

**KAMLE SYMPOSIUM Exhibit**  
**Washburn Rural Middle School - Topeka, Kansas**  
**November 14, 2008 9:15 A.M – 3:30 P.M.**

**ORGANIZATION INFORMATION (Please Print)**

\_\_\_\_\_  
 Contact Person

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 E-Mail

\_\_\_\_\_  
 Phone

**INFORMATION FOR PROGRAM BOOK**

\_\_\_\_\_  
 Exhibiting Company

\_\_\_\_\_  
 Address of Company

\_\_\_\_\_  
 City

\_\_\_\_\_  
 State

\_\_\_\_\_  
 Zip Code

\_\_\_\_\_  
 Company Phone

\_\_\_\_\_  
 Fax

\_\_\_\_\_  
 Web Address

Product/Service Description: 35 words or less  
 Please attach typewritten description or e-mail to roberaud@usd437.net

**SPACE REQUIRED**

**This is a table top vendor conference. Table tops are 8 feet long.**

Number of tables requested: \_\_\_\_\_

Electrical Outlets needed: \_\_\_\_\_ yes \_\_\_\_\_ no

**PAYMENT INFORMATION**

A 50% deposit must be submitted with this application, with the balance due on or before November 1, 2008. Full payment is required at time of application for contracts received after October 15<sup>th</sup>, 2008.

**Space will be available until sold out.**

\_\_\_\_\_ (qty) \$150 per table

\_\_\_\_\_ \$200 Attendee Mailing List – *exhibitor*  
 (one-time use only, does not include e-mail or phone)

\_\_\_\_\_ \$500 Attendee Mailing List – *non-exhibitor*  
 (one-time use only, does not include e-mail or phone)

Check Enclosed \$ \_\_\_\_\_ Check Number # \_\_\_\_\_

**CLASSIFIED INDEX**

Please check up to **three** categories you prefer to have your company listed under in the classified index of the conference program book.

- Art Education & Supplies/Crafts
- Awards/Recognition/Gifts
- Books/Publishers
- Career Exploration
- Classroom Materials and Resources
- Comprehensive Health Resources
- Computer Hardware/Software
- Curriculum Resources/Materials
- Distance Education
- Educational Games
- Environment/Conservation
- Educational Travel/Tour Programs
- Fundraising/Incentives
- Furniture
- Gifted Education
- Instructional Strategies
- Internet
- Life Skills/Economics
- Magazines/Periodicals
- Mathematics/Science
- Music Education/Instruments
- Multicultural Resources
- Photography/Yearbooks
- Physical Education/Fitness
- Professional Development
- Reading/Writing/Language Arts
- Recruiting
- Safe Schools/Violence Prevention
- Social Studies
- Special Education
- Technology
- US Government Programs/Services
- Youth Activities/Programs
- Other \_\_\_\_\_

**ON-SITE SALES**

\_\_\_\_\_ We do \_\_\_\_\_ We do not \_\_\_\_\_ plan to sell in the exhibit area.

If a firm does choose to sell merchandise at the KAMLE Symposium, it assumes responsibility for securing a vendor license and collecting all applicable local and state taxes.

***SIGN HERE***

**AGREEMENT**

By signing this contract, the exhibitor hereby agrees to all terms, regulations, and conditions set forth on both sides of this contract.

\_\_\_\_\_  
 Company Representative

Exhibit Manger may restrict, prohibit, or evict any exhibitor who does not comply with the rules and regulations or whose exhibit, because of noise, method of operation, materials, or otherwise, may detract from the general character of the conference.

