

Wednesday, December 18, 2013

Dear Conference on Statistical Practice Exhibitor,

Thank you for participating in the upcoming Conference on Statistical Practice to be held at the **Hilton Downtown Tampa Hotel**, February 20-22, 2014.

We are pleased to have you join us. As an exhibitor you will receive:

- A 6' x 3' draped table (if you have reserved 2 tables, you will receive two tables)
- Two chairs per table reserved
- Exhibitor listing on the Conference Website with your logo
- Three exhibitor badges (Conference Registration is not included. If you are attending only in your capacity as an exhibitor, conference registration is not required, however, if you wish to attend sessions or events you must also register for the conference itself.)

All exhibit tables will be located in the **Bayshore Ballroom of the Hilton Downtown Tampa Hotel**. All session rooms directly feed into this space. The floor plan with specific assignments will be provided approximately 1 month prior to the conference. Space allows for tabletop exhibits and small displays only, signage must be behind your table. No rigging is allowed. Nothing is allowed to be hung on the walls. Booth numbers will not be assigned.

This package includes information regarding shipping, Exhibitor regulations, the exhibitor schedule and A/V information.

Please complete the **Exhibitor Information Request section and sign the Terms of Agreement** and return via email or fax no later than **January 15<sup>th</sup>, 2014**.

Please feel free to contact me at any time should you need assistance or additional information. Again, I look forward to seeing you in Tampa!

Sincerely,



Amy Farris  
Director, Membership Development and Marketing  
American Statistical Association

## Exhibitor Schedule

### **THURSDAY, FEBRUARY 20**

***Exhibits Open: 5:15pm - 6:45 pm***

Exhibitor Check-in & Set-up: 2:00 pm - 5:00 pm (**Exhibits must be set by 5:00 pm**)

Posters & Opening Mixer: 5:15 pm – 6:45 pm

### **FRIDAY, FEBRUARY 21**

***Exhibits Open: 7:30 am - 6:15 pm***

Continental Breakfast: 7:30 am

Keynote Session: 7:45 am – 9:00 am

Concurrent Sessions Begin: 9:15 am

Morning Break: 10:45 am - 11:00 am

Lunch Break: 12:30 pm - 1:30 pm

Afternoon Break: 3:00 pm - 3:15 pm

Poster Session & Refreshments: 4:45 pm – 6:15 pm

### **SATURDAY, FEBRUARY 22**

***Exhibits Open: 7:30 am -1:30 pm***

Continental Breakfast & Poster Session: 7:30 am – 9:00 am

Concurrent Sessions Begin: 9:00 am

Morning Break: 10:30 am - 10:45 am

Lunch Break: 12:15 pm - 1:30 pm

Exhibitor Move-out: 1:31 pm

### **Contact:**

American Statistical Association

ATTN: Amy Farris/CSP Exhibits

732 North Washington Street

Alexandria, VA 22314

Phone: (703) 684-1221 x. 1855

Fax: (703) 684-3445

Email: [amy@amstat.org](mailto:amy@amstat.org)

## Shipment of Materials and Material Handling

### Hilton Tampa Downtown

211 North Tampa Street

Tampa, FL 33602

Hotel Phone #: 813-204-3000

Hotel Fax #: 813-273-0234

### **Shipping Information**

The Hotel will store your packages upon arrival for up to 3 days prior to arrival. Please observe the following instructions to ensure proper handling of your meeting materials.

#### **Labeling:**

Your organization name/name of the event

Hold for arrival 00/00/00

The name of your organization's on-site contact

C/O Hilton Tampa Downtown

211 North Tampa Street

Tampa, FL 33602

The shipper's return address should include shipper's name, address and telephone number.

**Box Pick up:** Boxes can be retrieved at the Front Desk upon check in or in the exhibit hall during move in time

#### **Handling Fees-Inbound & Outbound**

\$5.00 per box (less than 50lbs)

\$8.00 per box (50-75lbs)

\$10.00 per box (75-100lbs)

\$25.00 small display

\$50.00 large display

\$75.00 per pallet/skid

**Return Shipments:** Return shipments will be taken care of by the Bellmen and the Convention Services Floor team. They can be contacted through the front desk or on the floor of the exhibit space during the move in and move out times.

