



## EXHIBIT SPACE APPLICATION AND CONTRACT

**REVISED 1/24/12**

TRAINING OFFICERS CONSORTIUM

2012 ANNUAL INSTITUTE

EXHIBITS AND TECHNOLOGY SHOWCASE: APRIL 22 - 25, 2012

Clarion Resort Fontainebleau

Ocean City, Maryland

**RESPONSE DEADLINE: March 23, 2012**

FOR QUESTIONS, CONTACT:

MARGO PALMER (703-724-5632) [mpalmer@conferencecenter.com](mailto:mpalmer@conferencecenter.com),

or JIM PRITCHERT (571)223-3927 [james.pritchert@ntsb.gov](mailto:james.pritchert@ntsb.gov)

### **INSTRUCTIONS:**

1. Complete the contract and sign it.
2. Email a brief description (35 words maximum) about the products or services your organization will be exhibiting to [TOC@courtesyassoc.com](mailto:TOC@courtesyassoc.com). The description must be in MS WORD. This information will be included in the TOC Institute Program Book distributed to all participants.
3. Write a check for the full amount for booth cost, additional services, and shipping (if applicable), payable to TOC. Credit cards, except American Express, are acceptable. If payment in full does not accompany application, exhibit space will not be held.
4. Email or Fax your signed contract, first and second choices for exhibit booth, and credit card payment to (202) 331-0111, [TOC@courtesyassoc.com](mailto:TOC@courtesyassoc.com) or mail items to:

**Training Officers Consortium  
Attn: 2012 Exhibit Application  
2025 M Street NW, Suite 800  
Washington, DC 20036  
Fax: (202) 331-0111**

### **LOCATION**

The Exhibits and Technology Showcase will be held in The Grand Ballroom

### **EXHIBIT INFORMATION:**

2012 Exhibit fees cover the cost of **one** person staffing the booth. This person must be a TOC Registrant, as reflected in the fee schedule below, and is entitled as such to attend all Institute program and meal functions that do not conflict with booth staffing responsibilities. A second booth representative is permitted to staff each

booth and is responsible for room and meal costs. See the note below.

## **INSTALLATION OF EXHIBITS**

Exhibit installation hours are Sunday, April 22<sup>nd</sup>, from **12 noon to 5pm**. Nails, bracing, wires, tacks, staples or tape used in displays may not be attached to walls, floors or ceilings. All property destroyed/damaged by exhibitors must be replaced by the exhibitors at their expense.

## **EXHIBITOR BOOTH INFORMATION**

Each 8 x 10 ft. booth includes a 6 ft. draped table, sign showing company name, and two chairs.

## **EXHIBITOR BOOTH REQUESTS**

If you wish to request a specific booth number, please indicate your request on this contract. Requests will be fulfilled first come, first served. There are no guarantees that all requests can be fulfilled. You will receive confirmation of receipt of this contract via email along with your preliminary booth assignment. There is a possibility that the floor plan may change based on the actual number of exhibitors. In the event that the exhibit hall needs to be reconfigured, the affected exhibitors will be notified with their revised booth assignment. Booth assignments will be finalized on March 23, 2012 so exhibitors can use in printed materials, etc.

## **EXHIBIT HOURS**

The Exhibit and Technology Showcase hours (subject to change) are as follows:

Sunday, April 22, 2012	7:00 PM – 9:00 PM	Dessert after dinner in exhibit hall
Monday, April 23, 2012	10:00 AM – 11:00 AM	Coffee Break in Exhibit Area
	3:30 PM – 5:30 PM	EXHIBITOR'S SHOWCASE RECEPTION Hors d'oeuvres and CASH BAR
	5:30 PM – 6:15 PM	Exhibitor Bingo
Tuesday, April 24, 2012	10:00 AM – 11:00 AM	Coffee Break in Exhibit Area
	12:30 PM – 5:50 PM	Open exhibits
	After 5:50 PM	Tear Down
Wednesday April 25, 2012	8:00 AM - 1:00 PM	Dismantle exhibit

*TOC will acknowledge exhibitors and present giveaways during the EXHIBITOR'S SHOWCASE RECEPTION. Cost of prizes should not exceed \$25.00. See separate form to participate.*

**DISMANTLING OF EXHIBITS**

All exhibits must be removed by **1:00 p.m. on Wednesday April 25, 2012.**

**SELECT REGISTRATION OPTION:**

**TOC Registrant Booth** **\$600**

- 1 Space - 8 Ft x 10 Ft
- 2 Two chairs
- 3 6 Ft table
- 4 Piping and drapes
- 5 Exhibitor's sign

