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2018 EARLY CHILDHOOD STEM SYMPOSIUM

October 12th - 13th ∙ Boulder, Colorado ∙ Embassy Suites Boulder

**EXHIBITOR CONTRACT (MUST FILL OUT ALL AREAS)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name & Title: | | | |
| Company/ Organization: | | | |
| Street Address: | | | |
| City: | **State:** | | **Zip Code:** |
| E-mail: | | | |
| Daytime Telephone No.: | | **Website:** | |

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**EXHIBITOR TABLE**

|  |  |  |  |
| --- | --- | --- | --- |
| Exhibitor Table | Cost: | Quantity: | Total: |
| 6 ft. Display table and 2 chairs | $375 |  |  |
| 6 ft. Display table and 2 chairs (non-profit rate) | $275 |  |  |

Subtotal: $\_\_\_\_\_\_\_\_

**PROGRAM ADVERTISEMENT**

**(Optional)**

|  |  |  |
| --- | --- | --- |
| Program Advertisement- (Colored) | Pick One: | Cost: |
| 1 Full Page……………………… 8 ½” x 11” |  | $500 |
| ½ Page (horizontal)…………….. 8” x 5 ¼” |  | $400 |
| ¼ Page (vertical)………………... 3 ¾” x 5 1/8” |  | $250 |

Subtotal: $\_\_\_\_\_\_\_\_

**Ads must be emailed to**

[ECSTEM@caltech.edu](mailto:ECSTEM@caltech.edu) **by August 3, 2018**

**or will not be included in print.**

|  |  |
| --- | --- |
| You must submit a check (payable to Children’s Center at Caltech) with completed contract to the address below: | |
| Children’s Center at Caltech  ATTN: ECSTEM Conference  1200 E. California Blvd.  Mail Code 1-133  Pasadena, CA 91125 | For more information,  email or call:  [ECSTEM@caltech.edu](mailto:ECSTEM@caltech.edu)  626.395.6860 |

**Office Use** Check No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date rec’d \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Table # \_\_\_\_\_\_\_\_\_\_

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Payment must be included with contract.

**$**

**GRAND TOTAL**

I have read and agree to abide by all ECSTEM Exhibitor Rules and Regulations (see attached & initial all areas).

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

**EXHIBITOR RULES & REGULATIONS – ECSTEM SYMPOSIUM**

**BOULDER, COLORADO | OCTOBER 12 – 13, 2018**

**EXHIBIT SCHEDULE: (All times subject to change)**

Exhibitor Registration and Set Up: TBA

Friday, October 12, 2018

Exhibit Hall Open: 8:00 am ‐ 4:30 pm

Saturday, October 13, 2018

Exhibit Hall Open: 8:00 am ‐ 4:00 pm

Exhibit Hall Closed & Tear Down: 4:00 pm ‐ 5:30 pm

**MUST INITIAL ALL AREAS BELOW**

**CONTACT:** ECSTEM Coordinator, [ECSTEM@caltech.edu](mailto:ECSTEM@caltech.edu) 626.395.6860

**HOTEL ACCOMODATIONS**: A block of rooms have been reserved at the Embassy Suites by Hilton Boulder, CO for the ECSTEM Symposium. The special room rate will be available until Tuesday, September 11, 2018. To reserve a room, contact the Embassy Suites Boulder directly at 303.443.2600 or <http://embassysuites.hilton.com/en/es/groups/personalized/D/DENBOES-ECS-20181011/index.jhtml?WT.mc_id=POG>. Individuals must identify themselves as being with the group, EARLY CHILDHOOD STEM SYMPOSIUM, at the time the reservation is made in order to receive the special group rate. \_\_\_\_\_ Initial here

**PARKING**: The Embassy Suites by Hilton Boulder, CO maintains a controlled parking lot. The hotel offers both valet and self-parking. Current prices are as follows and are subject to change without notice: daily charges with in/out privileges: Valet $20, Self-parking $16. \_\_\_\_\_ Initial here

**REGISTRATION**: The registration fee for commercial exhibitors is $375. Nonprofit’s registration fee is $275 with proof of 501 (C) 3 status. Registration includes one 6’ table, two chairs, and lunches for Friday, October 12 and Saturday, October 13, 2018. Additional tables may be purchased for $100 each. As these are tables and not booths, the space for each exhibit is dependent on the size of the table. \_\_\_\_\_ Initial here

