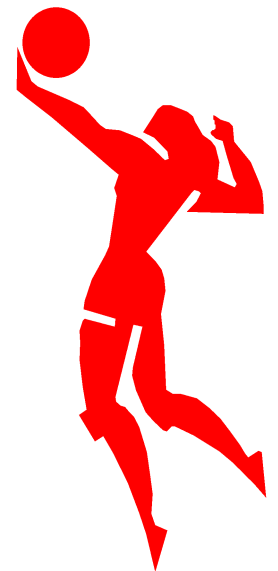


Kentucky High School Athletic Directors Association, Inc.



*Athletics & Academics
"Preparing for the Future"*




State Conference April 25-26, 2012

Ramada Plaza
9700 Bluegrass Parkway
Louisville, Kentucky



The undersigned hereby authorize the KHSADA to reserve exhibit space for use by his/her company or organization during the KHSADA Conference of Kentucky High School Directors of Athletics. The undersigned hereby acknowledges receipt of and agrees to abide by the Exhibit Rules and Regulations listed in this mailing and to all conditions under which exhibit space at the Conference site is leased to the KHSADA. Furthermore, the undersigned agrees to be responsible for all services and other charges contracted for the exhibitor's representatives. The undersigned specifies that the products or services listed on this contract are those to be exhibited.

Authorized Signature:  Date: _____

Name (Please Print): _____ Title: _____

Please list any other representatives who will be attending the conference:

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

Please retain a copy for your files and MAIL ORIGINAL WITH CHECK (made payable to KHSADA Conference) to:
KHSADA Conference, Casey County High School, 1841 East Highway 70, Liberty, KY 42539.
Attention: Victor Black, CAA, Exhibit Coordinator E-mail: victor.black@casey.kyschools.us Phone: (606) 787-7877

FOR OFFICE USE ONLY

Booth Reserved: _____ Approved: _____ Date: _____

Kentucky High School Athletic Directors Association

Conference Exhibitor Information

Prepared by Kentucky High School Athletic Director's Association, Inc.

INTRODUCTION

Dear Prospective Exhibitor:

You are cordially invited to exhibit at the Kentucky High School Athletic Director's Association (KHSADA) Annual State Conference of High School Athletic Directors that is held in Louisville, Kentucky. Nearly 190 high school athletic directors and administrators from across the State are expected to attend the State Conference -- the only State conference for high school athletic directors in Kentucky.

If your market includes high school athletics, you will not want to miss the opportunity to expose your products or services to the individuals who are responsible for making the majority of purchasing and budgeting decisions for high school athletic programs in Kentucky. Whether building and equipping a new athletic complex or purchasing uniforms, these individuals ultimately call the shots.

In an effort to help meet the needs of today's athletic directors, the KHSADA is opening its show to more vendors having products and/or service lines that are of interest to high school athletic directors. Because this show always sells out, you are encouraged to reserve space as soon as possible.

If you should have any questions about the show, please call. We look forward to being of service to you, and hope you will be able to join us for our conference.

Sincerely

Victor Black CAA
Exhibitor Coordinator
(606) 787-7877

COST

The cost of an exhibit booth is \$325 (single 8' x 8'); which includes pipe and drape and identification sign, (chairs, table and tablecloth included). **Full payment must accompany contract. Deposits will not be accepted.**

ROOM RESERVATIONS

A special conference room reservation card is enclosed. This special conference room rate at the hotel (Ramada Plaza) is \$93 single or \$113 double occupancy. Use the official conference room reservation card only to make reservations.

THE EXHIBITING PACKAGE

The KHSADA has made very effort to afford exhibitors optimum exposure, participation and savings during their stay. Listed below are just a few of the benefits exhibitors will receive:

- Over ten hours of exhibiting
- Reduced room rates

RULES AND REGULATIONS

EXHIBITING POLICY

Exhibitors agree that the rules and regulations of the KHSADA printed in this brochure are part of the contract and will be observed by the exhibitor's company and representatives, and that only lines and merchandise acceptable to the KHSADA will be exhibited. Use of the KHSADA name, logo, and acronym for samples, marketing, advertising, etc., is strictly prohibited, unless authorized in writing by the KHSADA.

Character of the Exhibit

In keeping with KHSADA's determination to provide the best possible atmosphere to discuss the equipment and services displayed, each exhibitor agrees as follows:
To exhibit only products of their own manufacture or supply as indicated on the Exhibit Space/Application Form. Products must be displayed in a tasteful manner. In deference to fellow exhibitors and to the exhibit audience, exhibitors are specifically prohibited from operating noise-creating devices (i.e., bells, sirens, public address systems, etc.). Show Management reserves the right to determine the acceptable sound level for working exhibits in the event of complaints from other exhibitors. Smoking is not permitted in the Exhibit Hall.

