



15th National Quality Education Conference

November 11–13, 2007 • St. Louis, MO

First Annual Education Team Excellence Competition

November 11–13, 2007 • St. Louis, MO

Exhibit Rules and Regulations

Exhibit Space Allocation

Exhibit space will be available on a first-come, first-served basis determined by receipt of an exhibitor's contract. ASQ will assign the table locations.

1. **EXHIBIT DISPLAYS**—Materials are limited to items that will fit into an 8-foot width and 4-foot depth, and that can be hand carried; no contractor and drayage company will be available. Please note that pipe and drape is not included or appropriate for this conference.

2. **ELECTRICITY and TELEPHONES** are offered exclusively through the Millennium Hotel St. Louis. Copies of electrical service and telephone order forms will be included in your Exhibitor Information Packet.

3. **AUDIO/VISUAL EQUIPMENT**—An order form for audio/visual equipment (VCR, monitors, computer equipment, etc.) will be included in your Exhibitor Information Packet.

4. **LOADING and UNLOADING**—The loading and unloading of privately owned vehicles may be done at the front entrance to the hotel; however, you may not double park or leave your vehicle unattended (it will be ticketed and/or towed). If you need to leave your vehicle unattended, hotel personnel can direct you to another entrance.

5. **PRODUCT SELLING**—The selling of goods and services will be allowed only if the company is in compliance with the taxation rules and regulations of the state of Missouri. Information and forms will be included with your Exhibitor Information Packet.

6. **SECURITY**—Security guard service will not be furnished for the show and each exhibitor must make provisions for safeguarding its goods, materials, equipment, and displays at all times. ASQ, the show manager, and the Millennium Hotel St. Louis will not be held responsible for the loss or theft of property belonging to any exhibitor, its agents, employees, visitors, or guests. Each exhibitor must carry full insurance for the entire duration of the show, including move-in and move-out. Exhibitor agrees to hold ASQ and the Millennium Hotel St. Louis, its owners/operators, forever harmless from any damages or charges imposed for any violation of any law or ordinance by the negligence of the exhibitor or those subordinate to the exhibitor.

7. **RIGGING SIGNS and BANNERS**—There is to be no rigging of signs, banners, lights, sound, etc., from any ceiling in the Millennium Hotel St. Louis, including the atrium lobby, pre-function area, registration area, meeting rooms, and corridors. No signs are to be taped on walls, doors, columns, or windows. No nails, screws, tacks, or adhesives may be used to secure signs.

8. **HELIUM BALLOONS**—Helium balloons are not permitted in the Millennium Hotel St. Louis.

9. **DECALS/STICKERS**—Adhesive-backed decals and stickers may not be distributed in the Millennium Hotel St. Louis. Costs associated with the removal of decals/stickers will be the responsibility of the individual exhibitor.

10. **GLITTER/CONFETTI**—Use of glitter and confetti is not permitted in the Millennium Hotel St. Louis. Costs associated with the cleanup of glitter, confetti, and related materials will be the individual exhibitor's responsibility.

11. **SHIPPING**—ASQ, the show manager, and the Millennium Hotel St. Louis will not accept any responsibility for any shipments misdirected, refused, or lost. Information on shipping materials to the Millennium Hotel St. Louis will be included in the Exhibitor Information Packet.

12. No food or beverages may be brought into the Millennium Hotel St. Louis.

13. The exhibitor assumes all responsibility for compliance with local, city, county, state, and federal ordinances and regulations covering fire, safety, and health. Only fireproof materials should be used in displays, and exhibitors should take necessary fire precautions.

14. All exhibitors must wear badges at all times.

15. Exhibitors can make no claim for any reason against ASQ, the show manager, the Millennium Hotel St. Louis, or any of their agents or employees. Further, ASQ, the show manager, or the Millennium Hotel St. Louis will not be liable for the fulfillment of this contract as to delivery of space and further will not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions due to but not limited to the following: the building being destroyed by fire, an act of God, a public enemy, a national emergency, strikes, the authority of the law, or any other causes beyond their control. They will, however, in the event of not being able to hold an exhibit for any of the above-named reasons, reimburse the exhibitor pro-rata for any rent, less any and all legitimate expenses incurred by ASQ, the show manager, and the Millennium Hotel St. Louis, for advertising, salaries, fees, and so on.

16. No motorized vehicles, including motorized scooters, are allowed in any public and/or carpeted areas.

17. Any matters not specifically covered by the rules and regulations shall be subject solely to the decision of ASQ, the show management, and the Millennium Hotel St. Louis.

18. For each exhibit package purchased your company will receive one complimentary conference registration. All other exhibit personnel are required to register and pay the reduced conference rate of \$328. There are no "Exhibit Only" registrations.



15th National Quality Education Conference

November 11-13, 2007 • St. Louis, MO

First Annual Education Team Excellence Competition

November 11-13, 2007 • St. Louis, MO

PLEASE PRINT CLEARLY OR TYPE:

Company Name _____ (as it will appear in publications and on all signage)

Contact Name _____ Title _____

Address _____

City _____ State/Prov. _____ Zip/Postal Code _____

Phone _____ Fax _____

E-mail _____ Web site _____

Contact Signature _____ *By signing this contract the exhibitor/sponsor agrees to the rules and regulations in this brochure.

PLEASE PROVIDE A 25-WORD DESCRIPTION OF PRODUCTS/SERVICES TO BE EXHIBITED; ASQ RESERVES THE RIGHT TO EDIT AS NEEDED. (PLEASE PRINT OR TYPE)

RESERVE THE FOLLOWING SPONSORSHIP/ EXHIBITOR OPPORTUNITY FOR MY COMPANY

_____ Platinum	\$20,000	_____ Gold	\$10,000
_____ Silver	\$5,000	_____ Bronze	\$2,500
_____ Exhibit Only	\$1195	_____ Other	\$_____

(All contributions welcome)

PLEASE INDICATE YOUR PREFERRED METHOD OF PAYMENT.

_____ My check payable to ASQ for \$ _____ is enclosed.
(Payment must be made in U.S. funds, drawn on a U.S. bank).

_____ Charge the full payment of \$ _____
to my credit card.

_____ MC _____ VISA _____ AMEX

Card Number _____

Expiration Date _____

Name of Cardholder (please print clearly or type) _____

Address _____

City _____ State/Prov. _____ Zip/Postal Code _____

Cardholder Signature _____

PLEASE MAIL/FAX AGREEMENT TO:

ASQ Media Sales • P.O. Box 3005
Milwaukee, WI • 53201-3005 • Fax 414-765-8671

The exhibitor is required to give notice of cancellation or withdrawal from the conference in writing. Notices received prior to or on August 4, 2007, will receive a full refund, less a \$295 processing fee. Cancellations received after August 4, 2007, and no-shows are liable for the entire fee. Please mail/fax notice of cancellation to ASQ Media Sales, P.O. Box 3005, Milwaukee, WI 53201-3005, or fax 414-765-8671.