

Visit the NEW Exhibitors' Portal • www.acsmeetings.org/exhibitors-portal

Complete your contract online, view floor plan, access the Exhibitor Kit, and more.

2018 EXHIBITOR CONTRACT ASA • CSSA International Annual Meeting Nov. 4–7 • Baltimore, MD



Contact Information: Please list your company name as you would like it to appear on printed promotional materials.

Company Name: _____

Street Address: _____

City: _____

State, Zip Code: _____

Country: _____

Phone: _____

Email: _____

Website: _____

Administrative Contact

Name: _____

Email: _____

Phone: _____

Priority Points Placement

Complete your exhibitor booth contract prior to **January 26, 2018**, to be considered as a part of the Priority Points Placement. Priority placement begins with the top priority point earning organization. Points are calculated on the following criteria, which are all assigned a global numeric value:

- The total number and level of exhibit booths purchased
- Advertising and sponsorship dollars spent
- Early payment of advertising and sponsorship
- Consecutive years exhibiting
- Corporate membership

In order to earn more points to be ranked higher, please contact Eric Welsh (608) 273-8081 to discuss opportunities that would help bring you up in the ranking. If your exhibitor booth contract is submitted after **January 26, 2018**, you will be placed based on a first-come, first-served basis.

Location	Cost	Quantity
Premium	\$2,500	
Corner	\$2,200	
All Others	\$2,000	

PAYMENT TERMS: Contracts submitted **prior** to June 4, 2018: payment is due in full, or a deposit of at least 50% of total booth fee, with the contract. Contracts submitted **on or after** June 4, 2018: the balance of payment is due. All checks must be payable to the American Society of Agronomy.

CANCELLATION: Prior to June 4, 2018: an administrative fee of \$100 is charged for any booth cancellation received in writing before June 4, 2018. June 4, 2018 or after: no refund will be provided.

Want to talk about sponsorship/advertising opportunities? Yes No

Would you like to schedule a pre-show planning call? Yes No

PAYMENT INFORMATION

Check being sent within two weeks of contract date to American Society of Agronomy

Credit Card Payment Card Number _____ Exp. _____ Amount Authorized \$ _____

Card Holder Name _____

Card Holder Signature _____

Card Billing Zip Code _____

CONTRACT AGREEMENT

Application for exhibit is made with the understanding that the applicant company, its directors and employees agree to abide by the rules and regulations outlined in the Exhibit Contract and Information online, as well as additional rules and regulations management deems necessary for the success of the exposition, provided the latter does not materially alter the exhibit contractual rights.

Name of Authorized Person (print please)

