

**ASAPERD FALL CONFERENCE**  
**November 13 – 15, 2022 Birmingham, Alabama**  
**Hyatt Regency Birmingham - The Wynfrey Hotel**  
**Exhibits Information**

We are pleased to invite you to exhibit during the Alabama State Association for Health, Physical Education, Recreation and Dance Convention (ASAPERD). As an exhibitor, you have access to a potential audience of 1000+ HPERD professionals. The ASAPERD Fall Conference attracts physical educators, health educators, recreation professionals, dance educators and performers, researchers, adapted physical educators, worksite health professionals, fitness instructors, athletic trainers and other individuals who provide a variety of services for the infant through the senior adult in the areas of HPERD. Plan now to show your important products and services to our enthusiastic audience.

**Check-In:** Sunday, November 13, 8:30 – 11:30, a.m. Wynfrey Hotel, 2<sup>nd</sup> floor, top of escalator

**Set-Up:** Sunday, November 13, 8:30 a.m. – 11:30 a.m.

**Show Hours: Please occupy your booth during the following times:**

Sunday, November 13 – 12:00 p.m. – 4:00 p.m.

Monday, November 14 – 7:45 a.m. – 3:30 p.m.

Tuesday, November 15 – 7:45 a.m. – 12:00 p.m.

**Contact Information:** Download the application/contract form from the website ([www.asahperd.org](http://www.asahperd.org)) or contact Donna Dunaway ([dldunawa@samford.edu](mailto:dldunawa@samford.edu)). Your application and appropriate rental fee(s) must be received no later than November 1, 2022 in order for your company/institution to be listed in the conference program. Applications will be accepted through November 10, pending space availability.

<b>Rental Fees:</b>	Commercial Exhibit Space*	\$400.00
	Non-Profit Exhibit Space**	\$350.00
	Educational Exhibit Space***	\$300.00

\* **Commercial Exhibitor** classification must be used by any exhibitor selling or promoting a product in the exhibit booth.

\*\* **Non-Profit Exhibitor** only for entities with IRS non-profit status; must provide ID#

\*\*\* **Educational Exhibitor** classification is reserved for Alabama colleges and universities promoting educational programs. Professionals staffing educational booths must be members of the ASAPERD and register for the conference.

**Dismantling of Exhibits:** We ask exhibitors to refrain from early take down. Some attend only for the Tuesday programs and appreciate having the benefit of visiting all of the exhibits.

**Standard Booth Furnishings:** The rental price includes an **8' x 8' booth, a 6-foot skirted table, two chairs, a wastebasket, an identification sign. Up to four complimentary badges** will be provided for staff (*commercial and non-profit only*). For additional equipment and service options, contract with the decorating company. The name and address of the decorating company is Veal Convention Services, 3016 8<sup>th</sup> Avenue North, Birmingham, AL 35203. Contact Matt Veal, 205-328-1010.

**Advertising in the Conference Program and/or Conference Web Page:** As an additional service to our exhibitors, ASAPERD is offering advertising space in the Conference Program and Conference Web Page. Download an application from the website or contact Donna Hester at [dhester@asahperd.org](mailto:dhester@asahperd.org).

# ASAPERD EXHIBIT SPACE OFFICIAL APPLICATION & CONTRACT

Please type or carefully print all information

## CONFIRMATION AND EXHIBITOR INFORMATION SHOULD BE SENT TO:

Company/Institution Name \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_

### Rental Fees:

**Commercial Exhibit Space** \$400.00 (vendors selling or promoting a product)  
**Non-Profit Exhibit Space** \$350.00 (entities with IRS non-profit status; must provide ID#)  
**Educational Exhibit Space** \$300.00 (reserved for Alabama colleges and universities whose representatives must be members of ASAPERD and pay the convention registration fee).

**Commercial and Non-Profit Exhibitors Only:** Names (as they will appear on name badges) of up to four (4) representatives who will attend the conference.

Educational exhibitors are expected to be members of ASAPERD and pay the appropriate registration fees.

