



2012 CDA/AAHPERD Convention
February 2 - 4, 2012
Colorado Springs, CO

Dear Exhibitor Friend,

The Central District Association of the American Alliance for Health, Physical Education, Recreation, and Dance invites you to be an exhibitor at our annual convention, February 2 - 4, 2012, at the Crowne Plaza Hotel. This event offers high attendance, quality programming, and viable marketing and promotional opportunities for your organization.

We project an attendance of over 350 leaders and educators from public and private, state and national institutions, representing health, dance, and physical education, recreation, rehabilitation, fitness/wellness, athletics, and higher education. These decision-makers from nine states have the ability to recommend and purchase equipment, curriculum, and training for the programs they serve.

Booths will include a 6' skirted table and two chairs. Electricity is available at an additional cost. Each booth package will include two exhibit passes that are valid for all sessions **including** meals. Coffee, water and sodas will be made available at all times for the exhibitors in the Exhibitor Hospitality area.

Booth space is limited this year, so please respond quickly if you are interested in exhibiting with us.

Finally, we would like each exhibitor to consider donating items for door prizes. Door prizes will be used for Deal or No Deal at the end of convention. We appreciate your willingness to support us.

We hope your path leads you to Colorado Springs, CO!

Sincerely,

Sue Stinson

Sue Stinson
Exhibit Manager
24340 West 57th Street
Shawnee, KS 66226
ExhibitsCD@aol.com

Enclosures:
Exhibitor Information
Policies and Procedures
Exhibitor Contract

EXHIBITOR INFORMATION

Exhibit Schedule

Set-Up	Thursday, Feb 2 nd	1:00 pm - 5:00 pm
Exhibits Gala	Thursday, Feb 2nd	7:00 pm - 9:00 pm
Exhibits	Friday, Feb 3 rd	8:00 am - 5:00 pm
	Saturday, Feb 4 th	8:10 am - 11:45 am
Breakdown	Saturday, Feb 4 th	11:45 am - 1:00 pm
Deal or No Deal	Saturday, Feb 4 th	2:25 pm - 3:25 pm

Shipping and Storage of Booth Materials to Crowne Plaza Hotel

I will send information on this procedure once I receive your contract.

Shipping of Promotional Materials/Registration Inserts

Your paid contract must be mailed to Sue Stinson as stated on the contract form.

Your materials should be shipped to:

Sue Barnd
5730 Dalton Drive
Colorado Springs, CO 80919

Your shipment must arrive prior to Monday, January 23, 2012

Hotel Information

Crowne Plaza Hotel
2886 S. Circle Drive
Colorado Springs, CO 80906
(719) 576-5900

Contracts

Contracts are due January 1, 2012

Contracts postmarked after January 1, 2012 must include \$25 late fee.

