

EXHIBIT SPACE/SPONSOR AGREEMENT

**North Carolina Summer Leadership Conference 2012
Grove Park Inn, Asheville, North Carolina
June 17 - 20, 2012**

Please complete and **return with payment ASAP or no later than May 18, 2012. Spaces are limited and assigned when payment is received.**

We, the undersigned company, agree to exhibit at the above-mentioned conference under conditions outlined in the attached sheet, "Information for Exhibitors," and to adhere to the operating policies of the conference.

- Our company would like to participate at this conference at the **exhibitor level** and we have enclosed a check in the amount of \$625.00 to cover the rental of one 6' table which will be located in Grand Ballroom. *This fee covers registration for two representatives.*
- Our company would like to participate at this conference at the **sponsor level** and we have contacted Jan Webster 828-418-0011 ext. 21 to confirm this possibility. Enclosed is a check in the amount of \$2,000.00.

Sponsorship Advantages:

***Booth Space in the Prefunction Area**

***Program Recognition as Sponsoring an Event**

***Internet Access**

***Sponsor Recognition Page in Program**

***Recognition from Podium**

We understand that this fee is **non refundable** even though we decide not to exhibit. **We understand that the booths will be allocated on a first-come, first-serve basis in accordance with the date that paid agreements are received.**

SIGNED _____

Please **print** the following information:

COMPANY _____

ADDRESS _____

TELEPHONE NUMBER _____ FAX NUMBER _____ EMAIL _____

NAME(S) OF REPRESENTATIVE(S) ATTENDING CONFERENCE: _____

EMAIL ADDRESS OF REPRESENTATIVE ATTENDING: _____

TYPE OF MATERIAL TO BE EXHIBITED _____

ELECTRICAL OUTLET NEEDED _____ Yes _____ No
(If needed, one standard outlet will be provided at no additional cost. Each exhibitor should bring power bar/extension cords.)

ADVANCE SHIPMENT OF MERCHANDISE INFORMATION: **Convention Makers, Incorporated - - 828-298-3700**

INTERNET ACCESS _____ Yes _____ No **Please add \$30.00 for internet access for Grand Ballroom exhibits.**

DOOR PRIZE DRAWING: _____ Yes _____ No (See explanation on following page)

PLEASE MAKE CHECK PAYABLE TO: **WRESA/Summer Leadership Conference 2012**

ATTACH CHECK TO AGREEMENT FORM AND RETURN TO:

**WRESA/ Summer Leadership Conference 2012
Attn: Exhibitor Registration
P. O. Box 1709
Enka, NC 28728**

PLEASE RETURN BY MAY 18, 2012, IN ORDER TO RESERVE A SPACE AND TO HAVE YOUR COMPANY LISTED IN THE PROGRAM AND/OR EXHIBITORS' FAIR LIST

(For WRESA Use Only)

NC Summer Leadership Conference 2012 Planning Team agrees to provide exhibitor space subject to conference operating policies and the Grove Park Inn fire and safety regulations, at a rental fee of \$625.00 Exhibit Fee or \$2,000.00 Sponsorship Fee.

Amount Received _____ Receipt Number _____ Date _____

Exhibit Coordinator _____

Summer Leadership Conference 2012

Grove Park Inn
Asheville, NC
June 17 – 20, 2012

INFORMATION FOR EXHIBITORS

Exhibit Space: Exhibits will be housed in Grand Ballroom and Pre-Function area of the Grand Ballroom, of the Grove Park Inn, Asheville, NC. **Please Note: Grand Ballroom is the location of all general sessions.**

Exhibit Space Grand Ballroom: Each exhibit space will be furnished with one 6' table skirted on three sides and two chairs. Please bring your own signage.

Exhibit Space Pre-Function Area: Sponsors will be provided a 6' skirted table. Please bring your own signage.

Electrical: Electrical current is available. One 120 volt/20 amp outlet will be furnished to each table at no additional cost, if requested on the Exhibit Space Agreement.

Internet Access Grand Ballroom Exhibit Level: An additional charge of \$30.00 should be included in exhibitor fee checks.

Door Prize Drawing: Each exhibitor will be provided tickets for door prize drawings. Each company will draw for their specific door prize, which will be announced from the podium during lunch on Tuesday, 6/19/12.

