



Exhibitor Registration

Company:

Primary Contact:

Title:

Email:

Phone:

Mailing Address:

City, State, Zip:

Type of Service/Product:

First-Time Exhibitor:

Yes

No

Rates:

NEW! Early Bird
Must be paid in full by
February 1, 2020

After February 1, 2020

8' x 10' – Member

\$1,850

\$2,000

Not a member?

Join today for savings on your booth!

\$400

\$400

8'x 10' – Non-Member

\$2,350

\$2,500

Corner Booth Upgrade

\$350

\$350

Expo Sponsorship Opportunities:

Traffic Builder

Encourage foot traffic to your booth. Attendees will complete a passport for a chance to win prizes.

\$250

Welcome Reception

Sponsorship includes a 3-minute speaking opportunity during the reception and (2) additional Expo-only badges

\$5,000
minimum

Coffee/Beverage Break

Sponsorship includes booth placement next to/near the station for added attendee interaction, (1) IACLEA board member stationed for 30-minutes to facilitate introductions. Station will include coffee, tea, water, or other non-alcoholic beverages.

\$3,000
per break

Lunch with the Exhibitors

Sponsorship includes a 3-minute speaking opportunity at the start of the expo lunch and (2) additional Expo-only badges.

\$5,000
minimum

Payment Information:

Card Number:

CV#:

Name on Card:

Exp. Date:

The exhibitor understands and agrees that this application is subject to the conditions outlined on the Exhibitor Contract. Exhibitor authorizes a remittance of \$ _____ as payment for booth space rental and/or sponsorship.

Signature:

Date:



Booth Selection:

_____ 1st Choice _____ 2nd Choice _____ 3rd Choice _____ 4th Choice

- Booths labeled "CP" are reserved solely for IACLEA Corporate Partners.
- All vehicles must reserve at least (2) booth space.
- Booth order includes: (1) 6' tables, (2) chairs, (1) wastebasket, (1) ID sign, (2) Expo-Only badges. Full conference badges and tickets to Chief's Night must be purchased separately.
- If all choices have been assigned, IACLEA reserves the right to assign space as equitably as possible. Booth numbers will not be assigned until May 1, 2020 and are subject to change.