### **Business Center**

Located on the 2nd floor of the hotel to the left of the escalators. Open 24 hours a day 7 days a week. Several computer dock stations plus accessibility for laptops, internet access and printing/faxing capabilities.

### **Kinkos**

Located on the corner of Ashley & Kennedy Boulevard in downtown Tampa. Phone # 813-225-2523

## Terms of Agreement and Regulations

### A. Space Rental

**Table Space:** Table space will consist of a 6' x 3' table and two (2) chairs. There are no walls, signs, extra drape or padding provided. The exhibit tables will be located in the Hilton Tampa Downtown Hotel, Bayshore Ballroom.

### Exhibitor Badges

You will receive three staff badges per booth. Additional exhibitor badges are available at \$50 per badge.

**Furnishings:** Table coverings and all table equipment must be of nonflammable material. All decorative materials must be fire-resistant and in accordance with the standards established by the local fire department.

**Use of Space:** All demonstrations or other promotional activities must be confined to the limits of the table space. Sufficient space must be provided to contain persons watching demonstrations and other promotional activities. Each exhibitor is responsible for keeping the aisles near his/her table free of congestion due to his/her demonstrations or other promotion.

In all exhibit areas, no special signs, decorations, or lighting fixtures are permitted in excess of 8' in height. No booth construction or apparatus is allowed as this is table space only and NOT a regular EXPO booth. Banners or other types of advertising cannot be higher than 8'. Display material exposing an unfinished surface to neighbor's table is not permitted and must be finished at the exhibitor's expense. Banners, other types of advertising, and signage must be free standing, no materials can be affixed to the walls.

**Cancellations:** Cancellations will be refunded prior to December 28, 2013 less 50% per table. No refunds will be given after December 28, 2013. Cancellations MUST be submitted in writing to ASA, Annual Conference on Statistical Practice, 732 N Washington Street, Alexandria, VA 22314 or amy@amstat.org.

**Rejections and Penalties:** The ASA reserves the right to refuse exhibit space to any applicant as well as the right to restrict or evict any exhibit that, in the sole discretion and opinion of the ASA, is or becomes objectionable or detracts from the general character of the Exposition as a whole. This includes persons, things, conduct, printed matter, or anything of a character that the ASA determines is objectionable. In the event of such restriction or eviction, the ASA shall not be liable for any refunds or other exhibit expenses of exhibitors.

### B. Construction, Installation, and Use of Exhibit Facilities

**Installation and Dismantling:** All exhibit setup must be carried out during the time indicated in the Exhibit Schedule above. It is the responsibility of the exhibitor to see that all his/her materials are delivered to and removed from the hotel by the specified deadline.

**Business License/State Sales Tax:** Tables are for promotional purposes only. Orders may be accepted, but no transactions will be allowed onsite.

**Care of Building and Equipment:** Exhibitors or their agents must not injure or deface the walls or floors of the building, or the tables. When such damage appears, the exhibitor is liable to the owner of the property so damaged. All materials used in decoration must be flame-proof. Electrical wiring must conform with National Electrical Code Safety Rules. Combustible materials or explosives are not permitted in the hotel.

### C. Liability

**Hold Harmless:** The exhibiting company assumes the entire responsibility and hereby agrees to protect, defend, indemnify, and hold harmless the ASA, the Conference on Statistical Practice, Hilton Downtown Tampa Hotel, and each of the foregoing organizations or entities, owners and operators, subsidiaries, affiliates, employees, officers, directors, and agents harmless against all claims, losses, or damages to persons or property, governmental charges or fines, and attorney's fees arising out of or caused by the exhibitors or its employees or agents or the installation, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of the ASA, the Conference on Statistical Practice, Hilton Tampa Downtown Hotel, and its employees and agents.

The exhibitor shall obtain and keep in force for the term of the installation and use for the exhibit premises policies of Comprehensive General Liability Insurance and Contractual Liability Insurance, insuring and specifically referring to the contractual liability set forth in the foregoing paragraph, hereof, in an amount not less than \$1,000,000 Combined Single Limit



for personal injury and property damage. The ASA, the Conference on Statistical Practice, Hilton Tampa Downtown Hotel, its owner and operator, shall be included in such policies as additional named insureds. In addition, the exhibitor acknowledges that neither the ASA, the Conference on Statistical Practice, Hilton Tampa Downtown Hotel, its owners and operator, maintain insurance covering exhibitor's property and that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance insuring any losses by the exhibitor.

