

NHSA's 36th Annual National Training Conference

Beyond the Boundaries:

New Approaches and New Strategies



**ORLANDO, FLORIDA
APRIL 27–MAY 2, 2009**

National Head Start Association

1651 Prince Street, Alexandria, VA 22314
Phone (703) 739-0875 FAX (703) 739-0878

36th Annual NHSA Training Conference and Trade Show EXHIBIT INFORMATION

On behalf of the Board of Directors of the National Head Start Association (NHSA), I invite you to join us for our 36th Annual Training Conference, April 27-May 2, 2009, at the Orange County Convention Center, Orlando, Florida. A floor plan, contract, and terms and conditions form are enclosed.

You may reserve your space with either a credit card, or company check. Exhibit service kit and registration materials will be sent to you early fall.

EXHIBIT HOURS: **Tuesday, April 28 – 9:00a.m. – 6:00p.m. – (Set-up)**
 Wednesday, April 29 – 11:00a.m. - 5:00 p.m.
 Thursday, April 30 – 9:00 a.m. – 3:00 p.m.
 Friday, May 1 – 9:00 a.m. – 12:00 noon

NHSA also has a number of sponsorship opportunities available; some are listed below, but if you have a unique idea for sponsorship, please call Ruby Lewis and she will be happy to assist you and answer your questions. The sponsorships available are:

Please refer to page 4 for a complete description of Sponsorship Opportunities:

PLATINUM PLUS PLAN	\$7,500.00
GOLD	\$5,500.00
BRONZE	\$2,500.00

Additional sponsorships are available. They include exhibit hall lounges, lead retrieval system, key cards, special track coffee breaks, exhibit food and beverages, conference programs, tote bags, receptions, Leadership, and Research Luncheon, Grassroots Breakfast, Quality Initiative Reception; Executive Director get-together and more. If you have any questions about these, please call Ruby Lewis at (703) 299-7502.

NHSA will also have a demonstration room which will be available for product demonstration on Thursday, April 30. Additional information regarding this new service will be available late summer 2008.

Please help NHSA plan a great trade show. I look forward to seeing you in Orlando next April.

NO EXHIBIT BOOTH WILL BE ASSIGNED UNLESS THE DEPOSIT PAYMENT IS RECEIVED.

If full payment is received no later than July 7, 2008, exhibitor will receive one-time use of the NHSA membership database.

**2009 National Head Start Association Exhibitor Contract
 April 27-May 2, 2009
 Orange County Convention Center- Orlando, Florida**

Company Name: _____ Telephone: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Send Show Communications To: _____

Title: _____ Fax: _____

Booth Space(s) requested: 1st Choice _____; 2nd Choice: _____; 3rd Choice _____

Each (10'x10') Exhibit Space includes: exhibit draping, booth sign, two name badges per company, and listing in conference program. **Booths will NOT be assigned unless payment is received.**

Booth fees do NOT include table or chair.

**Fees: Inlaid booth 10'x10'-\$1,150; Corner booth 10'x10'-\$1,450; 20'x20'-\$4,950
 Sponsorships: Platinum Plus Plan - \$7,500; Gold - \$5,500; Bronze - \$2,500**

Nonprofit Agencies: Corner booth 10'x10'-\$900; Inlaid booth-\$775

Number of booth(s) _____ @ _____ each = \$ _____

- Total for booth rental \$ _____
 (\$450)Non-refundable booth deposit per 10'x10' Booth,
 100% due after Jan. 21, 2009)
- Capital Campaign Contribution \$ _____
- Amount this Payment \$ _____
- Balance due \$ _____

Credit Cards Accepted: __AMEX; __MC; __VISA__ Card
 # _____

Name: _____ Expiration Date: _____
 (cardholder must sign form)

Please Read and Sign, the Following Certification:

Application for the above space is hereby submitted in accordance with the terms and conditions on both the and reverse side of this contract. Upon confirmation of space assignment and acceptance of this contract by National Head Start Association, the undersigned agrees to be bound by all the terms and conditions contained herein, including use of NHSA logo and materials.

Please Make a Copy for Your Files.

