



I. EXHIBITOR INFORMATION

Company _____
 Booth Coordinator (to receive all information, including service manual) _____
 Contact Title _____
 Address _____
 City State Zip _____
 Phone _____ Fax _____
 E-mail (required) _____

INFORMATION FOR PUBLICATION IN DIRECTORY & ON-LINE:

Primary Contact _____
 Contact Title _____
 Address _____
 City State Zip _____
 Phone _____ Fax _____
 E-mail (required) Web Site Address _____

II. SPACE REQUEST

Indicate type of space & quantity desired. Please see reverse for full description. Payment in full must be received with this Application and Contract.

SPACE	QTY		Member Rate	Non-Member Rate	TOTAL
___ 10x10 Booth	_____	x	\$3,295	\$3,795 =	_____
___ Shared Booth Space	1	x	\$2,200	\$2,700 =	_____
Company Sharing with: _____					

Rank order booth desired

1. _____ 2. _____ 3. _____ 4. _____ 5. _____

Please list any specific companies you do not want to be near:

Will you be part of an organized group/block of space? If yes, all contracts must be submitted together with the group/block submission form..
 ___ NO ___ YES Name of Group/Block _____

All space assignments will be made by The Center for Association Leadership. Full consideration will be given to the exhibitor's choices. The Center reserves the right to assign space as equitably as possible. Cancellation Policy: All cancellations and/or requests for refunds must be made in writing to The Center. A 50% refund will be granted upon written notice received by The Center no later than January 31, 2006. From February 1 through March 31, 2006, a refund of 25% will be granted. Commencing April 1, 2006 no refunds will be made.

III. PROMOTIONAL PACKAGES

	Add to Above
___ Logo Upgrade in Exhibitor Directory	\$150
___ Logo with 50-word Description Upgrade in Exhibitor Directory	\$400
___ Foursome at the Springtime DC Invitational Golf Tournament	\$1,000
___ Twosome at the Springtime DC Invitational Golf Tournament	\$500
___ 2006 Pre-Show Mailing List*	\$495
___ Washington, DC-Area ASAE Association Executive Members Mailing List*	\$695
___ Combination Pre-Show/Washington, DC-Area Executive Members Mailing List*	\$795
___ 2006 Post-Show Mailing List	\$495

*Includes complimentary Post-Show Mailing List

IV. MEMBERSHIP

	Add to Member Rate Above
___ ASAE Industry Partner Membership	\$375

V. AGREEMENT

Exhibitor agrees to comply with the rules and regulations outlined on the reverse of this Application and Contract for Space and in the Exhibitor Services & Information Manual, and such any additional rules, regulations, and information as may be adopted by The Center and Show Management. This application shall constitute a non-revocable offer by exhibitor until such time as The Center for Association Leadership has returned to exhibitor notification of space assigned. Any withdrawal of this application by exhibitor prior to the dates herein before indicated will result in the respective forfeiture of monies, and neither party shall thereafter have any further responsibility to the other with respect to this contract.

Agreed to: _____ Date _____

Signature of representative of company requesting space

III. PAYMENT INFORMATION

TOTAL \$ _____
 ___ Check enclosed (payable to The Center for Association Leadership) ___ Visa ___ MasterCard ___ AmericanExpress
 Card Number _____ Exp _____
 Name on Card _____ Signature _____
Mail with payment by check to: The Center for Association Leadership • c/o Wachovia • PO Box 75119 • Baltimore MD 21275-5044
Fax with payment by credit card to: 202.842.1109

Agreed to by The Center _____ Space Assigned _____

The Center for Association Leadership owns, produces, and manages a trade show known as "Springtime™" (herein the "Show"). The rules and regulations outlined here and in the Exhibitor Services & Information Manual are binding on all the exhibitors in the Show, unless waived by The Center.

1. APPLICATION FOR SPACE: The receipt by The Center of a signed Application and Contract for Space will constitute an application for the right to use space. The Center reserves the right to reject any applications for space. In the event of fire, strikes, or other uncontrollable circumstances which would make it impractical to provide space already committed, The Center shall be obligated to refund only the portion of the exhibitor's prepaid fees not expended or committed.

2. SPACE RENTAL: Space available for rent is as follows:

a. Regular Booth – Booths are 10' deep and 10' wide. Multiple booths may be purchased and must be configured in a linear fashion. Includes the use of space; pipe and drape; sign showing booth number and company name; listing in the Official Show Program; on-line virtual booth; and post show attendee list. For each 10'x10', three exhibitor badges are included; at the time of booth personnel registration, the exhibitor may purchase up to three additional badges for each 10x10.

b. Shared Booth Space – Includes shared use of 10'x10' booth space; pipe and drape; and sign showing booth number and each exhibiting company's name. It is the responsibility of the exhibitor to find a sharing partner. Each company is treated as an individual exhibitor and rates apply to each company separately. Each company shall receive two exhibitor badges; listing in Official Show Program; on-line virtual booth; and post-show attendee list. At the time of booth personnel registration, each exhibitor may purchase one additional badge.

c. Plazas – Includes the use of space; carpet; and identification signage, as determined by show management; nine exhibitor badges; listing in Official Show Program; on-line virtual booth; and post-show attendee list. At the time of booth personnel registration, the exhibitor may purchase up to three additional badges.

d. Pavilions – Includes the use of space; carpet, décor, furnishings, and identification signage as determined by show management; twelve exhibitor badges; listing in Official Show Program; on-line virtual booth; and post-show attendee list. At the time of booth personnel registration, the exhibitor may purchase up to three additional badges.

