

## EXHIBITOR REGISTRATION FORM

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

Additional names for badges: \_\_\_\_\_

Products/Services that you will be featuring: \_\_\_\_\_

Location Preferences (shady, companies you don't want to be next to, etc.): \_\_\_\_\_

Weight of drayage you plan to ship to ASU Central Stores: \_\_\_\_\_ lbs. (approximate)

*We would like to conduct sales at the event*

### Exhibit Fees - Business

Regular booth (canopy, table & chair)	\$ 550
Corner booth (canopy, table & chair)	\$ 650
Shared tablespace (unstaffed, not canopied)	\$ 150

### Exhibit Fees - Non-profits

Outdoor table (staffed, shaded, not canopied)	\$ 150
Indoor tablespace (AASHE non-profit exhibitors only)	\$ 50 (or free w/registration)

### Additional Items

Electricity 110/40 (ask about higher voltage)	\$ 50
Sidewalls to create tent	\$ 50
Extra chair	\$ 10
<b>TOTAL:</b>	<b>\$ _____</b>

### PAYMENT:

Full payment must accompany registration. Include check (U.S. funds) made payable to AASHE. For credit card payments call AASHE at (503) 222-7041.

By signing this contract, I understand and agree to abide by its terms and conditions.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**Mail this form with payment info & certificate of insurance (if not already on file w/ASU) to:**  
AASHE, 1935 SE 24<sup>th</sup> Avenue, Portland, OR 97214

### EXHIBITOR REGULATIONS:

- SCHOLARSHIPS:** A portion of the proceeds will go to fund scholarships in sustainability education at ASU.
- SALES:** If you wish to conduct sales onsite, please let us know and we will find a student group to sponsor you.
- PARKING:** Parking is available in Structure One off Normal and Apache Streets. One parking permit per day is included in your booth fee.
- INSURANCE:** You must have a certificate of insurance of at least \$1,000,000 on file with Arizona State University.
- DISPLAYS:**
  - No stakes may be used to secure tents. Bring sandbags or barrels if you are providing your own tent.
  - No carpets or floor coverings are permitted.
  - All displays must be fire retardant.
  - You must provide your own backdrop.
  - Do not mar or staple anything to the tables, tents, or environment.
  - You must keep your booth area neat and clear of obstructions.
- STAFFING:**
  - All booths must be staffed during exhibit hours.
  - Your staff and materials must stay within your assigned booth area.
  - Smoking in designated areas only. No consumption of alcohol or drugs during the expo.
- DRAYAGE:** Please ship all drayage to: ASU Central Stores, 1711 South Rural Road, Tempe, Arizona 85281. ASU will deliver it to your booth during set-up.
- LICENSES:** You are responsible for securing any licenses that you may need for playing live music, sales tax, etc.
- SET-UP:** We may reassign your booth location if you have not set-up by 9:30am on Thursday, October 4, 2006.
- BREAKDOWN:** You are liable for all charges if your booth is not vacated by 6:30pm on Friday, October 5, 2006.
- RIGHT OF REFUSAL:** AASHE and ASU reserve the right to accept or refuse all applications, materials, and displays. We will assign all booth locations on a first-come, first-serve basis.
- SUBLETTING SPACE:** You may sublet your booth if you notify us in writing.
- LIABILITY:** AASHE, ASU, and their representatives are not liable for the safety of your property from theft, damage by fire, accidents or any other causes.
- CANCELLATION:** AASHE will issue refunds for cancellations in writing less a \$50 processing charge up to September 1, 2006.