1. Contracts for Space

Applications for exhibit space are required to execute and Forward an Application to the KHSADA To be valid. Each application must be accompanied by payment in full and must specify products scheduled for exhibit. Booths are \$300.

2. Payment for Space

Payment in full is due with Application to validate space reservation Deposits will not be accepted. Upon receipt of contract and full payment. Space will be confirmed and the exhibitor will be notified in writing. Deadline for application will be April 15th of each conference year.

3. Space Assignment

The Conference Exhibitor Coordinator will make allocation of space. The KHSADA reserves the right of booth space assignments in the best interest of the exhibitor and the conference. The exhibitor shall agree to man his booth (s) during the exhibit hours as posted. Applications for exhibit space at future KHSADA Conference exhibit may be declined if an exhibitor does not comply.

4. Cancellation

Exhibitor will receive a refund of exhibit fee, less 25% service charge. If space is canceled prior to April 1st of each conference year. The KHSADA may cancel or refuse an exhibitor, if an exhibitor engages in unethical business practices or behavior deemed not acceptable by the Association.

5. "No Show"

Any company that has not registered by 9:00 a.m. on the opening day of the show and that is still planning to exhibit must inform show management no later than 10:30 a.m. on same day. Otherwise the company will be considered a "no show." Its space will be released and no refund will be issued.

6. Subletting

No exhibitor may assign, sublet or apportion his space in whole or in part, nor exhibit any products or services other than those manufactured or handed in the normal course of his business, nor permit any agent or any exhibiting firm to solicit business in his space. If special circumstances warrant an exception, permission must be obtained in writing from Show Management, who reserves the right to render final judgement with regard to appropriateness of the request.

7. Display Construction and Limitations

The KHSADA's exhibitor contractor will provide flameproof side drapes thirty-six (36") high and back wall drapes eight feet (8') high on aluminum supports for all straight-line exhibits. The Exhibit Hall is carpeted. A standard, uniformly styled sign will be provided designating the exhibitor's firm name. No signs other than those furnished by the official decorator will be permitted outside of the exhibit booths and rooms. Exhibitors shall keep all merchandise, tables or other materials used for display completely inside the boundaries of the space contracted for by the exhibitor. Show Management must approve any special signs in exhibit booths in advance and all special booths signs must be within your exhibit space. Exhibitors in booths are NOT permitted to erect displays or other materials on the sides of their booths (measuring four feet from the front to the rear of the exhibit booth) that would limit the view of neighboring booths. Booth exhibitors shall not display or utilize any sign, partition, apparatus, shelving display or other construction, which extends more than 8 ft. above the floor. Video monitors must be located in the back half of the booth and the table or platform on which the monitor is placed shall not exceed 42". Exhibitors may install no spotlights or electrical connections. In-house technician must make all electrical and service connections. No open flame or flammable gas or material of any type is permitted in the exhibit area.

8. Exhibitor Service/Charges

Exhibitors and their representatives agree to be responsible for all additional services and charges over and above the services offered by the KHSADA stated in this contract.

9. Exhibitor's Admission Credentials

Exhibitors shall furnish the KHSADA, on forms, which will be provided by the KHSADA, with an advance list of their representatives who are expected to attend. Everyone must register individually upon arrival at the exhibit area and at all times wear identification badges, which will be furnished without charge and will indicate the name of the company that contracted space. Badges prepared on me may not reflect the quality and professionalism of those done in advance. Only registered athletic directors and exhibitors are permitted in the Exhibit Hall.

10. Selling, Raffles or Lotteries, and Distribution of Materials

Exhibitors may show, discuss, explain and demonstrate items or services and may make sales, which result in exchange of merchandise and/or money in the Exhibit Hall. Raffles or lotteries may be conducted at exhibit booths, but no exhibitor shall be allowed to use the central P.A. system to announce winners or make remarks.

11. Exhibitor Acknowledgments

Exhibitors acknowledge and are subject to all codes, regulations, rules and agreements that the KHSADA are subject.

12. Facility Rules and Regulations

Nothing shall be nailed, stapled, hung or attached to ceiling, walls or columns, trim or other painted surfaces, nor will be penetration of floors, walls, columns, ceilings or trim be permitted in any portion of the building. Exhibitors and/or their agents must not damage or deface equipment provided by the KHSADA. When such damage occurs, resulting charges will be charged directly to the liable party.