3. SPACE ASSIGNMENT: Space will initially be assigned through a lottery system. Lessees of Plaza and Pavilion areas in the previous year's Show shall have first right of refusal to rent Plaza and Pavilions areas. Following the lottery, space will be assigned on a first-come, first-served basis. No exhibitor shall transfer, assign, sell, or barter assigned space without the prior written permission of The Center. The Center reserves the right to change the floor plan or to move an exhibitor to another location prior to or during the Show if The Center determines it is in the best interest of the Show.

4. EXHIBITOR REGISTRATION: Exhibitor badges include admission to all education sessions, the general session, and the trade show. Exhibitor badges must be worn at all times. Once all available badges have been used, no additional personnel with the exhibitor shall be permitted on the show floor.

5. EXHIBIT REGULATIONS: Exhibitor agrees to abide by exhibit display guidelines included in the Exhibitor Services & Information Manual. All exhibitors must remain within the confines of their own space, and no exhibitor will be permitted to erect signs or display products in such a manner as to obstruct the view or disadvantageously affect the display of other exhibitors.

6. CANCELLATION OF EXHIBIT SPACE BY THE CENTER: If an exhibitor fails to make required payments as described in the exhibit space contract, The Center may terminate the exhibitor's participation in the event without further notice and without obligation to refund previously paid monies. Exhibitors may not move-in to their exhibit space until payment in full is received.

7. NO SHOW: Any exhibitor failing to occupy its exhibit space one hour prior to the Show's opening may forfeit their priority/eligibility status for the following year's Show. The Center reserves the right to re-sell any exhibit space that is unoccupied one hour prior to Show opening. All exhibits must be open for business during show hours.

8. SALE OF/MANAGEMENT CHANGE OF EXHIBITING COMPANY: If any exhibitor's property or organization changes management or is purchased by another company/organization, the leased space becomes the asset of the new management or owner.

9. PAYMENT OF PAST DEBTS: Exhibitors are responsible for ensuring that there are no outstanding debts owed by them to The Center. If The Center determines that an applicant or exhibitor has an outstanding debt, the applicant or exhibitor shall be notified and if after thirty days the debt has not been paid in full, The Center may retain the exhibit fee for payment toward such debts and to re-sell any exhibit space assigned.

10. PROTECTION OF EXHIBIT FACILITY: Exhibitors are expressly bound, at their expense, to pay for or repair any and all damage to the exhibit facility where the Show is being held, booth equipment, or the property of others caused by the exhibitor or any of its employees, agents, contractors, or representatives.

11. LIABILITY: The exhibitor agrees to assume all risks of loss, injury, theft, or damage of any kind or nature whatsoever to any exhibit or component thereof, including any goods, merchandise, papers, and business records or other property which may be in or come into the exhibitor's possession during the course of the Show, or in the course of assembling or disassembling the exhibit and to assume all liability for damage to any person arising from the movement and operation of the exhibit and hereby releases The Center, its contractors, and the owners and managers of the exhibit facility from any liability whatsoever in respect thereto.

12. LISTING AND PROMOTIONAL MATERIALS: By exhibiting at the Show, exhibitors grant The Center a fully-paid, perpetual, non-exclusive license to use, display, and reproduce the name of exhibitors in any directory or listing of the exhibitors and to use such names in promotional materials. The Center shall not be liable for any errors in any listing or for omitting any exhibitor from any directory or listing pertaining to the Show.

13. OBSERVANCE OF LAWS AND CONTRACTS: Exhibitors are required to abide by and observe all Federal, State, and local laws, codes, ordinances, and regulations, and those contracts and rules and regulations in effect among or between service contractors, the owners and managers of the exhibit facility, and The Center. Without limiting the foregoing, exhibitor shall construct its displays to comply with the Americans with Disabilities Act.

14. RIGHT OF ENTRY AND INSPECTION: The Center in its absolute discretion shall have the right at any time to enter the area occupied by exhibitors or otherwise inspect the exhibitor's material.

15. REGULATION ENFORCEMENT: The Center has full power to interpret and enforce all regulations for the Show and the power to make amendments and/or further regulations that are considered necessary for the proper conduct of the Show. Such decisions shall be binding on exhibitors. Failure to comply with these or any other regulations or amendments may be sufficient cause for The Center to require the immediate removal of the offending exhibitor. This may result in forfeiture of all further rights to exhibit at future Shows sponsored by The Center together with all fees paid. The Center may lease any space so forfeited to another exhibitor.

16. EXHIBITOR SERVICES & INFORMATION MANUAL: An Exhibitor Services Manual ("the Kit") will be sent to the exhibitor. The Kit will contain pertinent information regarding the Show including, but not limited to, additional rules and regulations, display rules, move-in/move-out schedules, registration information, contractor order forms and pricing, shipping and labor, utilities and building services, decoration, audio/visual, and promotional opportunities.