



# Together We Thrive

2010 Head Start  
Annual Conference  
March 12-13, 2010

## Exhibitor Descriptions

### Exhibitor Opportunities

Agencies or vendors who would like to showcase their products or services to the Head Start community can register to exhibit their goods during the conference.

### Exhibit Hours:

Friday, March 12, 2010 – 7:00 a.m. -7:30 a.m. **Set up**

Friday, March 12, 2010 – 7:30 a.m.- 5:30 p.m.

Saturday, March 13, 2010– 7:00 a.m. – 7:30 a.m. **Set up**

Saturday, March 13, 2010 – 7:00 a.m. - 3:30 p.m.

### **Platinum (\$500.00):**

Package includes: Banquet table, draped and skirted, full page B&W advertisement in the conference program, Friday night reception for two guests, Saturday lunch for two guests. Signage will indicate exhibitor as a platinum exhibitor. Exhibitor will also receive a one time use of the CHSA membership list database. Two exhibitor badges and complimentary tote bag insertion. Membership list will be sent to outside mailing house.

### **Gold (\$300.00):**

Package includes: Banquet table, draped and skirted, 1/2 page B&W advertisement in the conference program, Friday night reception for two guests, Saturday lunch for two guests. Signage will indicate exhibitor as a gold exhibitor. Two exhibitor badges and complimentary tote bag insertion.

### **Silver (150.00):**

Package includes: Banquet table, draped and skirted, 1/4 page B&W advertisement in the conference program. Signage will indicate exhibitor as a silver exhibitor. Two exhibitor badges and complimentary tote bag insertion.

### **Non Profit (\$30.00):**

Package includes: Banquet table, draped and skirted.

	Two Exhibitor/Vendor Badges	Banquet Table	Exhibitor on Signage	Tote Bag Insertion	Full Page B&W Ad in Program	1/2 Page B&W Ad in Program	1/4 Page B&W Ad in Program	Two Tickets to Reception	Two Tickets to Luncheon	1 time use of Membership database
Platinum	X	X	X	X	X			X	X	X
Gold	X	X	X	X		X		X	X	
Silver	X	X	X	X			X			
Non-Profit	X	X								





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### Terms and Conditions

This agreement, entered into on the acceptance date by and between Colorado Head Start Association, (hereinafter referred to as CHSA) and the Exhibiting Company, (hereinafter referred to as Exhibitor).

Witnessed: For and in consideration of the rental sum identified on the reverse hereof as "Total" including any modifications and the agreements and covenants herein, and the faithful and timely performance by Exhibitor of such agreements and covenants, CHSA hereby grants to Exhibitor the right to use the confirmed space designated as indicated on the official site layout of the conference for the period of time indicated in the conference manual for installation, display and removal of exhibition materials and for no other purpose and shall display and exhibit only those products or services for which duly authorized dealer, distributor or representation may be properly verified. This agreement is made and entered into upon the following special terms and conditions, which are mutually agreed to by the parties hereto.

1. Exhibitor agrees to pay the specified rental sum in US dollars in accordance with the payment schedule as shown on page 4. It is agreed and understood that changes in the total exhibit space contracted for and or occupied by Exhibitor may occur subsequent to this agreement requiring a modification to the total sum from Exhibitor. Confirmation of the modified total rental sum shall be by the parties, in accordance with the payment schedule.
2. Cancellation: Deposits for space are non refundable after allocation of space by CHSA. If exhibitor cancels this agreement in writing prior to sixty (60) days before opening, exhibitor will be entitled to a 50% refund of additional monies paid over the \$150.00 nonrefundable deposit; if Exhibitor cancels booth space within the (60) days prior to the opening date of the show the exhibitor will NOT receive any refund.
3. If Exhibitor notifies CHSA of its intention not to display, or if Exhibitor shall fail to make any payments when due, or if Exhibitor fails to physically occupy the allotted space, Exhibitor shall thereupon forfeit its right to the use of such space and CHSA shall have the right to dispose of such space as it considers for the best interest of the conference and shall also have the right, in addition to any other legal remedy granted by law, to retain all payment made by Exhibitor which are not refundable, above, as liquated damages, without liability of any kind on the part of CHSA. CHSA reserves the right to make changes in exhibit space assignments when necessary for the proper conduct of the conference. Exhibitor hereby agrees that should such a change in space assignment be unacceptable, then CHSA only obligation is to refund any monies paid by Exhibitor to CHSA and Exhibitor shall not be entitled to participate in the Conference. Exhibitors are not allowed to breakdown their tables before the Conference closes.
4. CHSA shall have no liability whatsoever for any matter or things resulting directly or indirectly from strikes, lock outs, labor disturbances of any kind, fire delays or defaults of suppliers or contractors, or from any similar or dissimilar cause beyond the reasonable control of CHSA. In addition to the foregoing, if the holding of said Conference is prevented by any government regulation or order, or if by reason it is deemed inadvisable in the exclusive discretion of CHSA not to conduct the Conference or if the conduct of said Conference is interfered with; then in either such event, CHSA shall have no obligation to Exhibitor except that if Exhibitor's conference space has not been made available, CHSA shall return to Exhibitor payments made by Exhibitor under paragraph 1 hereof after deducting there from a prorated share of actual expenses incurred in connection with said Conference. CHSA reserves the right to make modifications in the Conference hours with no liability to the exhibitor in the event Acts of God or other events beyond the reasonable control of CHSA threaten the safe and or proper conduct of the Conference. CHSA is not liable for any cancellation or disruption in the show caused by weather or Acts of God.