Signature of Authorized Person

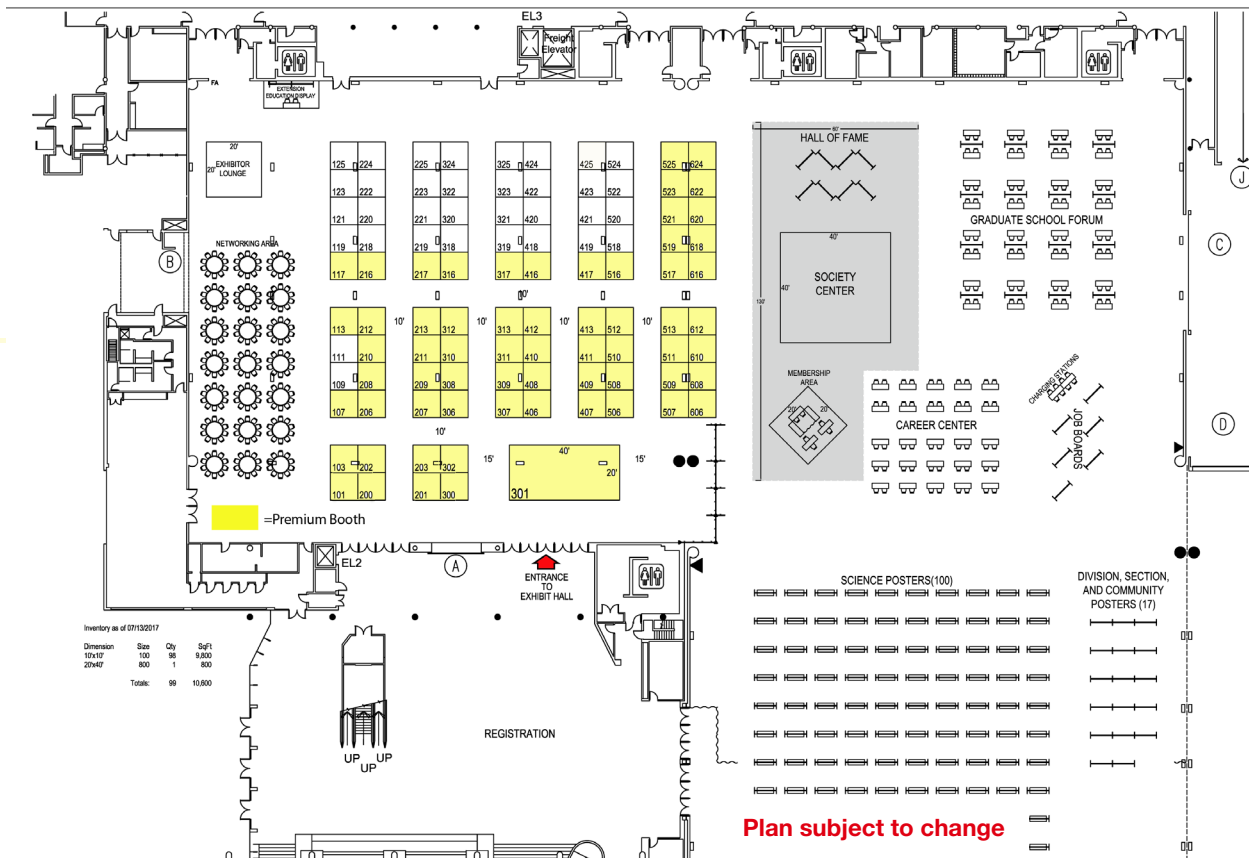
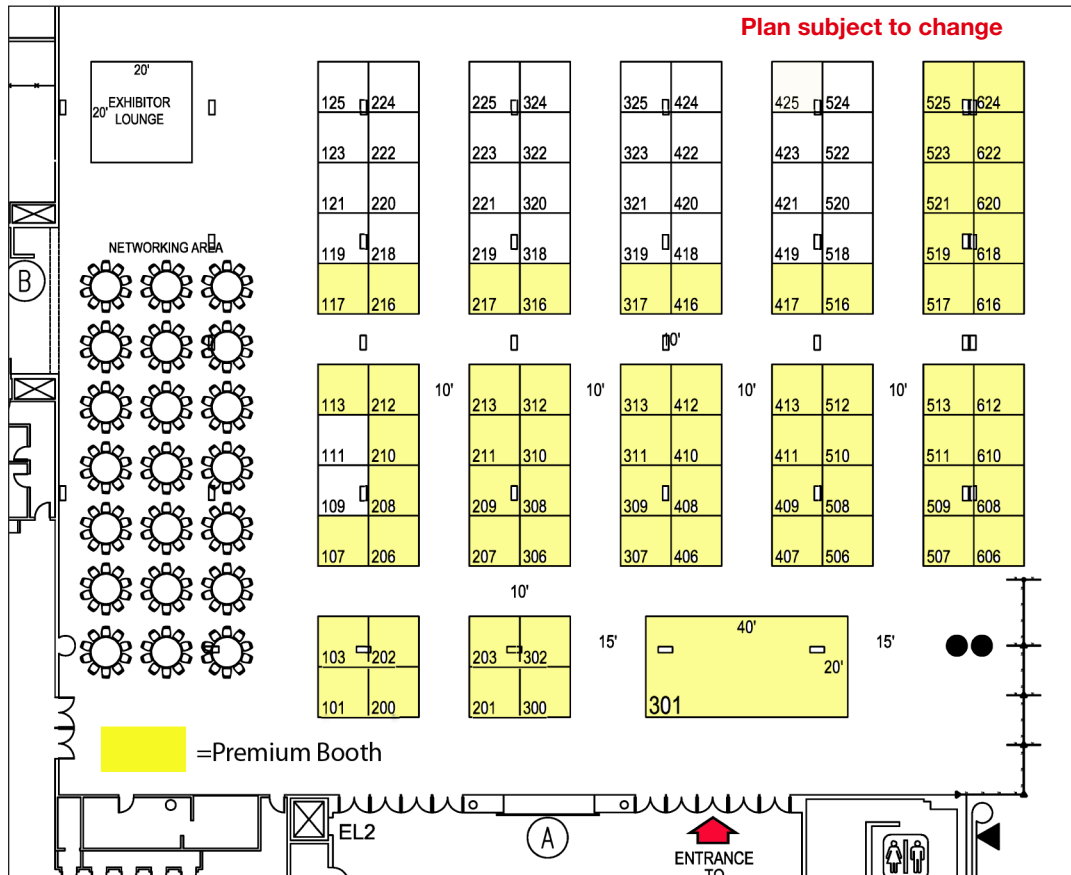
Date