Please make a copy of both sides of the contract for your records and return to:

**Audrey Roberts, Exhibit Manager**  
**Kansas Association of Middle Level Educators Symposium**  
 Washburn Rural Middle School  
 5620 SW 61<sup>st</sup> St.  
 Topeka, KS 66619  
**FAX to: (785) 339-4325**

**A CONFIRMATION LETTER WILL BE SENT TO THE CONTACT PERSON.**

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**EXHIBIT REGULATIONS:**

**\*Arrangement of exhibits:** Exhibits shall be so arranged as not to obstruct the general view nor hide the exhibits of others. Exhibits must not obstruct space and/or sightlines to the right or left of the space. No exhibits will be permitted that interfere with the use of other exhibits or impede access to them or free use of aisles. Plans for specially built displays not in accordance with regulations should be submitted to KAMLE, hereinafter referred to as "Exhibit Manager," before construction is ordered.

**\*Subletting of space:** Exhibitor shall not assign, sublet, or apportion the whole or any part of the space assigned, or have representatives, equipment, or materials from firms other than his own in the exhibit space without written consent of the Exhibit Manager.

**\*Moving pictures, sound devices, and lighting:** Musical instruments, radios, projection machines, record players, VCR's, televisions, noise-creating devices, or amplifying systems shall be operated only at a level which will not interfere with other exhibitors and must conform to the Exhibit Manager's requirements. The use of glaring lights or objectionable lighting effects is prohibited. Flood lights or spotlights may be installed only after approval of location and operation by the Exhibit Manager.

**\*Performance licenses:** Exhibitors have the sole and exclusive responsibility to arrange for performance licenses for copyrighted music to be used in or as part of their exhibit.

**\*Power:** It is mutually understood and agreed that the Exhibit Manager shall use reasonable care to have all power services installed in time for the opening of the convention. Proper and reasonable care shall also be taken to prevent the interruption of power services during the convention. However, the Exhibit Manager shall not be held responsible for late installation or interruption of any services that may occur.

**\*Protection of property:** Nothing may be glued, pasted, tacked, nailed, screwed, or otherwise permanently attached to columns, floors, walls, backdrops, or other parts of the building or furniture.

**\*Circulating material and solicitation:** Distribution of advertising material and souvenirs must be confined to the Exhibitor's table area. Canvassing in the exhibit hall or distribution of advertising material or souvenirs outside of the assigned exhibit table area is prohibited.

**\*Move-in and move-out:** Exhibitors will not be able to set up until 3:30 p.m., Thursday, Nov. 13<sup>th</sup>. The exhibits are not to open until 9:15 A.M. on November 14<sup>th</sup>. Exhibitors may not pack materials or move any freight from the exhibit area until after 3:30 on Friday, Nov. 14<sup>th</sup>. Early breakdown may jeopardize future exhibit requests.

**FIRE, SAFETY, AND HEALTH:**

Exhibitor assumes all responsibility for compliance with all city and state ordinances and regulations including those covering fire, safety and health. All exhibit equipment and materials must be located within the table area and be protected by safety guards and devices where necessary. Only fireproof materials may be used in displays and necessary fire precautions shall be taken by the Exhibitor.

Electrical wiring must conform with all local and state government requirements and with the National Electric Code safety rules.

Combustibles on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner. No flammable liquids, heaters, bar-b-que grills, heat producing devices, open flame or torches, or any electrical, mechanical or chemical devices which may be deemed hazardous by Fire Prevention are allowed in the building. No painting or spraying of toxic or flammable materials.

**SMOKING IS PROHIBITED ON ALL SCHOOL PROPERTY.**

All decorations, drapes, signs, banners, sails, acoustical materials, hay, straw, moss, split bamboo, plastic cloth and similar materials shall be flame-retarded to the satisfaction of the Fire Department by either a State Fire marshals certification of flame retardancy or the ability to pass a field flame test; however, nothing in this section shall be held to prohibit the display of saleable goods permitted or offered to sale.

When used as interior wall or ceiling finish, carpeting and other similar materials having a napped, tufted, looped or similar surface shall have a Class 1 flame-spread classification.

Any material having a brushed or napped finish, such as but not limited to carpeting materials, shall have a flame spread rating of 25 regardless of location or occupancy.

Unframed rigid combustible decorative material and assemblies of materials not more than ¼" thickness used for folding doors, room dividers, decorative screens

and similar applications, which do not create concealed spaces and are installed with exposed edges, shall be flame resistance.