**PAYMENT TERMS**: **Full payment must be included with a complete “Exhibitor Contract” form to secure space and must be received prior to submission of advertisement (if applicable).** Ads and logos must be submitted no later than August 3, 2018 or they will not be included in any print. Make checks payable to Children’s Center at Caltech. For additional information, please email [ECSTEM@caltech.edu](mailto:ecstem@thinktogether.org). Any point not specifically covered in these regulations is subject to the decision of the ECSTEM, whose decision shall be final. \_\_\_\_\_ Initial here

**CANCELLATION AND REFUND**: Notice of cancellations must be made in writing to the ECSTEM. Cancellations received on or prior to Friday, July 13, 2018 will result in ECSTEM retaining 50% of the full rental cost of the exhibit space. **No refunds for cancellations will be granted after July 13, 2018.** The ECSTEM Committee shall not be liable for any interest on the amount refunded. \_\_\_\_\_ Initial here

**PACKAGE SHIPPING AND RECEIVING:** Exhibitors are responsible for all arrangements and all expenses associated with the shipping of materials, merchandise, exhibits or any other items to and from the Embassy Suites by Hilton Boulder, CO. The hotel must be notified in advance (Contact: Carla Schrock, Dual Associate Director of Sales and Marketing, 720.510.3693) and any consignments shipped to the hotel should be addressed: 2601 Canyon Boulevard, Boulder, CO 80302, Attn: Carla Schrock. Storage rental fees may be imposed if the items are delivered prior to 48 hours before the event, or the volume or bulk is considered excessive as determined in the hotel’s sole discretion. The hotel, ECSTEM, and its organizations are not responsible for damage or loss of any items delivered to the hotel prior to the event, or of any items or packages left on the property after the groups depart. Upon request, items left on the premises after departure will be returned to exhibitor at exhibitor’s expense. \_\_\_\_\_ Initial here

**EXHIBITOR SPACE**: Notice of your space is designated the day of the event and is indicated with a company name card on each table. We make a strong eﬀort to organize tables with ample visibility to our attendees. \_\_\_\_\_ Initial here

**EXHIBIT PROTOCOL**: Exhibits must be staﬀed at all times the exhibit area is open. Interviews, sales, distribution of literature, samples and networking should take place within designated table area to avoid infringing of rights and privileges of other exhibitors. \_\_\_\_\_ Initial here

**SETUP AND CLEANUP**: Setup of exhibits begins at 12 PM on Thursday and dismantling will begin at 4 PM on Saturday. Exhibitors are responsible for keeping the exhibit area clean and organized, including clear passage ways. When dismantling your exhibit, exhibitors must take all their materials and leave the area in the same condition as it was given. \_\_\_\_\_ Initial here

**STORAGE OF BOXES AND CRATES**: Exhibitors will not be permitted to store boxes or packing crates in or behind tables. Boxes and crates must be removed from the exhibit floor one hour prior to the exhibition opening, and will be placed in storage provided they are properly labeled for storage. Those not so labeled will be removed and destroyed as refuse. \_\_\_\_\_ Initial here

**SALE OF PRODUCTS**: Sales of products are permitted in the exhibit hall within an exhibitor’s designated booth space. Obtaining the appropriate licenses/permits as required by law, collecting and remitting sales tax, and any other legal requirements associated with product sales are the sole responsibility of the

exhibitor. A copy of the State Sales Permit must be provided to ECSTEM by August 3, 2018. \_\_\_\_\_ Initial here

**CONDUCT**: Exhibitor agrees to conduct the exhibit in an orderly manner in full compliance with applicable laws, regulations and Hotel rules. Exhibitor assumes full responsibility for the conduct of self in attendance and for any damage, loss or liability incurred. In the event the conduct of the exhibitor at the event is determined, in the hotel’s sole discretion, not to be orderly or in full compliance with applicable laws, regulations and/or hotel rules, exhibitor at the event must leave the premises when instructed to do so. \_\_\_\_\_ Initial here

**LIABILITY AND INSURANCE**: Exhibitors assume the entire responsibility for losses, damages or injury arising from exhibitor’s displays, equipment, or other property on the premises of the Embassy Suites by Hilton, Boulder, CO. The exhibitor shall indemnify and hold harmless The Children’s Center at Caltech and Boulder Journey School (event hosts) and any of its authorized representatives, agents or employees from any and all losses or claims. \_\_\_\_\_ Initial here

**SECURITY AND INSURANCE**: The event hosts do not guarantee against loss or damage of any kind. Exhibitors wishing to insure their exhibit materials, goods and/or wares on exhibit against theft, damage by fire, accident or loss of any kind must do so at their own expense. \_\_\_\_\_ Initial here