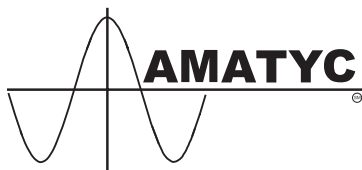


# American Mathematical Association of Two-Year Colleges

## EXHIBITOR GUIDELINES



33<sup>rd</sup> ANNUAL CONFERENCE  
Hyatt Regency Minneapolis  
November 1 - 4, 2007  
Minneapolis, Minnesota

The following guidelines governing the exhibits under the Policy and Procedures established by the Executive Board of the American Mathematical Association of Two-Year Colleges (AMATYC) are part of the application for exhibit space and they together constitute a contract between the EXHIBITOR and AMATYC.

The purpose of the AMATYC exhibits is to promote the advancement of mathematics education. The exhibits are intended to complement and enhance the AMATYC Annual Conference.

AMATYC reserves the right to prohibit any exhibit, part thereof, or proposed exhibit that, in its opinion, is not suitable or in keeping with intentions and/or purposes of the organization. AMATYC retains the right to restrict exhibits that may be objectionable due to noise, booth operation, printed materials, or any other reason and also to prohibit or evict any EXHIBITOR that, in the opinion of AMATYC may detract from the general intent and purpose of the exhibit area as a whole. This reserved right includes persons, things, conduct, printed material, or anything else that AMATYC determines is objectionable. In the event that such restriction or eviction occurs, AMATYC is not liable for any refunds or other EXHIBITOR expenses or damages of any nature.

### **BOOTHS**

The cost of each booth includes a backwall and sidewall draping and a company identification sign. The cost does not include drayage, custom brokerage, placement or storage of display-related equipment, tables, chairs, decoration or carpeting of any type, labor (i.e., carpenters, electricians, drapermen, guard service), special lighting, electrical power, gas or water. Exhibitor materials displayed in booths should be arranged in a way so that sight lines of adjacent exhibits are not obstructed. For example, a 10' by 10' booth can only use a maximum height of 8' in the back half of their exhibit booth and a maximum height of 4.5' in the front half of their booth. Also, for a 20' by 10' booth occupying both corners at the end of an isle, the maximum height of usage is 8' only for the 10' wide center back half of the booth area and a maximum height of 4.5' for the remaining sides of the booth. All exhibitors are expected to be professional and courteous to other exhibitors and AMATYC attendees by only conducting sells or demonstrations within their contracted exhibit space. Sells and demonstrations must not encroach on the activities of nearby exhibitors or the isles.

### **SECURITY**

A security guard will be furnished by AMATYC to be on duty in the Exhibit Hall. However, the safekeeping of the EXHIBITOR'S property shall remain the sole responsibility of the EXHIBITOR.

### **INSURANCE**

Neither AMATYC nor Hyatt Regency Minneapolis (hereinafter the "Hyatt") do not maintain insurance covering EXHIBITOR'S property or employees. It is the sole responsibility of the EXHIBITOR to obtain public liability insurance, business interruption insurance, property damage insurance, and workers' compensation insurance covering and protecting EXHIBITOR against all such losses as referenced in these Guidelines.

AMATYC shall not be liable for damage or injury occasioned by the sole negligence of AMATYC, the Hyatt, the drayage company, or the "service provider."

### **EXHIBITOR BADGES**

Appropriate badges will be furnished to EXHIBITORS and their employees (no authors) in the ratio of 5 badges per booth space purchased. EXHIBITOR badges allow admittance to the Exhibit Hall and AMATYC Conference one-hour sessions. EXHIBITOR badges do not allow admittance into AMATYC Conference workshops, symposia, or meal functions—conference registration is required for admittance to these AMATYC functions.

**Authors are not entitled to receive an Exhibitor badge. All authors are required to register for the conference even if they are attending only to promote their published materials.**

### **SELLING RESTRICTIONS**

EXHIBITORS are solely responsible for the acquisition of all state and local permits and for all tax forms and the filing and payment of any and all state and local taxes generated by the over-the-counter sale of merchandise during the run of the conference.

### **LOCAL RESTRICTIONS**

EXHIBITORS are solely responsible for the acquisition of all state and local permits and for all tax forms and the filing and payment of any and all state and local taxes generated by the over-the-counter sale of merchandise during the run of the conference. EXHIBITORS are solely responsible to enforce any and all local regulations when the exhibitor serves alcohol at any AMATYC event. Exhibitor agrees that it and its agents and/or employees will not see, give away or bring upon the premises any intoxicating liquor, liquids or compounds. Exhibitors wishing to offer alcoholic beverages in a booth are required to make arrangements through the in-house exclusive caterer for the Hyatt.