Exhibit Location & Parking: Exhibitors will be able to unload their materials at the loading dock on the Vanderbilt Wing. **Do not bring set-up materials through the hotel lobby.** Use the loading dock. Parking will be available at a parking lot adjacent to the hotel.

Advance Shipment of Merchandise: Advance shipment of merchandise will be handled on an individual basis at the exhibitor's own expense. **Please contact John Curtis, Convention Makers, Inc., 828-298-3700.**

Convention Makers, Inc. Document Links

EXHIBITOR ADDITIONAL EQUIPMENT RENTAL ORDER FORM	http://www.wresa.org/2012SumConf/ADDITIONALEQUIPMENTORDERFORM.pdf
FREIGHT SERVICE FORM	http://www.wresa.org/2012SumConf/FreightServiceForm.pdf
LABOR ORDER FORM	http://www.wresa.org/2012SumConf/LaborOrderForm.pdf
SHIPPING LABELS	http://www.wresa.org/2012SumConf/ShippingLables.pdf

Rental Fee: Each Exhibit level 6' table will rent for \$625, Sponsorship level tables will rent for \$2,000. Table areas will be considered rented only upon receipt of the Exhibit Space Agreement, and a check covering the proper amount, both due ASAP. **The conference exhibit**

management reserves the right to make final assignment with due consideration for type of exhibit and otherwise in the best interest of the conference.

Liability: The exhibitor/sponsor agrees to comply with the fire, safety, and health regulations of the Grove Park Inn. Exhibit materials and equipment must be duly protected by safety guards and devices, where necessary, to prevent accidents. The exhibitor/sponsor further agrees to make no claims against the Grove Park Inn, North Carolina Association of School Administrators, Western Region Education Service Alliance, or any other conference sponsor for loss, theft, damage or destruction of goods, or for injury to exhibitors themselves or their employees. All exhibit materials should be insured by the exhibitor from the time it leaves their firm until it is returned to them from the show.

Contract Deadline: The Exhibit Space Agreement should be returned **ASAP** to Exhibitor Registration, WRESA/Summer Leadership Conference 2012, P. O. Box 1709, Enka, NC 28728, **no later than May 18, 2012**, to ensure that your company is registered. Please remember that space will be allotted on a first-come, first-serve basis.

Character of Exhibits: Products and/or services related to the education and professional development of conference participants are suitable for exhibition. The conference exhibit management reserves the right to decline or prohibit any exhibit which, in their judgment, is not suitable to or in keeping with the character of the conference. **Due to the location of the exhibit hall, the operation of loud and noisy equipment is prohibited.**

Restrictions on Selling: The sale of beverages or food products is prohibited. The sale of other items at the exhibit is discouraged. Giveaways are at the discretion of each vendor.

Access to the Exhibits: Access to the exhibits will be restricted to persons properly registered for the conference and who display appropriate badges indicating their status as a conference participant. The exhibit management reserves full control over such admission.

Hotel Accommodations: Exhibitors are responsible for their own hotel accommodations. Please see the Hotels listing on the Summer Leadership Conference announcement found on our website at www.wresa.org.

Exhibit Hall Security: Grand Ballroom will be locked on Sunday, June 17, 2012, at 8:00 pm and Monday, June 18, 2012, at 7:00 pm. There will be no additional security provided. **Security will not be available for Pre-Function Areas.**

Each Grand Ballroom exhibit will receive two conference registrations which provide all conference benefits including meal functions.

Tentative Schedule

Sunday, June 17, 2012

3:00 pm - 6:30 pm – Registration – Set Up Exhibits

Monday, June 18, 2012

10:00 am – 6:00 pm – Exhibits Open – Exhibitors' Fair

5:00 pm – 6:15 pm – Reception

Tuesday, June 19, 2012

7:30 am – 2:00 pm – Exhibits Open – Exhibitors' Fair

7:30 am – 8:30 am – Continental Breakfast

2:00 pm – Breakdown Exhibits Grand Ballroom Only

Wednesday, June 20, 2012 (Sponsors Only)

7:30 am – 12:00 Noon – Exhibits Open

12:00 Noon – Breakdown Exhibits