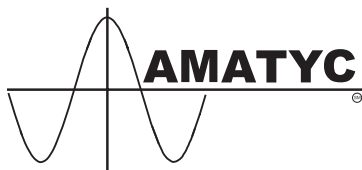


American Mathematical Association of Two-Year Colleges

EXHIBITOR GUIDELINES



34th ANNUAL CONFERENCE
Hilton Washington
November 20 - 23, 2008
Washington, DC



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

AMATYC or Hilton Washington (hereinafter the "Hilton") 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 the Hilton, the drayage company, or the "service provider."

EXHIBITOR BADGES

The payment for each 10' by 10' booth space will include up to five (5) complimentary conference exhibitor badges for full-time employees. Additional badges may be purchased for \$50 each. All requested name badge changes must be made at the time badges are issued at the conference. Badges may not be returned and exchanged once they have been issued.

Authors of mathematics textbooks and other mathematics professionals, who are not also full-time employees of the company or organization, are specifically excluded from receiving complimentary or purchased exhibitor name badges.

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 Hilton.

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 Hilton 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 20, 2008	4:45 PM - 7:30 PM	Grand Opening - All EXHIBITORS must be set up by 2:00 PM on Thursday, November 20.
Friday, November 21, 2008	9:30 AM - 5:00 PM	Lunch closure at 1:00 PM for 45 minutes.
Saturday, November 22, 2008	9:45 AM - 1:00 PM	Breakdown begins at 1:00 PM on Saturday, November 22. 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 Hilton 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 Hilton, 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 Hilton, 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 Hilton or the Group (AMATYC). EXHIBITOR shall indemnify and hold harmless: AMATYC and the Hilton, 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 Hilton or the Group (AMATYC).

It is further understood and agreed that neither AMATYC nor the Hilton 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 Hilton 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 Hilton, 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 Hilton, 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.

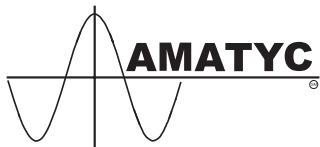
Please sign and date. Keep the pink copy and return page 2 (yellow and white) along with both copies of the CONTRACT to the AMATYC Office.

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

34TH ANNUAL CONFERENCE

Hilton Washington

Washington, DC November 20-23, 2008



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

- 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, 2008. Booth assignment is not made until full payment and contract are received.
- 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.
- 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.
- The undersigned agrees to abide by all requirements, restrictions, and obligations listed in the enclosed Exhibitor Guidelines.
- The deadline for inclusion in the conference program is August 1, 2008.

PLEASE COMPLETE THE FORM BELOW.

RETURN ALL COPIES ALONG WITH PAYMENT TO:

AMATYC
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) 866-5987
jemartin@waketech.edu

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

Contact Person:

Address:

City State Zip

Phone Number Fax Number

Email:

URL:

On-site Representatives:

- _____
- _____
- _____
- _____
- _____

Signature (Duly authorized agent of EXHIBITOR) **Date**

Name (Please type or print name)

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

	<u>Exhibitor</u>	<u>First-Time Exhibitor</u>
Prime Booth	____ @ \$1100	____ @ \$750
(Prime Booths are 100, 101, 102, 103, 104, 105, 106, 200, 201, 202, 203, 204, and 205.)		
Corner Booth	____ @ \$1050	____ @ \$700
Regular In-line Booth	____ @ \$ 950	____ @ \$600

Additional Exhibitor Badges:

_____ @ \$50 = _____

Total Amount Due: _____

Exhibitor Booth Choices:

1st _____ 2nd _____ 3rd _____
4th _____ 5th _____ 6th _____

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

(AMATYC does not accept American Express)

Visa Mastercard Discover

Credit Card # _____

Exp Date _____ CVV Code (three digits on back of card): _____

Signature _____

FOR AMATYC USE ONLY

Paid by: Check Credit Card

Amount Received: \$ _____ Check/RR Number: _____ Date: _____

Booth(s) Assigned: _____ Approved By: _____

AMATYC Authorized Signature