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5. Exhibitors shall receive from CHSA, at or prior to the Conference, an Exhibitor's Manual containing complete information on services provided by the Hyatt Regency Hotel and specific rules and regulations. Exhibitor agrees to be bound by said rules and regulations, which by reference thereto are hereby made a part of this agreement. Exhibitor also agrees to comply with all pertinent laws, codes and regulations of federal, state, municipal or other authorities affecting the space contracted for herein. If Exhibitor shall, in the judgment of CHSA violate or fail to comply with any of said rules and regulations or any said laws, codes or regulations of which fact CHSA shall be the sole judge, CHSA may, at its election and without notice to Exhibitor or other occupant and their property and effects, there from, hold said space as if this agreement had never been made; and Exhibitor shall thereby and thereupon forfeit its right in and to the use of said space in any manner it considers for the best interest of the Conference, without liability of any kind to exhibitor on the part of CHSA.

6. CHSA reserves the right to prohibit the display of any article that, in its opinion, is not in keeping with the nature and character of the Conference or not in harmony with the other exhibits. Audio-visual aid sound and volumes must not disturb neighboring exhibits. Exhibits must conform to prevailing trade show standards and practices with respect to height, size and sight line access to adjoining exhibits.

7. The Conference is produced and managed by the Colorado Head Start Association. All decisions regarding space assignments, nature and style of exhibit, floor management before, during and after Conference hours, interpretations and enforcement of rules and regulation including such amendments thereto and any changes or further rules and regulation as may be considered necessary for the safe and proper conduct of the Conference, and all other matters pertaining to the production and management of the Conference shall be made exclusively by CHSA.

8. Liability: Neither the Conference nor CHSA nor the Hotel, nor their representatives shall be liable or responsible for any injury to Exhibitors or their employees or guest or visitors, while within the confines of the space or spaces contracted for by the Exhibitor, nor shall said parties be liable for the loss or damage to any goods from any cause whatsoever while the same are in transit to or from the Conference, or while they are in the exhibit area. An exhibitor hereby indemnifies and holds the said parties harmless from any and all such liability.

9. Subleasing: Exhibitor may not sublease, assign or apportion his space. No more that one firm may exhibit in a single space without the written permission of Conference Management. Further, exhibitor shall display his product and conduct business only within his or her assigned space.

10. CHSA reserves the right to dispose of all goods not removed from the show site by the close of the breakdown period. Exhibitor hereby waives all claims for loss or damage to such goods by reason of said removal and further agrees to pay all such charges as may be incurred of disposal of such goods. And in addition, thereto, Exhibitor further agrees to pay CHSA any liquidation damages that CHSA must pay to its lessor by reason of failure by Exhibitor to remove its goods from the premises as specified.





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## CHSA Exhibitor Contract

Company Name

Representative in Charge

Title

Address

City

State

Zip Code

Phone

Email

### Conference Exhibitor

Description	Price	Amount	Total Due
Platinum Exhibitor	\$500.00		\$
Gold Exhibitor	\$300.00		\$
Silver Exhibitor	\$150.00		\$
Non Profit	\$30.00		\$
Total Amount Due			\$
Amount of this Payment Minimum 50% Deposit due with Contract.			\$
Balance Due			\$

Mail registration form and check payment to: Colorado Head Start Association • 12920 N. Quivas Way • Westminster, CO 80234.

Please read and sign the following certification and retain a copy for your files: Application for the above space is hereby submitted in accordance with the terms and conditions of this contract. Upon confirmation of space assignment and acceptance of this contract by the Colorado Head Start Association, the undersigned agrees to be bound by all the terms and conditions contained herein. **Conference Exhibitor contracts are due by January 15, 2010.**

Signature

Date