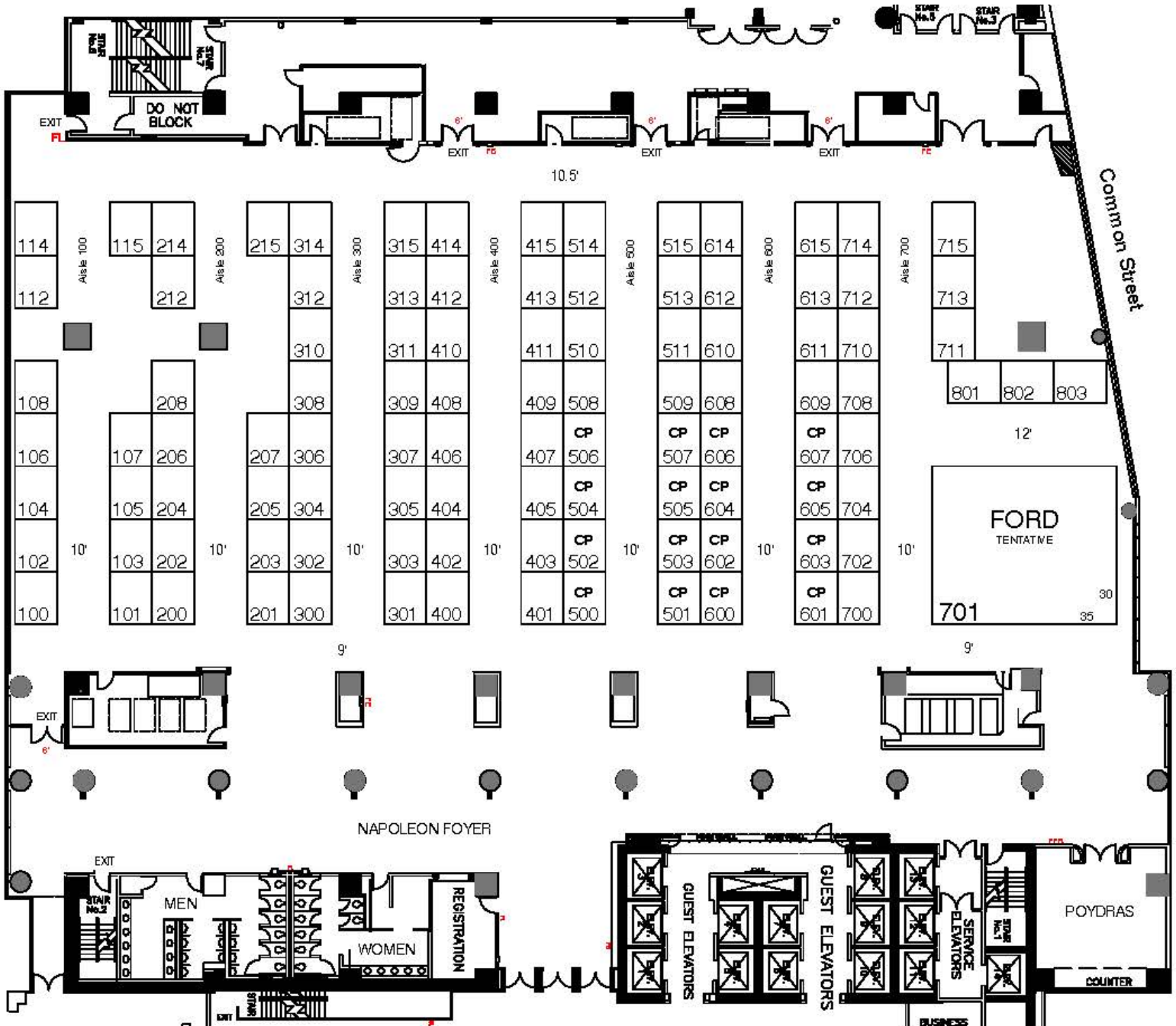
Schedule

subject to change

Sunday, June 21
5pm-8pm | Move In

Monday, June 22
7am-2pm | Move In
3pm-6pm | Exhibit Hours &
Welcome Reception

Tuesday, June 23
10:30am-2pm | Exhibit Hours & Lunch
2pm-5pm | Move Out



Description of Booths: Booths are 8'D x 10'W. 8' high back wall drapery and 3' high division curtains of flame-proofed fabric suspended from aluminum framing, (1) 6' draped table, (2) chairs, (1) 7" x 44" identification sign is furnished for each exhibitor.

Exhibitor Listing: Exhibitors receive a listing in the exhibit section of the printed program for the IACLEA Annual Conference & Exposition ("Show") if payment is received IN FULL by June 1, 2020.

Exhibitor Kit: Exhibitors receive a packet of information from official general services contractor, Capital Convention Contractors ("Capital") about the exhibition schedule, facility, set-up and break-down procedures, drayage, furniture and special item rental, labor order forms and electrical service. Capital will send your exhibitor packet by May 1, 2020.

Installation: Capital will install booths on Sunday, June 21. Booths will be available for exhibitor move-in and setup on Sunday, June 21 from 4:30pm-7:30pm and Monday, June 22 from 7:00am-2:00pm. All set up must be completed and show ready by 2:00 pm. All materials must be removed from the area beginning no earlier than 2:00 pm and no later than 5:00 pm on Tuesday, June 23. IACLEA and Capital reserve the right to refuse any materials arriving before or after the times allotted. Any unclaimed booth space may be reassigned without refund.

Decorator and Carpenter Jurisdiction: The handling, placing or setting out of merchandise that is to be displayed does not require union labor and may be done by the exhibitor. In addition, the installation or dismantling of exhibits in booths up to 300 net square feet, which does not require the use of power tools, may be performed by the exhibitor or full-time company employees. Non-union contracted employees and/or temporary laborers are excluded from working on exhibits. Your labor requirements can be ordered on the Exhibit Labor Order Form. **Teamster Jurisdiction:** All materials handling will be the jurisdiction of Capital.

They are responsible for maintaining inbound and outbound traffic from the hotel/conference center. All exhibitors (including local exhibitors) should clear all movement of exhibitor materials through Capital. Material Handling Services may be ordered in advance by completing the provided form from Capital (to be included in the Exhibitor Kit). Service may also be ordered onsite at the Capital service desk. Any vehicles, trailers, or mobile equipment will require inbound and outbound accompaniment by Capital. An equipment spotting form will be included in the Exhibitor Kit and must be submitted prior to Sunday, June 21, 2020.