1) \_\_\_\_\_ 3) \_\_\_\_\_  
2) \_\_\_\_\_ 4) \_\_\_\_\_

**PLEASE LIST COMPANIES YOU DO NOT WISH TO BE LOCATED NEAR:** \_\_\_\_\_

**WHAT DO YOU INTEND TO EXHIBIT?** \_\_\_\_\_

### DIRECTORY LISTING. Please indicate the information as you wish it to appear in the convention program.

Company/Institution Name \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Website URL \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_  
Description of product(s) or service(s) (25 words or less) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In contracting as an exhibitor at the ASAPERD Fall Conference, the applicant agrees to release, defend, and hold harmless the Alabama State Association for Health, Physical Education, Recreation and Dance, any co-sponsors, and the exhibition facility and its agents and employees from and against any and all losses, costs, damages, liability, or expense (including attorney's fees) arising out of or resulting from any accident, bodily injury, property loss or damage, or other occurrences to any person or persons including the exhibitor, its agents, employees, and invitees arising out of or resulting from exhibitor's use and occupancy of the exhibit area at the conference facility or any part thereof. **Before signing**, please be sure to read the rules and regulations printed on the reverse of this form. Signature constitutes acceptance of and agreement with all such rules and regulations.

Total Amount Due \$ \_\_\_\_\_

Payment type (circle one): check credit card – **Visa MC Discover AMEX**

Credit card # \_\_\_\_\_

Expiration date \_\_\_\_\_

Name on card and billing address including zip code if different from above: \_\_\_\_\_  
\_\_\_\_\_

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

Title \_\_\_\_\_

**ACCEPTANCE.** This application becomes an official agreement if accepted by ASAPERD. Your confirmation copy will be returned to you with any additional instructions.

### FOR ASAPERD USE ONLY

Date Accepted: \_\_\_\_\_  
# of Booths \_\_\_\_\_  
Type Commercial NP Educational  
Booth(s) numbers assigned \_\_\_\_\_  
Total Rental Cost due \$ \_\_\_\_\_  
Total Amount Received \$ \_\_\_\_\_  
Check Number \_\_\_\_\_  
Credit card processed \_\_\_\_\_  
Processed by: \_\_\_\_\_

**Checks payable to: ASAPERD**

**Mail this application and payment to:**

**ASAPERD Fall Conference Exhibits, PO Box 369, Arley, AL 35541**

## **REGULATIONS**

These rules and regulations are a part of the contract between the Alabama State Association for Health, Physical Education, Recreation, and Dance (ASAHPERD) and the Exhibitor. Exhibit Management reserves the right to render all interpretations and decisions, should questions arise, and to establish further regulations as may be deemed necessary to the general success and well-being of the convention. Exhibit Management's decisions and interpretations shall be accepted as final in all cases. These regulations have been formulated for the best interests of the exhibitor. 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. Signature on the front of this form constitutes acceptance of and agreement with all regulations written herein.

**CONTRACT & PAYMENT FOR SPACE:** All applications must be accompanied by payment for the appropriate number of booths. **Checks should be made payable to ASAHPERD.** Upon acceptance by ASAHPERD this application becomes a contract **for an 8' X 8' booth space, including a table, two chairs, drapery, exhibit sign, and up to four badges (commercial and non-profit only).** In the event of fire, strikes, or other uncontrollable circumstances rendering the exhibit area unfit or unavailable for use, or causing the show to be canceled 10 days or more prior to the opening date, this contract will not be binding and payments on account of exhibit rental will be refunded. If such event should occur within 10 days prior to the opening date of the show, 80% 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.

**SPACE CANCELLATIONS:** In order to process a refund ASAHPERD must receive a written notice of cancellation from the exhibitor. If a notice of cancellations is more than 45 days prior to the Conference dates, ASAHPERD will refund the booth fee(s) less a **10% processing fee**; if cancellation occurs less than 45 days prior to the Convention dates, the processing fee will be **20%**. No refund will be made if cancellation is received less than 14 days prior to the Conference dates.

**USE OF SPACE:** All sales activities must be confined to the limits of the booth. Products can be demonstrated within the confines of the booth. Demonstrations of an exhibition nature may be scheduled only when a special area is provided for this purpose. Direct sales are restricted to commercial exhibitors only. All direct sales must comply with local and state regulations concerning licensing and taxes. Orders may be taken in the booth and cash transactions are permitted. Sale of merchandise is prohibited in exhibit categories of Non-profit Organization and Educational Institution. No exhibitor shall assign, sublet or share the space allotted without the knowledge and consent of the management. No exhibitor is permitted to show goods other than those manufactured or dealt with in the regular course of business. Displays shall not be placed in such a manner as to block, shield or interfere in any way with other exhibits. Because of the large number of individuals who occupy the exhibit area and the close proximity of fellow exhibitors, ASAHPERD requests that any audio used at a booth be kept at a minimum. Showing of motion pictures or slides in the booth must be limited in size so as not to

disturb adjacent exhibitors.