**TOC Registrant Double-Booth** **\$1,200**

**Non-TOC Registrant Booth** **\$1,995**

Includes TOC Registration good through June 2012 and Institute Registration

- 1 Hotel accommodations for 3 nights (Sunday-Tuesday)
- 2 3 breakfasts (Mon-Wed)
- 3 3 lunches (Mon-Wed)
- 4 3 dinners (Sun-Tues)
- 5 Networking social event
- 6 Coffee breaks
- 7 Welcome Reception

**Exhibit Booth Number requested:** \_\_\_\_\_ **Choice 1:** \_\_\_\_\_ **Choice 2:** \_\_\_\_\_

**Company or Agency:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/ZIP:** \_\_\_\_\_

**Representative Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**First Representative Attending:** \_\_\_\_\_

**Second Representative Attending (if applicable):** \_\_\_\_\_

The second representative, if not a current TOC Registrant, must cover his or her room and meal costs and he or

she may not attend Institute program functions, unless registered for the full conference.

## **CANCELLATION**

In the event that your company/agency must cancel its participation, a 50% refund will be returned if written notification of cancelation is received by **March 30, 2012**. There will be no refunds after this date.

## **GENERAL CONDUCT**

The general rules on the exhibit floor include the following:

- Be a good neighbor
- No exhibit should be set up so its arrangement or manner of presentation will obstruct or interfere with the general view or rights of any other display
- No exhibit shall extend beyond the official floor plan dimensions or into an aisle.

## **LIABILITY**

The exhibit rooms will not be secured during the day or each evening. Neither the Clarion Hotel, nor TOC, will be held responsible for any lost or damaged equipment or displays.

## **EXHIBIT QUESTIONS**

Please contact Exhibit Co-Chairperson, MARGO PALMER (703-724-5632) [mpalmer@conferencecenter.com](mailto:mpalmer@conferencecenter.com) or JIM PRITCHERT AT (571)223-3927 OR VIA EMAIL AT [james.pritchert@ntsb.gov](mailto:james.pritchert@ntsb.gov)

## **ADDITIONAL EXHIBITOR SERVICES:**

If you require additional services, please consult the Vendor Request Form that will be emailed to each confirmed exhibitor (once the application and payment is received). This form should be submitted directly to the hotel with payment to order any services or equipment for your booth.

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**TOTAL EXHIBITOR COST:**

\$ \_\_\_\_\_

*Make checks payable to "TOC"*

**Circle Credit Card:**                      VISA                      Mastercard

**Name on Card** \_\_\_\_\_

**Number:** \_\_\_\_\_

**Exp. Date:** \_\_\_\_\_

**Authorizing Signature:** \_\_\_\_\_

By submitting this contract, we request space in the TOC 2012 Annual Institute's Exhibits and Technology Showcase, April 22-25, 2012, at the Clarion Fontainebleau Hotel in Ocean City, MD. We agree to pay TOC for said space in accordance with the terms and conditions outlined herein, and understand that, once accepted by TOC, this document, including the terms printed on separate pages, constitutes a valid and binding contract between us and TOC. We agree to comply with all instructions and terms as set out herein. I, the duly authorized representative of the above-named company, on behalf of said company, subscribe and agree to all terms, conditions, and authorizations in this Exhibit Space Application and Contract and the terms set out on the attached pages.

**Authorizing Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

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**(TOC USE ONLY)**

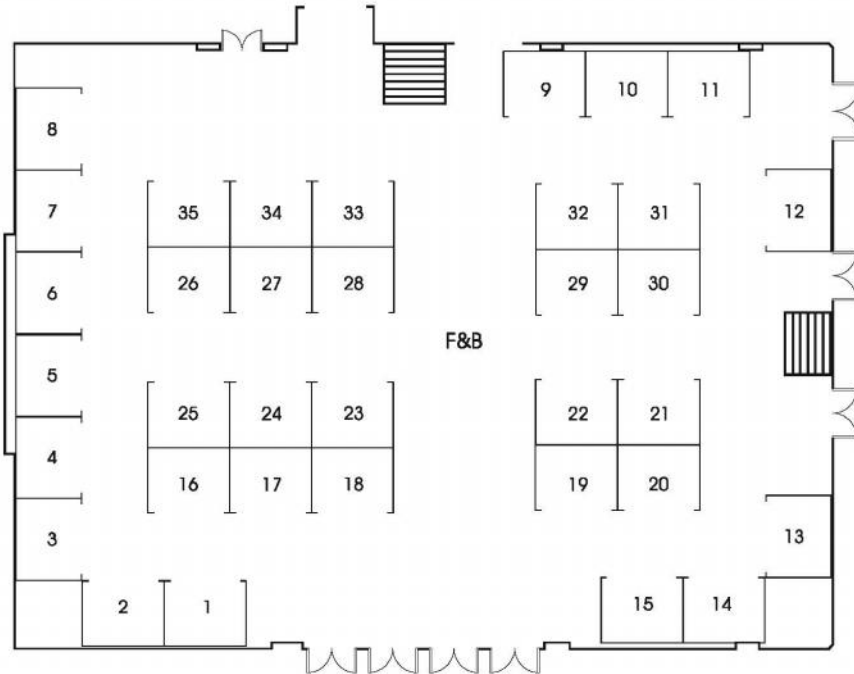
**Date Received:** \_\_\_\_\_ **Ck Amount** \_\_\_\_\_ **Ck #:** \_\_\_\_\_ **Ck Date:** \_\_\_\_\_