Company Name: _____ **Signature:** _____
Title: _____ **Date:** _____

Return this application with check payable to:

National Head Start Association

Attn: Ruby Lewis,
1651 Prince Street,
Alexandria VA 22314
Phone: 703-299-7502/Fax: 703-739-0878

Do Not Write In This Area (NHSA Use only):

Exhibit Space Assigned: _____ **Booth #(s):** _____

Assigned By: _____ **Date:** _____

Premium Packages Description

Platinum Plus:

\$7,500.00

Package includes: 20'x20' island booth, full-page, black and white advertisement in the conference program book. One table for 10, and sponsorship listing at the Annual Dinner Gala. Signage will indicate exhibitor is a Platinum Sponsor. Exhibitor will also receive current NHSA membership database, and attendee list. Four exhibitor badges and complimentary tote bag insertion. Information will be sent 30 days after conference.

Gold:

\$5,500.00

Includes: 20'x20 island booth; full-page, black and white advertisement in the conference program book. Three exhibitor badges and complimentary tote bag insertion. Signage will indicate that exhibitor is a Gold Sponsor. NHSA attendee list will be provided complimentary, to be received 30 days after the conference.

Bronze

\$2,500.00

Package will include 10'x10' booth (inlaid), half-page, black and white advertisement in the conference program book. **If corner booth is desired, please add an additional \$300.00 to booth cost.** Bronze sponsorship printed on exhibitor signage; two exhibitor badges; complimentary tote bag insertion

National Head Start Association Exhibit Contract, Terms and Conditions

This agreement, entered into on the acceptance date by and between National Head Start Association, (hereinafter referred to as NHSA and the Exhibiting Company, hereinafter referred to as Exhibitor.)

Witnessed: For and in consideration of the rental sum identified on the reverse hereof as "Total" including any modifications (see paragraph 1) and the agreements and covenants contained herein, and the faithful and timely performance by Exhibitor of such agreements and covenants, NHSA hereby grants to Exhibitor the right to use the confirmed space designated (see reverse) as indicated on the official site layout of the Show for the period of time indicated in the exhibitor's manual for installation, display and removal of exhibition materials and for no other purpose and shall display and exhibit only those products or services for which duly authorized dealer, distributor or representation may be properly verified. This agreement is made and entered into upon the following special terms and conditions, which are mutually agreed to by the parties hereto.

1. Exhibitor agrees to pay the specified rental sum in US dollars in accordance with the payment schedule as shown on the reverse side hereof. It is agreed and understood that changes in the total exhibit space contracted for and or occupied by Exhibitor may occur subsequent to this agreement requiring a modification to the total sum from Exhibitor. Confirmation of the modified total rental sum shall be by invoice and Exhibitor agrees to pay such modified sum and or other valuable consideration as agreed to by the parties, in accordance with the payment schedule.

2. Cancellation: Deposits for space are non refundable after allocation of space by NHSA. If exhibitor cancels this agreement in writing prior to sixty (60) days before opening, exhibitor will be entitled to a 50% refund of additional moneys paid over the \$450.00 nonrefundable deposit; if Exhibitor cancels booth space within sixty (60) days prior to the opening date of the show the exhibitor will NOT receive any refund.

3. If Exhibitor notifies NHSA of its intention not to display, or if Exhibitor shall fail to make any payments when due, or if Exhibitor fails to physically occupy the allotted space, Exhibitor shall thereupon forfeit its right to the use of such space and NHSA shall have the right to dispose of such space as it considers for the best interest of the show and shall also have the right, in addition to any other legal remedy granted by law, to retain all payments made by Exhibitor which are not refundable, above, as liquidated damages, without liability of any kind on the part of NHSA. NHSA reserves the right to make changes in exhibit space assignments when necessary for the proper conduct of the Show. Exhibitor hereby agrees that should such a change in space assignment be unacceptable, then NHSA's only obligation is to refund any monies paid by Exhibitor to NHSA and Exhibitor shall not be entitled to participate in the Show. Exhibitor agrees to pay all reasonable attorneys fees and costs incurred by NHSA in enforcing this contract. Exhibitors are not allowed to breakdown their booth/s before the show closes.

