



EXHIBIT SPACE APPLICATION AND CONTRACT

Joint Conference of Librarians of Color Albuquerque Convention Center • Albuquerque, New Mexico September 26–30, 2018

INSTRUCTIONS: Complete all sections of this application. Mail this application **with full payment** to JCLC Inc., PO Box 71644, Los Angeles, CA 90071-0644. **Applications received must include full payment.**

Company Name _____

Key Contact Name _____

Address _____

City, State, Zip _____

Phone _____

Email _____

Website _____

Locate our exhibit NEAR (list company names):

Locate our exhibit AWAY from:

BOOTH ASSIGNMENTS will be made on a first come, first serve basis. Please indicate your main product category for assignment purposes:

- Books/Periodicals
- Reference Books
- Automation
- Children's Books
- Other: _____
- AudioVisual Equipment & Materials
- Furniture/Equipment
- Shelving/Supplies
- Graphic Novels

WE AGREE TO ABIDE BY ALL RULES AND REGULATIONS GOVERNING THE EXPOSITION AS PRINTED ON THE REVERSE SIDE HEREOF AND WHICH ARE PART OF THIS APPLICATION. ACCEPTANCE OF THIS APPLICATION BY JCLC, Inc. CONSTITUTES A CONTRACT.

Authorized Signature _____ DATE _____

APPLICATIONS RECEIVED WITHOUT AN AUTHORIZED SIGNATURE AND/OR PAYMENT WILL NOT BE PROCESSED

Mail this application and payment to: JCLC, Inc., PO Box 71644, Los Angeles, CA 90071-0644.

QUESTIONS? Email jclc2018exhibits@gmail.com

| | Before April 30, 2018 | May 1 – July 31, 2018 | After August 1, 2018 |
|---|-----------------------|-----------------------|----------------------|
| Standard Booth 10 x 10 Booth, table, 2 chairs, piping, drapes and sign | \$850 | \$875 | \$925 |
| VIP Booth Located on Aisle Ends | \$950 | \$1000 | \$1050 |
| Interview Booth, table, 2 chairs, piping, drapes and sign. Sold in 4 hour time slots | \$375 | \$400 | \$425 |
| Table Exhibit for Local Merchants and Library Schools | \$275 | \$300 | \$325 |

There will be a \$150 per exhibit space charge for cancellations made prior to June 30, 2018. **Cancellations MUST be made in writing.** NO REFUNDS will be made on or after July 1, 2018.

No. of Booths Desired: _____

Type: ___ Standard ___ VIP ___ Interview Booth ___ Table Exhibit

Total Amount Due: _____

| FOR OFFICE USE ONLY | |
|----------------------|-------------------|
| Date Received _____ | Ck. No. _____ |
| Space Assigned _____ | |
| Total Due _____ | Balance Due _____ |

Joint Conference of Librarians of Color • Exhibit Rules and Regulations

JCLC, Inc., and their authorized representatives are hereinafter referred to as "Show Management."

Exhibit purpose. The exhibitor represents that the purpose of his or her exhibit is for the education of persons attending the JCLC Conference.

Exhibit date, place, and hours. The exhibit's dates and its hours are indicated in the exhibit *Prospectus*. Show Management reserves the right to make changes in these arrangements. Such changes will be made known to exhibitors as far in advance of the exhibit as possible.

Permissible exhibits. The purpose of the exhibit is to provide a well-rounded educational experience to complement the JCLC Conference. As such, any unusual exhibit activities must be reviewed and approved by Show Management well in advance of the meeting. Undignified methods of attracting attention will not be permitted. Show Management reserves the right to determine the eligibility of any company or product for inclusion in the exhibit.

Booth rental, payment. Space will be charged at the rates indicated on the front of this Application. This Application for Exhibit Space must be accompanied by full payment. Show Management reserves the right to assign booth space to another exhibitor if full payment of the rental fee is not received. If an Application for Exhibit Space is received after the supply of space is exhausted, payment will be refunded.

Booth rental, inclusions. Standard and VIP booths include a standard backwall drape 8' high and siderail drapes 3' high, a 7x44' ID sign, one 6' draped table, two matrix chairs and one wastebasket.

Table exhibits. All table exhibits are provided with a 7x44' ID sign, one 6' draped table, one matrix chair and one wastebasket. All display materials must be confined to the top of the table and may not exceed three feet in height from the top of the table. Exact placement of tables may vary from floor plan. No table exhibitor may change the location of the assigned table.

Space assignments. Space assignments are solely at the discretion of Show Management on a first-come first-serve basis. There are no restrictions on the number of booths purchased by exhibiting firms. Table exhibitors may only apply for the use of one table.