**Company Name** \_\_\_\_\_

**EXHIBIT HALL FLOOR PLAN**

**CURRENT PROPOSED IDEA – WE ARE AWAITING FINAL CONFIRMATION BY THE EXHIBIT COMPANY. WE WILL CONTACT EACH VENDOR IN THE ORDER THAT APPLICATIONS ARE RECEIVED TO SELECT OFFICIAL BOOTH SPACE(S).**

Clarion Resort Fontainebleau Hotel  
Crystal Ballroom



EVENT: Training Officers Conference	Version: A1
EVENT DATE: April 22-25, 2012	Created: 01-19-12
LOCATION: Crystal Ballroom 2nd Fl	
SCALE: 1"=16' BOOTH: 8x10	





Fontainebleau Hotel

### EXHIBITOR SERVICE ORDER FORM

## Exhibits Training Officers Conference

April 21—22, 2012

Please complete and forward directly to the Clarion Resort Fontainebleau Hotel

**ELECTRIC:** All power for exhibits is 110 volt, single phase.

**EXHIBIT MATERIAL STORAGE:** The Hotel does not accept exhibit materials delivered sooner than one week prior to the convention date. No freight deliveries accepted to or from hotel unless **THERE IS A LIFTGATE ON THE TRUCK AND APPROPRIATE MANPOWER** is sent to remove/replace deliveries on the truck. Arrangements to be made with the Director of Purchasing at least twenty-four (24) hours prior to return on materials.

**OTHER REQUIREMENTS:** If there are any unique requirements for exhibit space, please contact the Hotel Catering Manager

<b>EXHIBIT SERVICE CHARGES:</b>	<b>Units</b>	<b>SVC Fee</b>
110 Volt Outlets (including Computers) \$50.00 per hook-up	_____	\$ _____
Extension Cord \$30 per cord	_____	\$ _____
Storage/Delivery Charges \$20.00 per box (ADDITIONAL CHARGE FOR ITEMS OVER 25 LBS.)	_____	\$ _____
Wireless Internet Access \$60.00 Per day/per Computer	_____	\$ _____
<b>Total Amount Due</b>		<b>\$ _____</b>

**SPECIAL NOTICE:** No nails, bracing wires, tacks, staples or tape used in constructing displays may be attached to walls, floors or ceiling. All property damaged or destroyed by Exhibitors must be replaced to original condition by the Exhibitor at the Exhibitor's expense. All exhibit items must be brought up on the freight elevator only. No retail jewelry booths can be permitted to display at exhibit shows since there is a retail jewelry store on the Hotel premises. Permits for selling must be obtained prior to exhibit show and must be on hand during show hours.

**WHEN SHIPPING BOXES OR DISPLAY CASES TO THE HOTEL: SHIPPING LABELS REQUIRE NAME OF RECIPIENT, NAME OF COMPANY AND NAME OF CONVENTION GROUP**

**Please Print**

**Company Name of Exhibitor**

**Contact Person**

**Address**

**City/State/Zip**

**Phone Numbers**

Business ( )

Home ( )

Fax ( )

**E-mail**

**AUTHORIZATION:**

Please reserve the services indicated

**Signature:**

**Date:**

Prepayment must be sent for service and mailed directly to:

**Lisa Wilgus, Catering Manager**

**IF PAYING BY CREDIT CARD:**

Credit Card Number:

Security Number: (back of Card)

Expiration Date:

Name of Cardholder:

Signature:

Cardholder Phone Number:



*Fontainebleau Hotel*

10100 Coastal Highway Ocean City,  
MD 21842 410-524-3535/800-638-  
2100 Fax 410-524-4907

## **DIRECTIONS FOR SHIPPING AND RETURNING OF EXHIBIT ITEMS**

SHIPPING LABELS—Require Name of Recipient, Name of Company or Organization, and Name of Convention Group.

Exhibit Items sent by Trucking Companies require complete Bill of Lading with Name of Shipper and receipt **MUST** include Address (PO Box Numbers are **NOT** acceptable for shipping via Truck, UPS or Federal Express)

Return Shipping via Federal Express and UPS require full Name, Address, and Telephone Number. Prepayment is required for return shipping. There will be no direct billing extended for exhibit items.

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