

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
TOTAL:	\$ _____

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 24th 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.