Send completed contract to: Eric Welsh—ewelsh@sciencesocieties.org | 5585 Guilford Rd. Madison, WI 53711-5801

or simply go online: www.acsmeetings.org/exhibitors-portal

2018 Floor Plan

Detail



Inventory as of 07/13/2017

Dimension	Size	Qty	SqFt
10x10	100	96	9600
20x40	800	1	800
Total:		99	10,400

Exhibitor Information

Exhibit Hall Schedule

November 4–7, 2018

(subject to change)

Move In

Sunday 8:00 am–5:00 pm

Exhibit Hall Hours

Sunday 7:30 pm–9:30 pm

Monday 9:00 am–6:00 pm

Tuesday 9:00 am–6:00 pm

Wednesday 9:00 am–4:30 pm

Move Out

Wednesday 4:30 pm–8:00 pm

Booth Rental Fee & Payment Schedule

Price per 10' x 10' unfurnished booth varies depending on its location in the exhibit hall and in relation to each other. The basic booth fee is \$2,000 USD. A corner booth fee is \$2,200 USD. Premium booths are \$2,500 USD. Please reference the color coded floor plan to identify the fee of each booth.

A deposit of 50% of the total booth space fee must accompany the application contract before a booth number can be assigned. The balance is due **June 4, 2018**. Acceptable forms of payment are credit card, check, or wire transfer. Wire transfer information is available on request. Make checks payable to the American Society of Agronomy.

Cancellation Policy

Prior to June 4, 2018: an administrative fee of \$100 is charged for any booth cancellation received in writing before June 4, 2018. June 4, 2018 or after: no refund will be provided.

Booth Rental Package

A 10'x10' unfurnished booth includes:

- 8'-high draped back wall, 3'-high draped sidewalls
- 6' skirted table & 2 contour chairs (per exhibiting company)
- Two complimentary booth personnel registrations (per 10' X 10' space)
- Booth identification sign
- Access to exhibitor lounge (with refreshments)
- Listing in official program book*
- Listing on meeting website*
- Listing in conference app*

*If application and payment received prior to *September 3, 2018*

Booth Space Assignment

Booth space will be assigned through the Priority Points Placement System detailed below.

Exhibitors accumulate points for the booth selection process for the Annual Meetings and Exhibition. This Priority Points Placement System allows companies with the highest accumulation of points to have priority in selecting a booth for the following year's show. Companies that earn the most points will have the first opportunity to sign up for booth space.

How the Priority Points Placement System Works

Total accumulation of points determines the order in which booths are assigned. For 2018 booth selection, all points previously accumulated and all points pledged for 2018 will be included in the total.

2018 Calendar for Booth Selection

- Jan. 26 Deadline for submitting 2018 exhibit booth contract.
- Feb. 19 Priority booth assignment begins for 2018.
- Mar. 19 Priority booth assignments confirmed. Booth contracts received after this will be assigned on a first-come, first-served basis.

Accumulating Points

- 3 points for each consecutive year a company exhibits.
- 1 point per \$1,000 spent on Annual Meeting sponsorships, and/or exhibit space, advertising in any Society publication.
- 1 point per 10'x10' booth

- 1/2 point for early payment of advertising & sponsorship (received by Jan. 26, 2018)
- 4 points for Platinum Corporate Members, 2 points for Gold Corporate members, and 1 point for Silver Corporate Members.

Loss of Points

- Any violation of the Rules and Regulations that are not or cannot be remedied onsite. (For example: late set-up or early tear-down of booth; violation of height and space restrictions, unauthorized use of attendee mailing list, etc.): -1 point for each violation.
- Non-Fulfillment Policy: Any exhibitor who fails to meet the obligation of a contracted package will lose one point per violation in addition to points previously accumulated by portion of contract not filled.

Tie Breakers

If the total points between exhibitors are equal and the specific booth requested is identical, a tie breaker will be decided by:

- a. Date application and down payment are received
- b. Continuity of years exhibiting
- c. Number of years exhibiting
- d. Lottery system

Points will be assigned to the exhibiting company that signs the Exhibitor Contract. Points will not be given to co-exhibitors.

Mergers and Acquisitions

Priority points will be calculated for the company name stated on the exhibitor contract or corporate support letter of agreement. If companies have since merged or been acquired, the resulting company may choose to use the highest points of any of the previous companies. Points will not be combined.

