



**Arkansas School Boards Association Membership Form and Exhibitor Contract**

Company Name:	
Contact Person – to receive exhibit information:	
Mailing Address:	
City, State, Zip Code:	
Publication Address (if different from mailing address):	
City, State, Zip Code:	
Phone (including area code):	Fax (including area code):
Company Website:	Email Address:

**Description of your product or service for ASBA publications and website:**

<b>Membership Opportunities</b> <b>Please select from the following</b> (Descriptions on following sheet):	
<input type="checkbox"/> Premier Partnership	<b>Select all that apply:</b> <input type="checkbox"/> \$5,000 Annual Investment <input type="checkbox"/> \$800 Bus display <input type="checkbox"/> \$225 Extra booth cost
<input type="checkbox"/> Exhibiting Partnership	<b>Select all that apply:</b> <input type="checkbox"/> \$1,200 Annual Investment <input type="checkbox"/> \$800 Bus display <input type="checkbox"/> \$225 Extra booth cost
<input type="checkbox"/> Supporting Partnership	<input type="checkbox"/> \$700 Annual Investment

**Signature and Title:**

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\*This signature indicates I/we, listed above agree to abide by the provisions set forth in the Terms and Conditions

Check enclosed for \$\_\_\_\_\_

**Please mail completed form to:**  
 Arkansas School Boards Association  
 Attn: Commercial Affiliates  
 PO Box 165460  
 Little Rock, AR 72216

Or complete form online at: <http://arsba.org/careg/>

**Deadline for form and fee is June 30, 2016. After June 30, 2016, please include late fee of \$50.**



**Arkansas School Boards Association  
2016 Commercial Affiliate Contract  
Terms & Conditions**

**Rules and Regulations:**

Applicants for Commercial Affiliate membership are required to read, complete and sign the enclosed Commercial Affiliate Membership Form/Contract before submitting it to ASBA. These rules and regulations constitute an authorized part of the contract for membership and/or space. ASBA reserves the right to render all interpretations and decisions, should questions arise, and to establish further regulations as may be deemed necessary to the general success and well-being of the association and the conference. Exhibit management decisions and interpretations shall be accepted as final in all cases. It is the responsibility of the exhibiting company to be fully familiar with these exhibit regulations and to see that each representative of the firm attending the conference is familiar with the regulations.

**Booth Specifications:**

Booth selections are made by the Arkansas School Boards Association on a first-come, first serve basis; Premier Partners will have 3-day advance notice of booth selections. Only one company may occupy each booth. Booth assignments will begin October 10, 2016 and continue until the date of the event.

Each 10' x 10' booth will be piped and draped and include a 6' skirted table, two chairs and a sign with exhibitor's name. Sunbelt Convention Services, Inc. will provide the actual booth and its furnishings. Any additional items needed must be ordered through Sunbelt Convention Services, Inc. Electrical, plumbing, phone or internet will be provided by the Statehouse Convention Center for an additional charge. Forms will be provided October 10, 2016, when booth assignments are made.

**Exhibit Location and Hours:**

The tradeshow will be located in the Governor's Hall I, in the Statehouse Convention Center, 101 E. Markham Street, Little Rock, AR 72201.

Wednesday, December 7	Set up	1 p.m. to 5 p.m.
Thursday, December 8	Exhibit	7 a.m. to 4 p.m.
Thursday, December 8	Tear down	4 p.m. to 8 p.m.

(Tear down shall not be permitted before 4 p.m.)

**Exhibitor Registration:**

Exhibitors must register with ASBA, outside the exhibit hall, before setting up booths. Exhibitor representatives must wear their identification badges at all times. Only Exhibiting Partners and Premiere Partners will be allowed to enter the exhibit hall and/or distribute materials in or around the ASBA Conference or tradeshow area.

**Cancellations:**

If written cancellation is received by the ASBA office on or before September 30, 2016, 100% of the exhibit fee paid will be refunded. If a written cancellation is received by the ASBA office after September 30, 2016, there will be no refund.

**Liability:**

The Arkansas School Boards Association, members of the Board of Directors, employees thereof, nor their representative or exhibit manager, will be responsible for any injury, loss or damage that may occur to the exhibitor, or the exhibitors' employees or property, prior to, during or subsequent to the period covered by the exhibit contract. The exhibitor, upon signing the contract, releases the Arkansas School Boards Association, individuals and firms, from any claims for such loss, damage or injury. Exhibitors who want to carry insurance on their own exhibits or equipment must do so at their own expense. The Arkansas School Boards Association reserves the right to make such rules as are deemed necessary to ensure the safety and success of the exhibition.

**Meal Functions:**

There will be a vendor networking lunch on Wednesday, December 7, 2016 for exhibitors who reserve spots by November 14, 2016 (see details on the ASBA Commercial Affiliate Partnership sheet). There will also be a breakfast buffet, Thursday, December 8, 2016 for conference attendees and exhibitors in the exhibit hall. These meals will be a wonderful opportunity for exhibitors to network with convention attendees