

**Wisconsin Head Start Association 9<sup>th</sup> Annual Training Conference  
February 14-16, 2011 · Kalahari Resort · Wisconsin Dells, Wisconsin**

**CONTRACT APPLICATION FOR EXHIBIT SPACE**

List your company name **as you would like it to appear on the 7" x 44" ID sign and in any printed material.**  
Please type or print.

Firm Name \_\_\_\_\_

Address \_\_\_\_\_ Phone# \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_ Web Address \_\_\_\_\_

Should follow-up correspondence be addressed as above?    Yes    No    (List alternate address)

Name of Representative Attending \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_

**Description of products or services provided by your company:**

**Number of booths requested:** \_\_\_\_\_ **Number of additional tables requested:** \_\_\_\_\_

One 8 foot skirted table is provided per booth; additional skirted tables will be provided at a cost of \$25 each.

**Will you need electricity:** \_\_\_\_\_                      Lunch Day 1 \_\_\_\_\_ \$15 each  
110v outlet installed at a cost of \$59 per outlet                      Lunch Day 2 \_\_\_\_\_ \$15 each

**Payment Terms and Conditions:**

1. Enclose half payment with contract application for exhibit space. The balance is due prior to January 28, 2011. Any amount payable to WHSA and not paid by this deadline shall bear interest at the rate of 1.5% per month.
2. Makes checks payable to: **Wisconsin Head Start Association.**
3. Wisconsin Head Start Association will have the right of interpretation and approval of all matters pertaining to contract, rules, and regulations.
4. Booth Fees (below) include one table, back/side drapes, and signs. Special features can be rented from Valley Expo and Displays.
  - ❖ Corporate/Large business    \$265.00
  - ❖ Small Business    \$140.00
  - ❖ Non-Profit with sales    \$110.00
  - ❖ Non-Profit without sales    \$72.00
  - ❖ Multiple booths will receive a 10% discount on second booth.

**IN SUBMITTING AN APPLICATION WE AGREE TO EXHIBIT UNDER AND COMPLY WITH ALL TERMS AND CONDITIONS INCLUDED IN THIS TWO PAGE CONTRACT.**

\_\_\_\_\_  
Contact Person (Please Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\$ \_\_\_\_\_  
Amount Enclosed

**Please sign and return with remittance to:**  
Wisconsin Head Start Association  
122 E. Olin Ave  
Suite 110  
Madison, WI 53713

WHSA use only  
Amount Received \$ \_\_\_\_\_ Check # \_\_\_\_\_  
Date Received \_\_\_\_\_  
Contract Accepted By: \_\_\_\_\_  
Booth(s) Assigned \_\_\_\_\_

**Cancellation Policy:** Cancellations received on or before December 31, 2010 entitle exhibitor to full refund minus \$35.00 handling charge. Cancellations received after that date will be entitled to 50% of the fee paid by the exhibitor minus \$35.00 handling charge.  
**No space allocations will be made, nor will this contract be processed, without proper payment of fees.**

## EXHIBITING TERMS AND CONDITIONS

**INSTALLATION OF EXHIBITS**-Will be allowed after 6:00 a.m. February 14, 2011. All exhibits and materials must be set and ready by 9:00 a.m. on February 14, 2011. No exhibits or exhibit materials may be removed prior to 3:30 p.m., February 15, 2011. All exhibits and materials must be removed from the exhibit hall by 6:00 p.m., February 15, 2011.

**USE OF SPACE**-All demonstrations or other sales activities must be confined to the limits of the exhibit booth or display areas. No exhibitor shall assign, sublet or share the space allowed without the knowledge and consent of the WHSA.

The standard booth equipment will consist of 8-foot high back wall drapes and 3-foot high side divider drapes and 8 foot table (if more than one table is required, please specify that clearly in the application-there will be a \$25 charge per extra table). Exhibits should be planned to fit the 8 foot booth. Each exhibit space must provide for the clear and unobstructed view of neighboring exhibits.

Distribution of circulars or promotional material may be made within the space assigned to the exhibitor presenting such material.

No firm or organization not assigned space in the exhibit area will be permitted to solicit business within the exhibit or conference area.

The exhibitor is charged with the knowledge of national, state, and local legal restrictions on any merchandising, advertising, or promotional scheme, which involves attracting visitors to any exhibitor's location, by any inducement, which might be construed as lottery. WHSA does not accept any responsibility for any promotional schemes undertaken by the exhibitor.

**LIABILITY AND INSURANCE**-WHSA, Valley Expo and Displays, nor the Kalahari will be responsible for the safety of the property of exhibitors from thefts, strikes, damages by fire, water, storm, vandalism, or other causes...unless caused by their or its negligence, but they will take all reasonable precautions to protect the exhibitors from such loss.

Exhibitors are advised to carry floater insurance to cover exhibit material against such damage and loss and public liability against injury to the person and property of others. The exhibitor is charged with knowledge of all local laws, ordinances and regulations to health, fire prevention and public safety while participating in this conference. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor.

**FIRE PREVENTION**-All booth decorations must be flame proofed and all hangings must be clear of the floor. Electrical wiring must conform to National Electrical Code Safety Rules. If inspection indicated that any exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazard, the right is reserved to cancel all or such part of exhibit which may be irregular.

**AUDIO VISUAL**-All plans for installation and operation of audiovisual equipment must be approved by the WHSA before operation is undertaken.

**STORAGE AND PACKING BOXES AND CRATES**-Exhibitors will not be permitted to store empty boxes or crates in booths during the exhibit period unless completely out of view of conferees and within the assigned 8 foot booth.

**CARE OF BUILDING AND EQUIPMENT**-Exhibitors or their agents shall not injure or deface the walls, ceilings, or floors of the building, the booths, or the equipment of the booths. When such damage appears, the exhibitor is liable to the owner of the property so damaged.

**RESTRICTIONS IN OPERATIONS OF EXHIBITS**-WHSA reserves the right to restrict exhibits which, because of noise, methods of operation, materials, or for any reason, become objectionable, and also to prohibit or to evict any exhibit which in the opinion of the WHSA may distract from the general character of the exhibit as a whole. This reservation includes persons, things, conduct, printed matter, or anything of a character, which the WHSA determines, is objectionable to the exhibit. In the event of such restriction or eviction, WHSA is not liable for any refunds or rentals or other exhibit expense. All reservation deposit money to be retained by WHSA, in the event the exhibitor fails to fulfill contract.

**IN THE EVENT**-The show is not held for any reason, the rental and lease space to the exhibitor shall be cancelled and terminated upon the return of the deposit and/or rental paid by the exhibitor for space in the exhibit area for this specific event. Return of the exhibitor fee will terminate any liability upon WHSA.

These regulations become a part of the contract between the exhibitor and WHSA and have been formulated for the best interests of all concerned. WHSA respectfully asks the full cooperation of the exhibitors in their observance. All points not covered are subject to the decision of WHSA, the manager of this event.

**(WHSA 3/2010)**