

NAAEE'S 33rd ANNUAL CONFERENCE EXHIBITOR STATEMENT AND APPLICATION

Grand Biloxi Bayview Hotel, Grand Ballroom
November 8 - 10, 2004

GENERAL EXHIBIT STATEMENT

The North American Association for Environmental Education is a professional nonprofit organization dedicated to assisting and supporting the work of individuals and groups engaged in environmental education. The purpose of the NAAEE conference exhibition is to present a variety of environmental education resources. These may include overviews of programs, environmental education books, audio/visual materials, supplies, and equipment. Environmentally related art, clothing, and jewelry are also appropriate. In order for exhibits to be successful, they should be geared toward a wide range of conference participants, including educators at all school levels, natural resource agency education professionals, personnel from local, state, and national education organizations, as well as nonformal educators from zoos, aquariums, museums, and nature centers.

FACILITIES

NAAEE will be utilizing the Grand Biloxi Bayview Hotel Grand Ballroom for the Exhibit Fair.

CONFERENCE ATTENDANCE

NAAEE anticipates between 800 - 1000 participants at this year's conference. The Exhibit Fair is promoted in the conference registration packet, on the NAAEE website, and will be detailed in the conference program. Activities will be scheduled to ensure strong attendance at the Exhibit Fair including morning coffee breaks and an evening reception.

APPLICATION AND COST FOR SPACE

Size	
10x10 booth or Tabletop Exhibit	\$350.00* non-profit or educational
10x10 booth or Tabletop Exhibit	\$450.00* commercial or government

***This rate does not include conference registration.** A \$50.00 discount off the conference registration fee is available to one exhibit representative per booth, if interested, at the **Professional early bird member or nonmember rate (as applicable) through September 30, 2004.**

The 10x10 booth rate includes an 8' high backdrop and 3' side rail dividers with one 6' skirted table and two side chairs, a waste basket, a 7" x 44" exhibitor identification sign, and security during non-exhibit hours. Booth colors will be blue and teal.

The tabletop rate includes an 8' high backdrop, 6' skirted table, waste basket, 7" x 44" exhibitor identification sign, and security during non-exhibit hours. Booth colors will be blue and teal.

ELECTRICITY, SHIPPING AND OTHER SPECIAL NEEDS

Additional information and charges regarding electric, shipping, and other special needs can be obtained from exhibitor kits provided by the official exposition supplier for the NAAEE Exhibit Fair, Convention Display Service, Inc. (CDS). The kits are available as a pdf file at www.naaee.org/conferences. To contact CDS, please call (601) 948-4228-8789, fax (601) 352-3234, e-mail Brooke Fuller at brookef@cds1958.com or Terri French at terrif@cds.com.

Exhibitors are permitted to sell items during the conference. Licenses to sell, payment of sales tax, and other legal requirements are the sole responsibility of the exhibitor, and receipts must be furnished to purchasers of goods.

Please complete the enclosed Exhibit Booth Reservation Form.

PAYMENT AND REFUNDS

Confirmation of exhibit space and assignments will be made in the order applications are received and accepted. You will receive written notification and booth assignment within two weeks of receipt of payment. If the exhibitor cancels the reservation prior to October 4th, 50% of the booth fee will be refunded upon NAAEE reselling the space. No refunds will be made after October 4th, 2004. *Reservations must be received by October 4th to be listed in Conference Program.*

EXHIBIT HOURS

Monday, November 8	8:00 AM to 11:30 AM	Exhibit Set Up
Monday, November 8	12:00 PM to 6:00 PM	Exhibit Show
Tuesday, November 9	8:45 AM to 3:15PM	Exhibit Show
Tuesday, November 9	5:00PM to 7:30PM	Exhibit Show
Wednesday, November 10	8:45 AM to 1:00 PM	Exhibit Show
Wednesday, November 10	1:00 PM to 4:30 PM	Exhibit Tear Down

Setting up and tearing down is the responsibility of the exhibitor. The exhibit MUST remain intact during the three days of the exhibit fair. The exhibitor must surrender space occupied in the same condition as received, no nails, bracing wire or tape may be used, and all property damaged by exhibitors must be replaced to original condition at the expense of the exhibitor.

LIABILITY

NAAEE will not be liable for losses or damages during the exhibit hours, but will provide security services during non-exhibit hours. NAAEE also accepts no responsibility for injuries, losses, or damages during or subsequent to the period covered by the exhibit contract. Insurance is recommended, but is at the exhibitor's expense.

The exhibitor assumes responsibility and agrees to indemnify and defend NAAEE, CDS and the Grand Biloxi Bayview Hotel, and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises.

The exhibitor understands that neither NAAEE, CDS, or the Grand Biloxi Bayview Hotel maintains insurance covering the exhibitor's property, and it is the sole responsibility of the exhibitor to obtain such insurance.

GENERAL EXHIBIT POLICY

- The assignment, subletting or sharing of space already assigned is prohibited without the consent of NAAEE.
- The exhibit should be designed and displayed to conform to the size of the space(s) leased. Please do not obstruct the view of, or interfere with, the exhibits of others.
- Attention to safety regulations is imperative. Aisles, passageways, and lobby or exhibit areas giving access to exits and fire extinguishing apparatus must be kept clear at all times.
- Demonstrations and display of products must be done in a safe and environmentally responsible manner.
- Demonstrations including the use of films, tapes, records, musical equipment and instruments, or any other sound device should be kept at a volume sufficiently low so as not to be objectionable to nearby exhibitors or conference participants.
- Exhibitors will exercise all precautions against damage or defacement of the exhibit hall and its property, and will assume all liability thereof.
- Exhibitors agree to conform to the exhibit schedule.
- NAAEE reserves the right to restrict exhibits that may become objectionable because of noise, method of operation, or for any other reason not deemed suitable.
- Exhibit floor is a nonsmoking area.