The following exhibitor regulations must be observed - there are no exceptions:

- . The use of helium in any form, glitter, pets/animals, motorized vehicles, (except for exhibit purposes), stick-on decals, or any object/material with an adhesive, removable backing is prohibited.
- . All electrical equipment/wiring must conform to National Electrical Code Safety Rules. Columns or wall outlets may not be used in the exhibit halls for direct connection by anyone other than

employees of the authorized electrical contractor, unless permission is granted from the hotel or the KHSADA.

- . Display and/or operation of any heavy equipment will be subject to the floor loading restrictions of the exhibit area.
- . Drip and/or drop cloths should be provided when preparing, operating or testing exhibit equipment to prevent lubricants, paints, etc., from staining the floor or causing a spillage hazard. All vehicles which produce or emit effluent and which must be operated for the purpose of an exhibit production or performance must adhere to operational recommendations of Show Management, in keeping with approval of the local Fire Department. These materials should be secured nightly or when no longer in use.
- . All exhibit-related utility connections (which includes electrical, audio, video, water, compressed air, telephone and data transmission) must be ordered through and supervised by Show Management or contractors authorized by Show Management. This includes any and all utility connections made which are not implicitly covered in the electrical or plumbing rate schedules.

13. Non-Liability

It is expressed, understood and agreed by each and every contracting exhibitor, his agents and his guests that neither the KHSADA, nor its employees, or membership, nor its contractors nor the Hotel shall be liable for loss or damage to the goods or properties of exhibitors. At all times such goods and properties remain in the sole possession and custody of the exhibitor. On signing the Application/Contract, exhibitor releases and agrees to indemnify the KHSADA, its managers, officers, members, sponsors, employees and agents, and save them harmless from any suit or claim for property damage or personal injury by whomsoever sustained, including exhibitor and its agents or employees, on or about the exhibitor's display space or arising damage or injury resulting in part from the negligence of one or more of the aforementioned indemnities.

14. Insurance

Exhibitors and any independent contractors (See 7) they may employ must have comprehensive insurance. Although Exhibit Management does provide security service for the exhibition area, and takes all reasonable measures to protect exhibitor displays and materials, please be advised that displays and material, once placed in the exhibitor's booth space, are the responsibility of the exhibiting firm and insurance for any loss or damage should be carried on these items.

15. Hospitality Events or Functions

Space for hospitality events or function must be cleared through the KHSADA.

16. Part of Contract

These rules and regulations constitute a bona fide part of the contract for space. Show Management reserves the right to render all interpretations and decisions and to make such additional conditions, rules, and regulations as Exhibit Management deems necessary to enhance the success of the conference and to decline or prohibit any exhibit which, in its judgement, is out of keeping with the character of the conference, this reservation all-inclusive as to person, things, printed matter, products, and conduct.

The KHSADA reserves the right to reject any and all exhibit applicants. KHSADA may demand release of space at any time during the exhibits show for failure to conform to these rules and regulations. Show Management's decisions and interpretations shall be accepted as final in all cases.

EXHIBIT SPACE APPLICATION/CONTRACT KHSADA STATE CONFERENCE

8'x8' Space Locations

Exhibit booths are \$325. Full payment is due with all contracts. Deposits are not accepted.

COMPANY INFORMATION

For Directory:

Company: _____

Contact Person: _____

Title: _____

Street or Mailing Address: _____

City: _____

State: _____

Zip: _____

Telephone: _____

Fax: _____

E-mail: _____

Number of Years Exhibited: _____

I have read regulation #10 and: will sell will not sell

Check all categories that apply to your company:

Audio/Video Equipment/Accessories
 Computers/Hardware/Software
 Athletic Equipment
 Sports Surfaces
 Trainers Supplies
 Conditioning & Strength Equipment
 Aquatic Facility Components
 Building & Facility Components
 Uniforms/Apparel
 Service Organization
 Turf/Field Maintenance Equip/Supplies
 Other _____

Publications/Magazines/Catalogs
 Fund-Raising and Incentives
 Lodging
 Transportation
 Food & Beverage
 Office Equipment
 Bleachers/Seating
 Reconditioning
 Tickets
 Shoes
 Awards/Trophies

Products, services or programs to be exhibited at the conference:

Space confirmation and other information should be mailed to (if different from above):

Contact Person: _____

Title: _____

Address: _____

City: _____

State: _____

Zip: _____

Telephone: _____

Do you need electrical supply? Yes No

*Fee Added for not Registering Electric if Need