhibit be manned. Electrical service is not available for table-top displays and all display materials must be confined to the top of the table and may not exceed 36 inches in height from the top of the table. Space is assigned at the discretion of the Director of Meeting Planning.
  17. Exhibit booths include appropriate backdrops and side walls, aisle carpeting, a standard two-line sign with the Exhibitor's name, city, and state. NAIS will also provide security during the hours the Exhibit Hall is closed.
  18. NAIS will only permit one company per booth, and one company name on a sign at any time, no exceptions.
  19. All exhibiting companies must have a registration form filled out for every exhibitor attending the conference. NAIS registrations are non-transferable.
  20. There are controversial issues and materials used in education. Exhibits which present the positive point of view on such issues will be permitted. Political actions or activities are prohibited. Exhibits which defame or unfairly attack the products or integrity of another Exhibitor or exhibits which disturb or disrupt the exhibits of another, through audio or video displays or otherwise, are also prohibited.
- Exhibitor understands that failure to comply with any provision of this Conference Exhibitor Agreement Part I and II may affect its future Conference exhibiting eligibility and priority in addition to any legal liability or obligation that such failure may impose upon the Exhibitor. Thank you for your participation in the Annual Conference of the National Association of Independent Schools.
- We welcome your exhibit as a means of educating our members and keeping them informed on new developments affecting independent schools.