

CONDITION OF AGREEMENT TO EXHIBIT

2018 Kentucky Career and Technical Education (CTE) Summer Program

APPLICATION FOR BOOTH SPACE

Shall be completed on the form provided. A check for deposit or the full amount shall constitute a confirmed registration and must accompany this agreement. Deposit checks are due according to information in the Exhibit brochure and the Exhibit Agreement Form. **ALL Balance Due/Full Amount checks are due no later than June 1, 2018.** Deposit (35%) is not refundable after March 1, 2018. Balance Due and Full Amount checks are nonrefundable after June 1, 2018. Credit toward 2019 Kentucky CTE Summer Program exhibit space may be extended on approval of the Exhibit Manager based on written appeal and justification.

BOOTHS

Additional booth furnishing may be rented from the convention decorator or furnished by the exhibitor. Electrical need requirements should be addressed to Excel Decorators. Internet need requirements beyond provided standard Wi Fi should be addressed to the Galt House Hotel and Suites. Exhibitors shall arrange their exhibits so as not to obstruct other exhibits. All displays must be confined to the limits of booth enclosures. No exhibit may exceed 24-feet above the dividing partition or rails between exhibit spaces without the written consent of the Exhibit Manager and adjacent exhibitors. Space not occupied by the opening of the exhibition may be canceled or reassigned without refund. The Summer Program reserves the right to adjust floor plan layouts for the improvement of the show or to meet the requirements of the local Fire Marshal, Galt House Hotel and Suites, etc.

USE OF BOOTH SPACE

All demonstrations, interviews, and other commercial activities must be confined to the limits of the exhibit booth. Exhibitors may offer contributions to the Summer Program educational program to present services or demonstrate product use. **Please complete a 2018 CTE Summer Program Call for Presentations Form to present a separate program.** Any over-the-counter sales or sales of any kind that involve the exchange of currency for goods or services received during the exhibition must have prior approval of the Exhibit Manager. Exhibitors may display, demonstrate, take orders, and give away samples of insignificant monetary value. No sound apparatus may be used for the sole purpose of attracting people to booths. Helium filled balloons, tents, etc. are not allowed in the Exhibit areas. Equipment may be operated only with consent of the Exhibit Manager. Any property damaged by exhibitors must be replaced to its original condition by the exhibitor at the exhibitor's expense. Exhibitors will be confined to the limits of the booth area for the purpose of giving out catalogs, circulars, and folders.

PRIZES

Exhibitors or commercial firms shall not conduct any independent prize drawings or award programs during the hours of the Summer Program without prior approval of the Exhibit Manager.

PERIODS OF EXHIBIT

Exhibitor setup will be from 1-7 p.m., Sunday, July 22, 2018. The exhibit hall will be available for set-up on July 23, 2018, 7-8 a.m. The exhibits shall be open Monday, July 23, 2018, from 8:00 a.m. to 5:00 p.m. The exhibits shall be open Tuesday July 24, 2018, from 7:00 a.m. to 3 p.m. Tear down will follow at 3 p.m. on Tuesday, July 24, 2018.

SUBLETTING OF SPACE

No exhibitor shall assign or apportion a whole or any part of allotted space, nor exhibit therein any goods other than those represented, manufactured or sold by the exhibitor in the regular course of business.

LIABILITY AND INSURANCE

The 2018 Kentucky CTE Summer Program, the Kentucky Department of Education-Office of Career and Technical Education, the Kentucky Community and Technical College system, and the Kentucky Association for Career & Technical Education (KACTE), any of their officers, staff members or the 2018 Summer Program Planning Committee, nor the owners, employees, or representatives of the Galt House Hotel and Suites, Excel Decorators or the contracted audio-visual services provider will not be responsible for injury, loss, theft, or any other damage whatsoever that may occur to the exhibitor's employees or property prior to, during, or subsequent to the period covered by the Exhibit Agreement, provided said injury, loss, damage or theft is not caused by negligence or willful act by one or more of the mentioned parties. Exhibitors are totally responsible for the contracted exhibit space and the exhibit/personal contents in the contracted exhibit space at all times, whether manned or unmanned. Exhibit contents should be properly stored or covered during all non-exhibit and non-attended times. A security person(s) will be on duty from 5:00 p.m., Sunday, July 22, 2018, through 5:00 p.m., Tuesday, July 24, 2018, and reasonable care will be taken to protect exhibitors from loss or damage. Exhibitors wishing to insure their property must do so at their own expense.

UNWRITTEN RULES

All points not covered by these rules are subject to the judgment of the Summer Program and Exhibit Managers.

COMMERCIAL EXHIBITS CONTACT

Mike Stone, Exhibit Manager
KACTE
PO Box 4583, Frankfort, KY 40604-4583
502/223-1823
kmstone1951@gmail.com

Please sign and date to signify the exhibitor has read and agrees to these conditions.

Name Printed

Signature

Date