

GIFTED ASSOCIATION OF MISSOURI CONFERENCE

Application for Exhibitors and Vendors

October 17-18, 2010 — Holiday Inn Executive Center, Columbia, Missouri

The Gifted Association of Missouri (GAM) and the Department of Elementary and Secondary Education (DESE) sponsor the GAM Conference annually.

EXHIBIT POLICIES:

- A vendor has products for sale. A vendor's fees are \$125 for the first table, and each additional table will be an additional \$70. Please call for large volume (over 6 tables) discounts. If electricity is needed there is an additional charge of \$45 (\$55 on site).
- Exhibitors display and distribute free materials only. Exhibitor's fees are \$75 for the first table and each additional table will be an additional \$50. If electricity is needed there is an additional charge of \$45 (\$55 on site).
- All booths will consist of two folding chairs, one skirted six-foot long table, 8 x 10 carpeted area, waste basket, and booth identification sign (when requested).
- Placement of exhibits will be determined on the basis of your past participation, amount of space required, special needs, general grouping of exhibits, and paid contracts. Consideration will be given to requests.
- Each exhibitor and vendor is asked to donate an item from his or her exhibit or a gift certificate to be used as a door prize.
- Vendors need to provide a receipt book that has a company name either printed or stamped on it. This will assist customers with school reimbursement policies.
- GAM encourages and accepts advertisements to be placed in the conference program notebook. Ads will be printed in black and white only and must be sent as "camera ready." Ads (with payment) must be received by July 25. Prices are: ½ page, \$35; full page, \$50.
- For shipping of exhibit materials, please see Holiday Inn Shipping Policy / Rules and Regulations.
- **Contracts and fees for exhibit space need to be submitted on or before August 25th.** Booth assignments are made on site.
- Late registration, received after September 30th, will have an additional \$50 fee imposed. A fee of \$50 will be imposed on vendors canceling after September 30th.
- Contracts and payment must be **received** by Aug. 25th to be included in the conference notebooks.
- Exhibitors or their agents must not injure or deface the walls or floors of the building, the booths or booth equipment. By signing the contract, exhibitors/vendors acknowledge liability for any additional cleaning and/or repairs that might occur.
- Exhibitors agree to protect and save GAM and the Holiday Inn harmless from any damage or charges implied for violation of any law or ordinance, and from all loss, cost or liability arising from or by reason of the exhibitor's occupancy and use of the exhibition premises or any part thereof.
- Exhibit hours are from two until six pm on Sunday, and from ten am until seven pm on Monday. Installation may begin at ten am on Sunday and must be completed by one. GAM reserves the right to assign any blank spaces after noon. Dismantling may not begin until after seven pm on Monday and be concluded by eight pm. Hotel management locks the exhibit area at night; however, each exhibitor is solely responsible for his/her own exhibit materials.
- Please be aware that no meals for exhibitors are included in these prices. Food is available at the hotel, both restaurant and fast food.
- Sleeping room reservations are the responsibility of each exhibitor/vendor. Upon request, a special room rate is available for conference attendees. For more information, contact Holiday Inn Executive Center reservations At (573) 445-8531 or 1-800-HOLIDAY and use the code "GAO" or Gifted Assn. of MO.