EXHIBITOR POLICIES AND REGULATIONS

- 1. CONTRACT FOR SPACE**--This application for space and formal notice of assignment by the District and the full payment of rental charges, constitute a contract for the right to use the space. In the event of fire, strikes, or other uncontrollable circumstances rendering the exhibit area unfit or unavailable for use, or causing the exhibit to be cancelled ten days or more prior to the opening date of such contract, this contract will not be binding and payments on account of exhibit rental will be refunded. If such event should occur within ten days prior to the opening date of such exhibit, 50% of the money paid for rental will be refunded. All measurements, as shown on the diagram, have been made accurately, but the management reserves the right to make such modifications as may be necessary, making equitable adjustment with the exhibitor affected.
- 2. PAYMENTS FOR SPACE**--Applications must be accompanied by a full payment check made payable to CDAAHPERD. No refunds will be given one month prior to convention. Full refunds will be given if requested within 30 days of the contract being received by the exhibit manager AND more than one month prior to convention. A partial (50%) refund will be given if requested more than 30 days after the contract is received by the exhibit manager AND more than one month prior to convention.
- 3. INSTALLATION AND DISMANTLING**--Any space not claimed and occupied may be reassigned, without refund of rental paid. The exhibitor expressly agrees not to dismantle their exhibit or do any packing before the final closing hour of the exhibit. Goods must be carted and packed for shipment by the exhibitor immediately following the close of exhibits.
- 4. LIABILITY AND INSURANCE**--The District, the facility management or any officers of staff members, will not be responsible for the safety of the property of the exhibitors from theft, damage by fire, accident, or other causes, but will use reasonable care to protect the exhibitors from such loss and will either have security on duty or all rooms locked during all periods when the exhibit hall is not operating. No responsibility is assumed for goods delivered to the exhibit hall or for unpacked materials left in the exhibit hall after the closing hour of the exhibit. Exhibitors wishing to insure their goods must do so at their own expense.
- 5. USE OF SPACE**--All demonstrations, or other sales activities, must be confined to the limits of the exhibit booth. No exhibitor shall assign, sublet, or share the space allotted without the knowledge and consent of the Exhibits Manager. If a booth is occupied by more than one exhibit, an additional rental charge of \$250 is required. No exhibitor is permitted to show goods other than those manufactured or dealt with by them in the regular course of business. Displays shall not be placed in such a manner as to interfere with other exhibits. Nothing shall be displayed at a height above the top of the booth back wall. Flood lights or spot lights may be installed only after approval of location.
- 6. NOISE-MAKING EXHIBITS**--Exhibits which include the operation of musical instruments, radios, talking motion picture equipment, public address systems, or any noise-making machines must be conducted or arranged so that the noise resulting from the demonstrations will not annoy or disturb adjacent exhibitors and their patrons. Operators of noise-making exhibits must secure approval of operating methods before exhibit opens.
- 7. MOTION PICTURE PROJECTION/COMPUTER PROJECTION SYSTEMS**--As agreed by the Associated Exhibitors, the showing of motion pictures will not be allowed in booth space.
- 8. FIRE PROTECTION**--Flammable booth decorations must be flame-proofed. All hangings must clear the floor. Electrical wiring must conform with National Electrical Code Safety Rules. If inspection indicates that any exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazard, the right is reserved to cancel all or such part of their exhibits as may be irregular. Exhibitors must comply with all city fire regulations. Exhibitors will furnish all equipment for booth including electric cords from outlets.
- 9. CIRCULARIZATION AND SOLICITATION**--Distribution of circulars or promotion material may be made only within the booth assigned to the exhibitor presenting such material. No firm or organization not assigned space in the exhibit will be permitted to solicit business within the exhibit area.
- 10. RESTRICTIONS IN OPERATION OF EXHIBITS**--The management reserves the right to restrict exhibits which, because of noise, method of operation, materials or any reason, become objectionable, and also to prohibit or evict any exhibit which in the opinion of the management may detract from the general character of the exhibit as a whole. This reservation includes persons, things, conduct, printed matter, or anything of a character, which the management determines is objectionable to the exhibit. In the event of such restriction or eviction, the District is not liable for any refunds of rentals or other exhibit expense.
- 11. CARE OF BUILDING AND EQUIPMENT**--Exhibitors, or their agents, shall not injure or deface the walls or floors of the building, the booths, or the equipment of the booths. When such damage appears, the exhibitor is liable to the owner of the property so damaged.

THESE REGULATIONS become a part of the contract between the exhibitor and the District. They have been formulated for the best interests of the exhibitors. The management respectfully asks the full cooperation of the exhibitors in their observance. All points not covered are subject to the decision of the management.



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EXHIBITOR CONTRACT

CONTACT INFORMATION

Company Name: _____ E-Mail: _____

Contact First Name: _____ Last Name _____

EXHIBITOR BADGES: Please list exhibitors who will be attending the conference as your representative. Maximum of 2.

1. _____ 2. _____

A. EXHIBIT BOOTH

Description	Quantity	Price	Total
Exhibitor Booth (2 exhibitors maximum)		\$300.00	\$
Educational Institution or Non-Profit (1 exhibitor maximum)		\$175.00	\$
Additional Table		\$75.00	\$
Electric hookup costs \$45/day payable to the hotel.			

B. CONVENTION PROMOTION

Description	Price	Total
Registration Inserts - Your information "stuffed" in every registration bag	\$150.00	\$
NOTE: Do not ship your materials to me! Contact me for shipping information.		

C. DOOR PRIZES _____ YES _____ NO

After January 1, 2012 add \$25 late fee Make checks payable to CDA/AAHPERD	TOTAL EXHIBIT FEES	\$
Mail contract + payment to: Sue Stinson Exhibits Manager CDA/AAHPERD 24340 W. 57 th Street Shawnee, KS 66226	Questions? Contact Sue Stinson at exhibitsCD@aol.com	