



EXHIBITOR AGREEMENT

This Exhibitor Agreement (“**Agreement**”) is effective as of _____, 20__, by and between Van Anadel Institute for Education (“**VAI**”) and _____ (“**Exhibitor**”).

VAI Exhibitor Coordinator:

Name	Robin Dhaseleer
Telephone	616-307-3766
Email	Robin.dhaseleer@vai.org
Alternative Contact:	Kate Langmeyer

Exhibitor Contact:

Company	
Name	
Telephone	
Email	

Event Details:

Event Name	Science on the Grand
Location	Van Anadel Institute
Date	July 10-11, 2023
Time	
Exhibit Details	Each tabletop exhibit space consists of one 8’ table and two chairs within a 8’ x 4.5’ footprint. While a larger footprint may be available onsite, due to space restrictions at certain event locations, exhibitor should ensure their materials fit in this space. Exhibitors requiring electrical access must order it with their booth at an additional charge of \$50.

Exhibit Details:

Product Category (check all that apply)	<input type="checkbox"/> Apparel <input type="checkbox"/> Art Supplies <input type="checkbox"/> Food <input type="checkbox"/> Furniture <input type="checkbox"/> Manipulatives <input type="checkbox"/> Mathematics <input type="checkbox"/> Music <input type="checkbox"/> Publisher <input type="checkbox"/> Science <input type="checkbox"/> Student Programs <input type="checkbox"/> Teacher Gifts <input type="checkbox"/> Teacher Supplies <input type="checkbox"/> Technology <input type="checkbox"/> Other _____
Booth Reservation	<input type="checkbox"/> Silver Package (one table): \$500 <input type="checkbox"/> Gold Package (one table): \$1,000 <input type="checkbox"/> Platinum Package: (one table): \$5,000 <input type="checkbox"/> Additional Table: \$500
Electrical Access (\$50)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Additional Requests (VAI will make reasonable efforts to accommodate)	
Total Cost	\$ _____
Payment Information	<input type="checkbox"/> Check enclosed (payable to Van Anadel Institute for Education) <input type="checkbox"/> Credit Card (Please do not send credit card information via email. Please mail or call 1.616.234.5228): Credit Card #: _____ Exp. Date: _____ CVV #: _____ Cardholder Name: _____ Cardholder Signature: _____

Please sign on the next page and return your signed application to Robin.Dhaseleer@vai.org or 333 Bostwick Ave NE, Grand Rapids, MI 49503. Payment is due at the time of submission.



EXHIBITOR TERMS AND CONDITIONS

1. **Applications and Payment:** Payment must be received by VAI in full to before Exhibitor's space will be reserved at the event.

2. **Acceptance:** VAI reserves the right to deny any Exhibitor application for any reason in its sole discretion. In such event, VAI shall promptly refund to Exhibitor all amounts received hereunder.

3. **Cancellations and Refunds:** Full refunds will only be given if notification is received by VAI more than 14 days prior to the event. If cancellation is received 14 days or less before the event, 50% will be refunded. No refund will be given if Exhibitor is in breach of these terms and conditions.

4. **Cancellation of Event:** In the event that circumstance beyond the control of VAI cause the conference to be canceled, a full refund of exhibit rental fees will be made to Exhibitor.

5. **Acceptability of Exhibits:** All exhibits shall serve the interests of VAI event attendees and affiliates and shall be operated in a way that will not detract from other exhibits, the exhibition, or event as a whole. VAI reserves the right to require the immediate withdrawal of any exhibit that VAI believes in its sole discretion to be injurious to the purpose of VAI or the event. Such removal will not entitle Exhibitor to a refund. The sale of types of merchandise and/or specific products at the events is subject to prior approval by the VAI Exhibit Coordinator or other on-site staff acting on behalf of VAI's Exhibit Coordinator.

6. **Use of Space:** Exhibitor shall not sublet, assign, or share any part of the space allocated to them without the prior, written consent of VAI. Exhibitor shall not use the space outside its booth area for demonstrations or displays of any kind, including freestanding signs and adjacent columns, walls, and aisle ways. Signage, products, materials, etc. may not be erected in any way that interferes with the view line of any other exhibit booth, nor shall they create any unreasonably high sound levels that VAI, in its sole discretion, deems objectionable. Exhibitors may not promote other teaching-training events.

7. **Security:** VAI makes every reasonable effort to provide adequate protection for Exhibitor's merchandise and displays during non-exhibit hours. VAI will not accept any responsibility for lost or stolen merchandise. Exhibitor is solely responsible for its own exhibit materials and should take precautionary measures to safeguard against theft, and insure the exhibit against loss or

damage from theft, accident, vandalism, fire, or other causes. All property of Exhibitor is understood to remain in Exhibitor's care, custody, and control in transit to, from, or within the confines of the event facility.

8. **Installation and Dismantling:** Installation must be completed no later than the opening of event registration. Dismantling or packing display is prohibited prior to the official closing of the event.

9. **Damage to Facilities:** Exhibitor must surrender its space in its original condition. Exhibitor shall not injure or deface the walls or floors of the event facilities, the tables or any other furniture. In the event of any damage, Exhibitor shall be solely liable to the owners of the property so damaged.

10. **Liability and Indemnification:** Exhibitor agrees to assume the entire responsibility and liability for losses, damages, and claims arising out Exhibitor's exhibit or otherwise in connection with this Agreement, including any injury or damage to people, displays, equipment and other property. Exhibitor shall indemnify, defend, and hold harmless VAI, its owners, affiliated companies, agents, servants, and employees, from and against any and all losses, damages and claims, including reasonably attorneys' fees incurred in connection with the same. It is the sole responsibility Exhibitor to obtain insurance sufficient to cover the obligations set forth herein.

11. **Shipping:** Exhibitor is solely responsible for following shipping and storage guidelines set forth by the conference site and assume any related charges for handling and storage.

12. **Use of Name.** Exhibitor hereby authorizes VAI to use its name, trademark, or logo, and any photographs or video of it or its attendees in any written materials, including, without limitation, on its website and in promotional materials, in connection with the event.

13. **Terms and Conditions Amendments:** Any additional details not specifically covered by the terms and conditions contained herein shall be subject to the decision and at the discretion of VAI's Exhibit Coordinator or other on-site staff acting on behalf of VAI's Exhibit Coordinator. At the sole discretion of VAI, changes, amendments, or additions may be made to these terms and conditions. Any such changes shall be binding on Exhibitors equally with the other terms and conditions contained herein.

By signing below and submitting this Agreement, Exhibitor agrees to be bound by the terms and conditions contained herein.

Name: _____
(type or print)

Date: _____

Title: _____

Signature: _____