**INSTALLATION & DISMANTLING:** All exhibitors are expected to comply with the published schedule for installing and dismantling. Under liability of a \$50.00 penalty, each exhibitor agrees to have the exhibit installed according to the published schedule, to keep the booth occupied during exhibit hours **and not dismantle the booth in any manner until after the closing of the show.** All booth space must be claimed at least one hour prior to the opening of the show. Booth space not claimed according to this schedule is subject to being resold without refund of rental paid.

**LIABILITY & INSURANCE:** The ASAHPERD or the facilities management, or any officer or 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 have **security personnel on duty during all periods when the exhibit is not operating.** No responsibility is assumed for goods delivered to the exhibit space before Set-up Day or for unpacked materials left in the exhibit area after closing hours of the show. Exhibitors wishing to insure their goods must do so at their own expense.

**FIRE PROTECTION:** Flammable booth decorations must be fireproofed. All hangings must clear the floor. Electrical wiring must conform to **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 the exhibit as may be irregular. Exhibitors must comply with all city fire regulations.

**CIRCULATION & SOLICITATION:** Distribution of circulars or other promotion materials may be made only within the booth assigned to the exhibitor presenting such material. Any firm or organization not assigned space in the exhibit will not be permitted to solicit business within the exhibit area.

**RESTRICTIONS IN OPERATION OF EXHIBITS:** The management reserves the right to restrict exhibits that because of noise, method of operation, materials, or any reason become objectionable, and also to prohibit or evict any exhibit that, in the opinion of the management, may distract from the general character of the exhibit as a whole. This reservation includes persons, things, conduct, printed matter, or anything of a character that the management determines is objectionable to the exhibit. In the event of such restriction or eviction, the ASAHPERD is not liable for any refund of rental or other exhibit expense.

**CARE OF BUILDING & 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.

## ASAPERD CONFERENCE ADVERTISEMENT APPLICATION

### ASAPERD Fall Conference November 13-15, 2022

This is an application for an agreement between the undersigned and the Alabama State Association for Health, Physical Education, Recreation and Dance for advertising space in the 2022 Fall Conference printed program and/or Conference webpage.

**Advertisement in the printed program:** Submit a camera-ready copy of the ad exactly as you want it to appear along with this contract and payment in full. Outside back cover and inside front/back cover will be awarded on a first-come, first-served basis. The printed program is an 8½" x 11" document with .5 margins.

**Advertisement on the Conference web page:** ASAPERD will display your logo on the Fall Conference website with a link to your website that will remain through June 2023 (at which time promotion for the 2023 conference will begin).

<u>Ad Location</u>	<u>Rate</u>	<u>Amount Enclosed</u>
Outside Back Cover	\$550.00	<b>SOLD</b>
Inside Back Cover	\$450.00	\$ _____
Inside Front Cover	\$450.00	\$ _____
Full-page ad within program	\$350.00	\$ _____
½-page ad within program	\$200.00	\$ _____
¼-page ad within program	\$175.00	\$ _____
Web page Advertisement Only	\$350.00	\$ _____
Web page Advertisement with a printed program ad (any location)	\$150.00	\$ _____
<b>Total Amount contracted including program advertisement from above:</b>		\$ _____
<b>Form of Payment:</b>	Check    Visa    MC    Discover    AMEX	

Company/Institution Name: \_\_\_\_\_

Contact Person/Name on credit card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Deadline:** October 15, 2022

Return this completed application and payment in full to Donna Hester, PO Box 369, Arley, AL 35541. The camera-ready ad should be sent to [dhester@asahperd.org](mailto:dhester@asahperd.org).

**Acceptance:** This application becomes an official agreement if accepted by ASAPERD. A confirmation will be returned to you with any additional instructions as needed.

ASAPERD Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**Questions?** Contact Donna Hester, [dhester@asahperd.org](mailto:dhester@asahperd.org)