### **SUBLETTING SPACE**

The subletting, assignment, or apportionment of the whole or any part of the exhibit by EXHIBITOR is prohibited. EXHIBITOR may not permit any other party to exhibit in their space any goods other than those manufactured or produced by the contracting EXHIBITOR, unless EXHIBITOR has a contract to distribute third party goods, nor permit the solicitation of business by others within their exhibit space.

**SERVICE PROVIDERS**

The Hyatt and/or AMATYC may have selected an official service provider (“contractor”) for the conference, in which event every EXHIBITOR must use only said contractor and EXHIBITOR shall then be solely responsible for its payment to contractor. Participant information in this regard will be mailed with order forms, rates and instructions on the services provided as well as drayage and labor instructions in the EXHIBITOR’S service kit.

**EXHIBITOR DATES AND HOURS** - (The times below are tentative. You will be notified of any adjustments made in these exhibit open hours.)

Thursday, November 1, 2007	4:30 PM - 7:30 PM	Grand Opening - All EXHIBITORS must be set up by 2:00 PM on Thursday, November 1.
Friday, November 2, 2007	9:30 AM - 5:00 PM	Lunch closure at 1:00 PM for 45 minutes.
Saturday, November 3, 2007	9:45 AM - 1:00 PM	Breakdown begins at 1:00 PM on Saturday, November 3. No packing of equipment, books, literature, etc., or breakdown of exhibits will be permitted until that time.

**EXHIBITOR CANCELLATION POLICY**

AMATYC agrees to refund 90% of the booth fee for only one booth per exhibitor if a notice of cancellation is received in writing prior to four (4) months before the opening date. If a notice of cancellation is received in writing between four (4) months prior to the opening date and one (1) month before opening date, the AMATYC agrees to refund 50% of the booth fee for only one booth per exhibitor. If a notice of cancellation is received within one (1) month prior to the opening date, then no refund will be given.

**CONFERENCE CANCELLATION**

In the event of the AMATYC conference being canceled due to fire, strikes, governmental regulations, acts of God or other causes beyond the control of AMATYC, AMATYC shall not be held liable to EXHIBITOR for failure to hold its conference as scheduled, and AMATYC shall, in its sole discretion, determine the amount of fees to be refunded to EXHIBITOR, if any.

**RELOCATION OF EXHIBITS**

AMATYC reserves the right to change an EXHIBITOR’S assigned location at any time at its sole discretion if deemed in the best interest of the exhibit. Before exercising its discretion, AMATYC will consult with EXHIBITOR.

**AMENDMENT TO TERMS AND CONDITIONS**

Any and all matters or questions not specifically covered by the terms and conditions contained herein shall be subject to the sole discretion of AMATYC. AMATYC may, in its sole discretion, make reasonable changes, amendments, or additions to these terms and conditions. Any such changes, amendments, or additions shall be binding on all EXHIBITORS equally with other terms and conditions contained herein.

**LIABILITY**

Exhibitor shall be fully responsible to pay for any and all damages to property owned by the Hyatt or the Group (AMATYC) or their owners or managers, which results from any negligent act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, the Hyatt, the Group (AMATYC) , and their respective owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges arising out of any negligent act or omission of Exhibitor, except for damages or charges arising out of any negligent act or omission of the Hyatt, the Group (AMATYC) or their respective owners, managers, officers or directors, agents employees, subsidiaries and affiliates. Exhibitor’s liability shall include, without limitation, all losses, costs, damages, or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise out of any negligent act or omission of Exhibitor, except for losses, cost damages, or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arises out of any negligent act or omission of the Hyatt or the Group (AMATYC). EXHIBITOR shall indemnify and hold harmless: AMATYC and the Hyatt, and its agents and employees from and against any and all claims, losses, or damages of whatsoever nature AS WELL AS FROM ALL governmental charges, fines, penalties or taxes of whatsoever nature or amount out of or caused by: negligent acts or omissions of EXHIBITOR, except for claims, losses, or damages of whatsoever nature as well as from all governmental charges, fines, penalties or taxes of whatsoever nature or amount out of or caused by the negligent acts or omissions of the Hyatt or the Group (AMATYC).

It is further understood and agreed that neither AMATYC nor the Hyatt shall be liable to EXHIBITOR for any lost profit, sales, business opportunities, or any type of indirect or consequential damages alleged to be due to it from AMATYC or the Hyatt for any of its/their breach(s) of this contract. EXHIBITOR is bound to AMATYC by the SAME terms and conditions by which AMATYC is bound to the Hyatt, as well as by all applicable laws, codes and ordinances. EXHIBITOR assumes as to AMATYC all obligations and responsibilities that AMATYC (by said documents, laws, codes and ordinances) assumes vis-à-vis the Hyatt, and it is EXHIBITOR’S sole responsibility to review said documents, laws, codes and ordinances and to know and meet the obligations set out therein.