Framed rigid combustible decorative materials and assemblies of materials not more than ¼" in thickness used for folding doors, room dividers, decorative screens and similar applications, and which are installed with all edges protected shall conform to the following: all exposed edges shall be protected with frames of metal or other noncombustible materials; or solid wood of a minimum ¼" dimension. The total square foot area of the material shall not exceed 10% of that of the floor area of the room/booth in which the material is installed.

Required exit doors, exit lights, fire alarm sending stations, wet standpipe hose cabinets and fire extinguisher locations shall not be concealed or obstructed by any decorative materials.

The only proof that a material has been flame retardant shall be a Certificate of Flame Resistance from a company by the State Fire Marshal to perform flame retardant applications.

**NONDISCRIMINATION POLICY:**

KAMLE requires that an exhibitor not discriminate in its exhibit, in materials distributed, displayed or sold, or in any other manner, against any person based upon race, religion, color, creed, sex, national origin, socio-economic status, ancestry, marital status, sexual preference, age, handicap, or disability. KAMLE reserves the right to decline or terminate an exhibitor in non-compliance.

**LIABILITY INSURANCE:**

Exhibitor assumes the entire responsibility and liability for loss, damage, and claims arising out of injury, loss, or damage that may occur to the Exhibitor or Exhibitor's agents, employees or invitees, or arising out of damage to the Exhibitor's displays, equipment, and other property brought upon the premises, and Exhibitor agrees to indemnify and hold harmless Exhibit Manager and the Convention Site, their agents, servants, employees, and invitees from any and all such loss, damage, and claims arising out of, in, at, or in connection with Exhibitor's display.

Exhibitor shall, at its sole cost and expense, procure and maintain throughout the period of the convention, worker's compensation insurance in compliance with all federal, state, and local laws, and comprehensive general liability insurance to protect against claims for bodily injury or death, and property damage occurring in or upon the premises in an amount of not less than one million dollars.

**CANCELLATIONS AND FORFEITURE:**

Any cancellation desired by Exhibitor must be made in writing to the Exhibit Manager. If notification is received by October 15, 2008, all monies, less a \$50 service charge, will be refunded. Cancellation after this date obligates the Exhibitor to payment of the full rental amount and to the forfeiture of all monies paid.

Should the exhibition be cancelled or postponed, the limit of any claim for damages and/or compensation of Exhibitor shall be the return of the amount paid. In the event the exhibit facilities are damaged or destroyed by fire or other cause, or if circumstances shall make it impossible for Exhibit Manager to permit the Exhibitor to occupy the space assigned during the whole or any part of the convention, the Exhibit Manager and the owner/managers of the exhibit area shall not be liable for any costs, expenses, or damages beyond reimbursement of proportionate share of the space rental.

**INTERPRETATION AND AMENDMENT:**

Exhibit Manager shall have the power to interpret or amend these rules and regulations. Exhibitor agrees to abide by reasonable rules and regulations that may hereafter be adopted by Exhibit Manager, which shall be as much a part hereof as though fully incorporated herein.

**REJECTION OF APPLICATION:**

KAMLE/Exhibitor Manager reserves the right to reject any application or to cancel rental or display space to any person or company whose display or conduct is, in the opinion of KAMLE, incompatible with the general character or objective of the exhibition. Exhibit Manager may restrict, prohibit or evict any Exhibitor who does not comply with the rules and regulations or whose exhibit, because of noise, method of operation, materials, or otherwise, may detract from the general character of the convention. In such event, Exhibitor shall restrict its exhibit or forfeit the exhibit space and immediately dismantle, remove and vacate the exhibit space upon demand as ordered by the Exhibit Manager.

**PLEASE NOTE: KAMLE will provide: exhibit tables, chairs, site security, company listing on the conference website, and company/organization listing in the KAMLE conference program book. Exhibitor is responsible for their own signs.**