Labor and Material Handling: As the official service contractor, and in the interest of safety, continuity and control, Capital is appointed as the exclusive onsite service contractor in the exhibit hall for drayage, labor, custom cleaning, and other services that the facility or applicable labor agreements require Capital to perform. Information concerning electrical and vacuuming services will be included in your Exhibitor Kit. Capital reserves the right to appoint official common freight carriers and other subcontractors necessary for production of the Show. Exhibitors must use Capital for the services listed above, unless the hotel/conference center hall performs any of these services on an exclusive basis. All mechanical equipment used for the Show, such as forklifts, cranes, pallet jacks, genie-lifts and scaffolding, must be exclusively provided by Capital. For all other services, exhibitors who choose not to use Capital and plan to use another contractor must advise the Show Management and submit the necessary Certificates of Insurance, in advance, so that permission may be obtained for said Exhibitor Appointed Contractors ("EAC") to operate.

Size and Weight Limitations: The size and weight load on the display floor should not exceed 150 pounds per square foot. All exhibits, other than table top, must be approved by IACLEA thirty (30) days prior to the exposition. Exhibits must conform to the size of the allocated space and must not obstruct the view of or interfere with other exhibits. All demonstrations, discussions, or activities such as distribution of descriptive literature of any kind must be confined to the exhibitor's own booth. No exhibitor shall assign, sublet or share the whole or any part of the assigned space without the approval of IACLEA.

Shipping Information: Capital is the official drayage contractor and transportation company for the Show. Storage and carting arrangements may be made at the exhibitor's expense and the order form will be included in the Exhibitor Kit. DO NOT SHIP DIRECTLY TO THE HOTEL/CONFERENCE CENTER; SHIPMENTS WILL BE REFUSED.

Liability for Losses: Neither the International Association of Campus Law Enforcement Administrators, the official hotel/conference center, nor Capital will be held responsible for loss or damage resulting from any cause connected with transfer, installation, maintenance, storage, removal of exhibits, or management of the exposition. The exhibitor assumes complete responsibility and liability for all injury to any and all persons or property in any way connected with the exhibitor's display or caused by the exhibitor, his agents, representatives, or employees.

Protection of Property: Nothing shall be affixed to any columns, walls, floors, drapery or other parts of the building or furniture. Nothing may be placed or leaned against and wall. All crates, road cases, scaffolding, panels, pallets, etc. must at all times be kept away from walls. This includes the use of nails, tape, glue, tacks, or other means. Use of glitter or confetti is strictly prohibited. Exhibitors violating these regulations are expressly bound, at their expense, to repair any such damage at their expense.

Regulation Enforcement: Failure by exhibitors to comply with these or any other regulations or any amendments thereto may be sufficient cause for IACLEA to require immediate removal of the exhibit or the offending exhibitor. In addition, the exhibitor will forfeit all right to exhibit at future shows sponsored by IACLEA, together with all fees and rental paid by exhibitor. IACLEA may lease any space so forfeited to another exhibitor.

ADDITIONAL POLICIES

"Suitcasing": Attendees, exhibitors, or non-exhibitor suppliers who are observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of the IACLEA Exhibition Policy will be asked to leave immediately. Additional penalties may be applied. "Suitcasing" is also prohibited in all IACLEA official conference hotels. For the purposes of this policy, "suitcasing" violations may occur at venues other than the exhibition floor and at other conference-sponsored events.

Scheduling of Special Events: Product demonstrations (outside of the show floor) are prohibited in IACLEA official conference venues, unless previously approved by the IACLEA Finance Committee. No networking events can take place during official show hours or conflict with any conference scheduled events. All events affecting attendees during the inclusive dates and location of the Annual Conference must be reviewed and approved by IACLEA staff or Finance Committee before promotion and implementation of the event can occur. This applies to all events whether they are being held at IACLEA-contracted facilities or otherwise. Failure to seek approval prior to promotion and/or implementation of the event will be asked to immediately leave the IACLEA Annual Conference and violators will forfeit all fees paid.

Booth Sharing: Each exhibiting company must purchase its own booth. Booth sharing is not allowed.

Children: Children are not allowed on the show floor during exhibit hall set up or tear down.

Cancellation: If the contract is canceled by the exhibitor or sponsor prior to April 24, 2020, \$500 of the total fee will be forfeited; all other fees will be refunded. For cancellations after April 24, 2020, no refunds will be made. All cancellations must be provided in writing. No telephone cancellations will be accepted. **Written cancellation must be sent to:** International Association of Campus Law Enforcement Administrators, 1110 Bonifant Street, Suite 330, Silver Spring, MD 20910.

By signing this Exhibitor Contract, I acknowledge that I have read and understand the above policies and procedures.

Company:

Representative:

Signature:

Date