**Illinois School Counselor Association Annual Conferences**

**April 13, 2018 April 20, 2018**

**Crowne Plaza Springfield AND/OR Donald E Stephens Convention Center
3000 S Dirksen Pkwy (please indicate one or both) 5555 N. River Road
Springfield, IL** **62703**  **Rosemont, IL 60018 April 13, 2018 or April 20, 2018**

 **EXHIBITOR AGREEMENT**

 **Space Limited: First Come First Serve Basis**

**EXHIBITOR DATA:**

Representative Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exhibitor Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_St.\_\_\_\_\_Zip\_\_\_\_\_\_\_\_\_\_

Electrical Needs? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daytime Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Other Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ New Exhibitor? Yes No

**EXHIBIT SPACE:**

We request exhibit space at Crowne Plaza Springfield and/or Donald E. Stephens Convention Center designated for the purpose of displaying our materials, products, supplies and/or information during the 2018 Illinois School Counselor Association Conference. We agree to pay **$350 per space (if registering for both locations the fee is $600)**; payment may be made by **check** or **credit card.** ISCA Tax I.D.# 27-008664, payment can be done online at [www.ilschoolcounselor.org](http://www.ilschoolcounselor.org/), which includes one skirted table with two chairs and lunch for one. Confirmation of space will be given upon receipt of payment. As exhibitors, we will not reassign or sublet our space. ISCA reserves the right, at any time, prior to or during the Conferences and at its sole discretion, to decline to provide space to an Exhibitor for any reason.

**EXHIBIT**

We will set-up our exhibit in the space allotted. We will remove our exhibit by 4:00pm on Friday, April 13, 2018 and/or Friday, April 20, 2018 and we will leave the space free from all debris. Nothing will be posted, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or furniture. Our occupancy of the space(s) allotted will be subject to all rules and regulations of the property and all rules and regulations adopted by ISCA.

**EXHIBITOR WARRANTIES:**

We agree to protect, save, and keep the Illinois School Counselor Association forever harmless from any damages imposed for violation of any law or ordinance whether occasioned by the negligence of us, the exhibitor, or those holding under the agreement between the Illinois School Counselor Association regarding the exhibit and premises. And further, we will at all times protect, indemnify, save and keep harmless the Illinois School Counselor Association and/or the Crowne Plaza Springfield and/or Donald E. Stephens Convention Center against and from any and all loss, cost damage, liability or expense arising from any accident or other occurrence to anyone including us, the exhibitor, our agents, employees, and business invitees which arises from our occupancy and use of premises.

**CANCELLATION:**

We may cancel this agreement for exhibit space in writing postmarked on or before April 6, 2018 for Springfield or April 13, 2018 for Rosemont and receive full refund of payments made. NO REFUND will be made for cancelled agreements after those dates.