4. NHSA shall have no liability whatsoever for any matter or thing resulting directly or indirectly from strikes, lock outs, labor disturbances of any kind, fire, delays or defaults of suppliers or contractors, or from any similar or dissimilar cause beyond the reasonable control of NHSA. In addition to the foregoing, if the holding of said Show is prevented by any government regulation or order, or if by reason of any governmental request or local, national or international disturbance or for any reason it is deemed inadvisable in the exclusive discretion of NHSA not to conduct said Show or if the conduct of said Show is interfered with; then in either such event, NHSA shall have no liability or obligation to Exhibitor except that if Exhibitor's show space has not been made available, NHSA shall return to Exhibitor payments made by Exhibitor under paragraph 1 hereof after deducting there from a prorated share of actual expenses incurred in connection with said Show. NHSA reserves the right to make modifications in the show hours with no liability to the Exhibitor in the event Acts of God or other events beyond the reasonable control of NHSA threaten the safe and or proper conduct of the Show. NHSA is not liable for any cancellation or disruption in the show caused by the weather or Acts of God.

5. Exhibitors shall receive from NHSA, at or prior to the Show, an Exhibitor's Manual containing complete information on services provided by Show management and specific rules and regulations. Exhibitor agrees to be bound by said rules and regulations, which by reference thereto are hereby made a part of this agreement. Exhibitor also agrees to comply with all pertinent laws, codes and regulations of federal, state municipal or other authorities affecting the space contracted for herein. If Exhibitor shall, in the judgment of NHSA violate or fail to comply with any of said rules and regulations or any said laws, codes or regulations of which fact NHSA shall be the sole judge, NHSA may, at its election and without notice to Exhibitor or other occupant and their property and effects, there from, hold said space as if this agreement had never been made; and Exhibitor shall thereby and thereupon forfeit its right in and to the use of said space in any manner it considers for the best interest of the Show, without liability of any kind to Exhibitor on the part of NHSA.

6. NHSA reserves the right to prohibit the display of any article that, in its opinion, is not in keeping with the nature and character of the Show or not in harmony with the other exhibits. Audio-visual aid sound volumes must not disturb neighboring exhibits. Exhibits must conform to prevailing trade show standards and practices with respect to height, size and sight line access to adjoining exhibits. Golf clubs or club-like devices may only be swung within the confines of the show's hitting nets and there may be only one person at a time within a net.

7. The Show is produced and managed by the National Head Start Association. All decisions regarding space assignments, nature and style of exhibit, floor management before, during and after Show hours, interpretations and enforcement of rules and regulations including such amendments thereto and any changes or further rules and regulations as may be considered necessary for the safe and proper conduct of the Show, and all other matters pertaining to the production and management of the Show shall be made exclusively by NHSA.

8. Liability: Neither the Show nor NHSA nor the Exhibition Hall, nor their representatives shall be liable or responsible for any injury to Exhibitors or their employees or guests or visitors, while within the confines of the space or spaces contracted for by the Exhibitor, nor shall said parties be liable for the loss or damage to any goods from any cause whatsoever while the same are in transit to or from the Show, or while they are in the exhibit area. An exhibitor hereby indemnifies and holds the said parties harmless from any and all such liability. Exhibitor shall be responsible for obtaining liability insurance at his own expense and shall provide a certificate of insurance if requested by NHSA or by NHSA insurer.

9. Subleasing: Exhibitor may not sublease, assign or apportion his space. No more than one firm may exhibit in a single space without the written permission of Show Management. Further, exhibitor shall display his product and conduct his business only within his or her assigned space.

10. NHSA reserves the right to send all goods not removed from the show site by the close of the breakdown period to a storage warehouse at the expense of Exhibitor and Exhibitor hereby waives all claims for loss or damage to such goods by reason of said removal and further agrees to pay all such charges as may be incurred for transportation and storage of such good. And in addition, thereto, Exhibitor further agrees to pay NHSA any liquidation damages that NHSA must pay to its lessor by reason of failure by Exhibitor to remove its goods from the premises as specified.

National Head Start

April 2009

Orlando Convention Center, Hall SA2

Orlando, FL