Available services. Show Management's official show decorator, Convention Services of the Southwest (CSS), will perform the following services for exhibitors: drayage, storage, equipment moving and erection, furniture rental, booth decoration, signs, etc. Services for telephones, labor (including electrical and carpentry service), and related items shall be made through arrangements contracted by CSS. Specific information concerning available services will be forwarded by CSS via an Exhibitor Services Kit. Payment for services provided to the exhibitors by the contractors is the responsibility of the exhibitors. All services not ordered in advance must be placed through the Exhibitors' Service Desk. Show Management assumes no responsibility or liability for any of these services performed or the materials delivered by the foregoing persons or parties.

Installation of exhibits. The date and hours of installation are listed in the exhibit *Prospectus*. Space unclaimed by the opening hour of the exhibit is subject to reassignment without refund of any portion of the rental fee paid. Show Management reserves the right to make changes in installation hours. Such changes will be made known to the exhibitor as far in advance of the exhibit as possible.

Dismantling of exhibits. The exhibitor agrees not to dismantle the exhibit or to do any packaging or crating of exhibit materials prior to the official closing hours of the exhibit as listed in the exhibit *Prospectus*. Penalty charges will be assessed for exhibit material of any kind remaining in the exhibit hall after 9:00 P.M., closing day.

General restrictions in the operation of exhibits. Show Management reserves the right to restrict any exhibitor for reasons of noise, method of operation, or any reason judged by Show Management to be dangerous or objectionable. Show Management also reserves the right to prohibit or evict any exhibit that is considered to detract from the character of the exhibit as a whole. This general reservation includes persons, things, conduct, printed matter, or anything deemed objectionable by Show Management. In the event of such restriction or eviction, Show Management is not liable for any refund of rental or any other exhibit expenses.

Restrictions in the use of space. All demonstrations, interviews, or other activities such as the distribution of circulars and advertising matter of any kind must be confined to the spatial units of the exhibitor's booth. The exhibitor agrees not to assign, sublet, or apportion the whole or any part of his or her assigned space without prior knowledge and written consent of Show Management. No exhibitor is permitted to show or display goods other than those manufactured or dealt with in the regular course of business. No firm or organization not assigned exhibit space will be permitted to solicit business in any manner in conjunction with the JCLC Conference.

Special visual and sound effects. Audiovisual, sound, and other attention-getting devices and effects are permitted only in the exhibitor's booth and at such decibel intensity as, in the opinion of Show Management, not to interfere with the activities of neighboring exhibitors. The playing of music is prohibited everywhere on the exhibit floor. Operating equipment being demonstrated should not operate at noise levels that are objectionable to neighboring exhibitors. Moving equipment or other apparatus must not create objectionable noise or sound. Audiovisual materials (films, etc.) are permissible, provided that materials used are of educational and informative value to attendees.

Cancellations. Should the exhibitor be unable to occupy and use the exhibit space contracted for, he or she shall promptly notify Show Management in writing (JCLC, Inc., PO Box 71664, Los Angeles, CA 90017-0644). All sums paid by the exhibitor, less a service charge of \$150.00 of the net contract price, will be refunded. No refund or cancellation will be made on or after June 30, 2018.

Agreement for exhibit space. The Application for Exhibit Space, the formal notice of space assignment by JCLC, Inc., and the payment of rental fees constitute a formal contract for the right to use the space allotted, subject to these rules and regulations, which form part of the contract between the exhibiting firm and JCLC, Inc.

Restrictions in scheduling events. The exhibitor agrees not to schedule programs or social or meal functions in conflict with JCLC programming or planned events.

Insurance. Show Management shall not be liable for damages or loss to exhibits through theft, fire, accident, or any destructive cause, whether the result of negligence or otherwise. The exhibitor must surrender occupied space in the same condition as it was at the commencement of occupation. The exhibitor shall assume all responsibility for damage to the Hall of Exhibits by reason of his or her exhibit and shall indemnify and hold harmless Show Management for all liability that might ensue from any cause whatsoever arising out of the exhibitor's participation in the exposition or in conference activities. Exhibitors shall insure their own exhibit and display materials.

Safety Regulations. All materials used in the exhibit area must be fireproofed and conform to all fire department regulations. No decorative paper of any kind will be permitted.

Liability. The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitors' displays, equipment, and other property brought upon the premises, and shall indemnify and hold harmless JCLC, Inc., the Albuquerque Convention Center and any authorized representative, agent or employee of the foregoing of any and all losses, damages and claims.

Note. These rules and regulations are part of the contract for space, which becomes effective upon the acknowledgment of the receipt of the Application for Exhibit Space and appropriate deposit by a duly authorized representative of JCLC, Inc. JCLC, Inc. reserves the right to make such additional conditions, rules, and regulations as it deems necessary to ensure the success of the exhibit. All amendments that may be so made shall be equally binding on all parties affected by them, as are the original regulations.