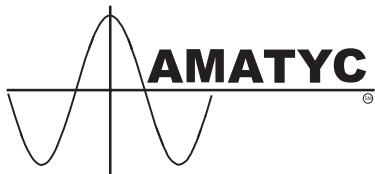
**Please sign and date. Keep the pink copy and return page 2 (yellow and white) along with both copies of the CONTRACT to the AMATYC Office.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Duly authorized agent of EXHIBITOR)

Name: \_\_\_\_\_  
(Please type or print name)

Title of Signatory: \_\_\_\_\_

# American Mathematical Association of Two-Year Colleges



## APPLICATION AND CONTRACT FOR EXHIBIT SPACE

33<sup>rd</sup> ANNUAL CONFERENCE

Hyatt Regency Minneapolis

Minneapolis, MN November 1-4, 2007



**Instructions:** After reading the contract and accompanying Exhibitor Guidelines please type or print the information requested below.

1. Each booth measures 10' x 10'. Full payment for each booth requested must accompany this contract. Exhibit space is assigned on a first-pay, first-served basis, except for AMATYC Partners who are given priority until February 1, 2007. Booth assignment is not made until full payment and contract are received.
2. Cancellation Policy: AMATYC agrees to refund 90% of the booth fee for only one booth per exhibitor if a notice of cancellation is received in writing prior to four (4) months before the opening date. If a notice of cancellation is received in writing between four (4) months prior to the opening date and one (1) month before opening date, then AMATYC agrees to refund 50% of the booth fee for only one booth per exhibitor. If a notice of cancellation is received within one (1) month prior to the opening date, then no refund will be given.
3. The Exhibitor's name will be listed on the Exhibitor page at the AMATYC website (www.amatyc.org) and an active link will be established if the Exhibitor's website URL is provided below.
4. The undersigned agrees to abide by all requirements, restrictions, and obligations listed in the enclosed Exhibitor Guidelines.
5. The deadline for inclusion in the conference program is August 1, 2007.

**PLEASE COMPLETE THE FORM BELOW.**

**RETURN ALL COPIES ALONG WITH PAYMENT TO:**

AMATYC  
 Southwest Tennessee CC  
 5983 Macon Cove  
 Memphis, TN 38134  
 Phone: (901) 333-4643  
 Fax: (901) 333-4651

**DIRECT QUESTIONS TO:**

James Martin  
 Wake Technical CC  
 9101 Fayetteville Rd.  
 Raleigh, NC 27603-5696  
 (919) 773-4754  
 jemartin@waketech.edu

**Company/Organization Name:** \_\_\_\_\_

(As it should appear on the Exhibitor sign in the booth)

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
City State Zip

**Phone:** ( ) \_\_\_\_\_ **Fax:** ( ) \_\_\_\_\_

**Email:** \_\_\_\_\_ **URL:** \_\_\_\_\_

**On-site Representatives:** 1. \_\_\_\_\_ 2. \_\_\_\_\_  
 3. \_\_\_\_\_ 4. \_\_\_\_\_  
 5. \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 (Duly authorized agent of EXHIBITOR)

**Name:** \_\_\_\_\_  
 (Please type or print name)

**EXHIBITOR FEE:** Please place the number of booths purchasing by the appropriate booth choice(s).

Prime Booths are 100, 101, 200, 201, 300, 301, 402, and 403.

\_\_\_\_\_ Prime Booth: \$1100    \_\_\_\_\_ Corner Booth: \$1050    \_\_\_\_\_ Regular In-line Booth: \$950  
 First Time Exhibitor: \_\_\_\_\_ Prime Booth: \$750    \_\_\_\_\_ Corner Booth: \$700    \_\_\_\_\_ Regular In-line Booth: \$600

**Total Amount Due:** \_\_\_\_\_

**Exhibitor Booth Choices:** 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_ 4<sup>th</sup> \_\_\_\_\_ 5<sup>th</sup> \_\_\_\_\_ 6<sup>th</sup> \_\_\_\_\_

**Make check payable to AMATYC or give credit card information and return to address above.**

Visa     Mastercard     Discover    Credit Card # \_\_\_\_\_  
 (AMATYC does not accept American Express)

Exp Date \_\_\_\_\_ Signature \_\_\_\_\_

<b>FOR AMATYC USE ONLY</b>	Paid by: <input type="checkbox"/> Check <input type="checkbox"/> Credit Card
Amount Received: \$ _____	Check/RR Number: _____ Date: _____
Booth(s) Assigned: _____	Approved By: _____
AMATYC Authorized Signature	