



2012 UPCEA ANNUAL CONFERENCE

Application to Contract for Exhibit Space

97th Annual Conference - March 28-30, 2012 - Portland, Oregon

By signing this Application to Contract for Exhibit Space (hereinafter "Exhibit Contract"), the exhibitor agrees to abide and be bound by these terms as well as the attached Exhibitor Rules and Regulations and all amendments thereto and decisions of UPCEA and its official contractor.

INSTRUCTIONS:

- (1) Please read carefully this Exhibit Contract and the terms and conditions of the attached Conference Exhibitor Rules and Regulations.
- (2) Complete this Exhibit Contract in full and sign in the space provided below. An unsigned Exhibit Contract will not be accepted. Full payment is due at the time of execution in order to reserve a booth. Payment by check or credit card is accepted. Please sign and return the completed Exhibit Contract with check payment to UPCEA, Dept. 6048, Washington, DC 20042-6048 or if paying by credit card you can mail, fax or email the completed Exhibit Contract to Attn: Shelby Scango, UPCEA, One Dupont Circle, Suite 615, Washington, DC 20036; Fax: 202-785-0374; Email: sscango@upcea.edu. Please keep a copy for your records.
- (3) In the event you need to cancel, a full refund will be granted if notice of cancellation is received in writing before January 27, 2012; 50% if written notice of cancellation is received by February 27, 2012; and 0% if written notice of cancellation is received after February 27, 2012.

PRODUCT/ SERVICE TO BE EXHIBITED

COMPETITORS FROM WHOM WE REQUEST BOOTH SEPARATION

BOOTH SPACE: Assignments will be made on a first-come, first-served basis by UPCEA. Space will not be assigned until full payment is received.

- (1) Exhibitor Single Booth Rate: \$2,500 Exhibitor Double Booth Rate: \$5,000 Number of booths reserved: _____
- (2) Total cost of space reserved: \$ _____
- (3) Booth choice(s): 1st _____ 2nd _____ 3rd _____ 4th _____ 5th _____ We will make every effort to accommodate requests.
- (4) List company information as it should appear in conference materials:

COMPANY NAME: _____

Address: _____

City/State/Zip: _____

Contact Name: _____

Contact Title: _____

Phone: _____ Fax: _____ E-Mail: _____

Authorizing signature: _____

**It is the responsibility of the exhibitor to notify UPCEA of any changes in the contact person, address, phone, fax or e-mail.*

50-WORD DESCRIPTION OF COMPANY PRODUCTS/SERVICES TO BE LISTED IN FINAL CONFERENCE PROGRAM:

(Description can be attached on separate page).

Pre-registration attendee list sent electronically by February 27, 2012; Post conference attendee list available electronically after April 10, 2012.

**PLEASE COMPLETE AND RETURN THIS APPLICATION WITH YOUR FULL PAYMENT
(CHECK PAYABLE to UPCEA; PROVIDE CREDIT CARD INFORMATION BELOW)**

If you have any questions regarding this application form, please contact Shelby Scango, Administrative and Meetings Coordinator; Phone: 202-659-3130; Email: sscango@upcea.edu

Payment: Amt. \$ _____ <input type="checkbox"/> Check <u>or</u> <input type="checkbox"/> Credit Card <input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AmEx _____ Exp. date _____ Signature: _____ (Please print Card Holder Name) _____ Security Code: _____
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For UPCEA Use Only:

Date Contract Received: _____ Booth Assigned: _____ Acknowledged: _____

Full Booth Cost: _____ Payment: _____ (ck# _____) Balance Due: _____