Companies belonging to a parent company with other divisions cannot reserve exhibit space under the parent company's points unless they are participating under the parent company's name. For example, if XYZ Asset Management owns A Inc. and B Inc., A Inc. and B Inc. can't use XYZ Asset Managements' points to reserve space under the name A Inc. and B Inc. Each company must use its own points to reserve space.

A company that has merged with another company must notify Marketing/Membership, so that the points can be reviewed and reassigned.

Exhibitor Information

Move In *(subject to change)*

Sunday 8:00 am–5:00 pm

The Welcome Reception is located in the exhibit hall from 7:00 pm–9:00 pm on Sunday. We ask that your exhibit space be set by 4:00 pm in order for the exhibit hall to be cleaned prior to the opening. It is the responsibility of the exhibitors to have their exhibits in place before the opening of the exposition.

Children under the age of 18 are NOT allowed in the exhibit hall during move in and move out.

ASA and CSSA management may reassign exhibit space not occupied four hours prior to the exposition opening without refund of the rental paid.

Move Out

Wednesday 4:30 pm–8:00 pm

All exhibits must be dismantled and removed prior to 8:00 pm on Wednesday. No packing of equipment, literature, etc. will be permitted until the official close of the exhibit hall at 4:30 pm. Violations will be noted and priority points will be deducted for any company who engages in early packing.

Exhibit Service Contractor/ Exhibitor Portal

The Exhibitor Kit contains detailed information and order forms of the products and services available. It will be available in August via the Exhibitors' Portal: www.acsmeetings.org/exhibitors-portal

Freight Management/ Drayage

Exhibitors are responsible for the shipment of their exhibit materials to and from the ASA and CSSA Annual Meeting. All exhibit materials, other than those in exhibitor-owned vehicles, will be handled by Exposition Services. Exhibitors may handle their own materials which can be hand carried by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment.

For exhibitors who choose not to ship in advance to the warehouse and prefer to consign their shipment to the show, shipments will be handled at published prevailing rates to accommodate unloading and reloading at the show site. If a carrier other than a preferred carrier is used, it is the responsibility of the exhibitor to contact the carrier and inform them of check-in deadlines.

All freight and truck shipments must be cleared, arranged, and scheduled by Exposition Services. Please review the Material Handling and Shipping Information form included in the exhibitor portal.

Liability

By signing of the contract for exhibit space, the exhibiting company, its agents, and representatives release the ASA and CSSA, the Baltimore Convention Center, and any of their officers, staff members, agents, or employees from all liability regarding any injury, loss, or damage that may occur to the exhibiting company, their agents, directors, officers or employees, or to the exhibitor's property prior to, during, or after the Annual Meetings.

Security

The exhibit hall will be secured during all hours that the exposition is closed. The main entry doors will be locked and the exhibit hall will be patrolled by security personnel. Exhibitors are cautioned that small portable items of value and personal items should be properly secured or removed from the exhibit hall. Each exhibitor is responsible for providing insurance for their own exhibit material. ASA and CSSA, and the Baltimore Convention Center, are not responsible for loss of any kind.

Promotional Materials

The Societies reserve the right to determine what is acceptable publicity and advertising, and to restrict at any time any display, demonstration, presentation, or activity it deems inappropriate or undesirable. The Societies' Public Relations department must approve promotional material created by Exhibitors. Allow 2 weeks for approval. If desired, request the Annual Meetings logo two weeks before needed.

Media/Audiovisuals

The Annual Meeting is a private event. Media may attend by invitation and prior approval by the Societies' Public Relations department. Photography within the Exhibitor's space requires prior approval by the Societies' Public Relations department. An Exhibitor or Sponsor may not photograph or videotape any other company's exhibit or presentation. Exhibitors using live presentations or audio visuals in their booth must be respectful of their neighbors. The Societies reserve the right to intervene when sound levels or crowds constitute interference.

Selling Requirements

Only registered exhibitors may transact sales, and all sales on the exhibit floor must be transacted within the exhibit booth. It is the exhibitor's responsibility to comply with all local, state, and federal tax laws. Exhibitors who sell items for delivery on the show floor will be required to obtain a Maryland seller's permit and collect and remit state taxes.

Cancellation or Postponement of the Exposition

In the event of fire, strikes, riots, civil commotion, acts of God, war, terrorism, epidemics, and other unavoidable circumstances rendering it impossible or impractical for any reason for the ASA or CSSA, to perform such a contract, the ASA and CSSA shall be released from contract. In such events, all deposits and payments made by the exhibitor for exhibit space shall be returned minus any expenses incurred by the Societies on behalf of the exhibitor.