

2008 AETA & CETA/ACTE JOINT CONVENTION
THE WESTIN CROWN CENTER
KANSAS CITY, MISSOURI
OCTOBER 16-18, 2008



SPONSORSHIP & EXHIBIT FEES

Fees are payable by cheque in American (USD) funds

Please complete the enclosed application, sponsorship form and payment by **May 14, 2008** to:

American Embryo Transfer Association
1111 North Dunlap Avenue
Savoy, IL 61874

Company Name: _____

Name of Contact Person: _____

Address & City: _____

Province/State: _____ Postal Code/Zip Code: _____

Telephone: _____ Fax: _____

Email Address: _____

Name of Representative(s) Attending: _____

INFORMATION FOR ADVERTISING PURPOSES:

Address & City: _____

Province/State: _____ Postal Code/Zip Code: _____

Telephone: _____ Fax: _____

Email Address: _____

Web Site Address: _____

REQUISITION & CONTRACT FOR EXHIBIT SPACE:

For the sum of \$ _____ USD you are hereby requested to reserve exhibit space for us at the AETA and CETA/ACTE Joint Convention at the Westin Crown Center, Kansas City, Missouri, October 16-18, 2008. We enclose herewith our cheque payable to the American Embryo Transfer Association, in the sum of \$ _____ USD. All rules and regulations governing the exhibit have been read by us and are hereby accepted and are a part of the contract, and we agree to comply with them. It is agreed that in the event the AETA and CETA/ACTE shall fail to open the exhibition or furnish space to us, it will refund all sums paid hereunder, which shall be in full liquidation of all loss or damage suffered by us.

CANCELLATION POLICY: All confirmed/contracted exhibit space cancelled by September 10, 2008, will be subject to a \$100.00 USD service charge per space. All cancellations after September 10, 2008, will forfeit the entire booth fee.

DATE: _____, 2008

COMPANY/FIRM: _____

SIGNED BY: _____ TITLE: _____

Please turn over for 'Information and Rules Governing Exhibits' ...

INFORMATION AND RULES GOVERNING EXHIBITS

EXHIBIT SPACE ASSIGNMENT:

- Exhibit spaces will be assigned in order that requests are received.
- The Exhibit Chairman reserves the right to make reasonable adjustments in location of tables for the benefit of the exhibitor and the betterment of the total exhibit.

USE OF SPACE:

The Exhibit Chairman reserves the right to decline or prohibit any exhibit or part of an exhibit which in his opinion is not suitable and in keeping with the character of the Convention. No spaces shall be sublet without the consent of the Exhibit Chairman. Displays will be permitted on the exhibit floor only by official exhibitors. Distribution of advertising matter by representatives of firms who are not official exhibitors is strictly forbidden.

The Exhibit Chairman reserves the right to restrict exhibits to a minimum noise level and to suitable methods of operation and display of materials. If for any reason an exhibit or its contents are deemed objectionable by AETA or CETA/ACTE, the exhibit will be subject to removal. This reservation includes person, things, conduct, printed material, or any item of poor character that the AETA or CETA/ACTE considers objectionable to the Convention's well-being. In the event such as eviction or restriction is enforced, AETA or CETA/ACTE will not be liable for refunding rental fees or funds for exhibit equipment rental except at its own discretion. Exhibitor agrees that the AETA or CETA/ACTE may substitute the actual space assigned to exhibitor if necessary.

Exhibitors are urged to use novel and unique ways to attract attention to their exhibit space. The basic responsibility for attracting meeting participants to the exhibit lies with the exhibitor.

EXHIBIT SPACES & EQUIPMENT:

Exhibit booth setup will include an 8 ft tall backdrop and 3 ft tall sides (pipe & drape) with a skirted table, two chairs, and identification sign. One 110V electrical outlet per space is provided.

INSTALLING & DISMANTLING:

You may start setting up your exhibit on Thursday, October 16th beginning at noon. Removal of exhibits can begin after 3:30 p.m. on Saturday, October 18.

HOURS OF EXHIBIT:

Every effort is made to allow maximum exposure for exhibiting firms, including coffee breaks, cash bars, etc. in the exhibit area.

SECURITY & LIABILITIES:

AETA and CETA/ACTE will provide overall security guard service for the show period but neither AETA, CETA/ACTE, the hotel, the convention facilities, nor their corporate entities will guarantee exhibitors against loss and will not be responsible for loss of any material by or for any cause. Each exhibitor must make provision for safeguarding of his goods, materials, equipment and display at all times and exhibitors are urged to carry their own insurance through their own sources at their own expense.

The management will exercise care for the protection of the exhibitors, materials and displays. Beyond this, the AETA and CETA/ACTE or any officer or staff member will not be responsible for the safety of the property of the exhibitor, his agents, and employees from theft, damage by fire, accident or any other cause.

The exhibitor hereby assumes entire responsibility and hereby agrees to protect, defend, indemnify and save the Hotel, its owners, its operator, Starwood Hotels & Resorts Worldwide, Inc., and each of their respective parents, subsidiaries, affiliates, employees, officers, directors, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by its installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole gross negligence of the Hotel and its employees and agents.

The exhibitor shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance, insuring and specifically referring to the Contractual liability set forth in this Exhibit Agreement, in an amount not less than \$2,000,000 Combined Single Limit for personal injury and property damage.

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Exhibitor Initials



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EXHIBIT	QUANTITY	American Dollars (USD)		TOTAL
EXHIBIT BOOTH		\$1250 USD		
BOOTH NUMBER PREFERENCE: (See enclosed diagram)				
1 st Choice - #		2 nd Choice - #		3 rd Choice - #
SPONSORSHIP CHOICES	√	DATE	American Dollars (USD)	TOTAL
BREAKFAST		Friday, Oct 17	\$2500 USD	
		Saturday, Oct 18	\$2500 USD	
COFFEE BREAK		Friday, Oct 17 (morning)	\$1000 USD	
		Friday, Oct 17 (afternoon)	\$1000 USD	
		Sat. Oct 18 (morning)	\$1000 USD	
		Sat. Oct 18 (afternoon)	\$1000 USD	
LUNCH		Friday, Oct 17	\$3500 USD	
		Saturday, Oct 18	\$3500 USD	
AV EQUIPMENT		All sessions and wet labs held from Oct. 16 to Oct. 18	\$3500 USD	
BANQUET		Friday, Oct 17	\$1000 USD	
COMPANION TOURS		Friday, Oct 17 and Saturday, Oct 18	\$1000 USD	
GENERAL SPONSORSHIP				
SPONSORSHIP SUBTOTAL				
TOTAL EXHIBIT FEE				
TOTAL SPONSORSHIP				
TOTAL SPONSORSHIP & EXHIBIT				

PAYMENT MUST BE IN US DOLLARS WITH A CHECK, MONEY ORDER, OR CREDIT CARD

Circle: Visa MasterCard American Express

CC # _____ Exp. Date _____ Total \$ _____

Signature _____

Charges will appear as FASS Online Services

Note 1: Multiple sponsors per event will be accepted. If you wish to be the sole sponsor for a function, please contact headquarters for pricing information.

Note 2: Previous sponsors will have first right to sponsor or refuse a previously sponsored event. All other choices of sponsorship will be dealt with on a first-come-first-served basis.



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Exhibitors copy

Exhibit Hall Floor Plan