**Force Majeure:** Neither the ASA nor the Conference on Statistical Practice shall be liable for any delay or failure to comply with any term of this contract due wholly or in part to force majeure (as defined below). These obligations of the ASA and the Conference on Statistical Practice that cannot be met due to force majeure shall be suspended during the continuance of the force majeure occurrence and the failure to perform such obligations shall not be a breach of this contract. As used in this contract, "force majeure" shall mean causes beyond the reasonable control of the ASA or the Conference on Statistical Practice and without their fault or negligence including, but not limited to, acts of God, war, government regulation, disaster, civil disorder, strike, labor disputes, weather conditions, curtailment of transportation facilities or any other condition beyond either party's reasonable control making it illegal, inadvisable, or impractical to provide the facilities or to hold the meeting, or which internally impacts on the ability to provide the facilities or hold the meeting.

**Damage Limitation:** In no event shall exhibitor's damages for any claim or suit against the ASA and/or the Conference on Statistical Practice related to this contract exceed the Table Rental Fee paid to the ASA by the exhibitor. In the event the exhibition is canceled, the ASA and Conference on Statistical Practice shall be entitled to deduct from amounts otherwise due exhibitor a proportionate share of all expenses incurred by the ASA and the Conference on Statistical Practice in connection with the arrangement of the exhibition.

**Security:** Security will not be provided at any time. The exhibitor is solely responsible for their exhibit material and should insure their exhibit against loss or damage. Please secure each night. All property of exhibitor is understood to remain in his care, custody, and control in transit to, from, and within the confines of the exhibit area.

**Governing Law:** This contract shall be governed and construed in accordance with the laws of the Commonwealth of Virginia.

**Americans with Disabilities Act:** In compliance with the Americans with Disabilities Act (ADA), each exhibitor must comply with the ADA and modify policies, practices, and procedures, as necessary, to enable individuals with disabilities to participate equally within the confines of their exhibit space. Each exhibitor shall be responsible for compliance with the ADA within its designated table space, including the provision of auxiliary aids and services as needed. Exhibitor tables need to be fully accessible to all participants.

### Exhibitor Acceptance Agreement:

*I agree to abide by the terms as stated in the Application Form, and the Terms of Agreement and Regulations.*

Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**Exhibitor Name Badges:** \_\_\_\_\_  
\_\_\_\_\_

**Exhibitor Table Sign:** \_\_\_\_\_

**Return this form by January 15th, 2014 to:**  
Amy Farris, Conference on Statistical Practice Exhibiting, 732 North Washington Street, Alexandria, VA 22314  
Fax (703)684-3445 or email: [amy@amstat.org](mailto:amy@amstat.org)



**Convention Name:** \_\_\_\_\_

**Convention Dates:** \_\_\_\_\_

|  | Quantity | x Daily Cost | x Days | = | Total |
|--|----------|--------------|--------|---|-------|
| 50' Power Cord with 6-Outlet Strip ran to booth or table |          | \$25         |        |   |       |
| 20" Flat Screen Monitor                                  |          | \$175        |        |   |       |
| 32" LCD TV w/ VGA Input                                  |          | \$250        |        |   |       |
| 50" Plasma w/ VGA Input                                  |          | \$400        |        |   |       |
| LCD Projector (3300 Lumens)                              |          | \$500        |        |   |       |
| Laptop with MS Office                                    |          | \$200        |        |   |       |
| DVD player   |          | \$85         |        |   |       |
| Projection Tripod Screen (5', 6' or 8')                  |          | \$70         |        |   |       |
| Flipchart with paper & markers                           |          | \$50         |        |   |       |
| Wireless Internet Connection                             |          | \$50         |        |   |       |
| Wired Internet Line                                      |          | \$200        |        |   |       |
| 4' x 6' WhiteBoard                                       |          | \$75         |        |   |       |

\* Please call for additional equipment not listed

\* All orders will include labor fees

Subtotal

Labor

Tax

**TOTAL**

\* Delivery charges may apply

Delivery Fee (if applicable)

\* PSAV is the Official provider of all on-property AV and Production needs

\* Orders must be submitted one week prior to ensure prompt delivery

\* Cancellation without notice will result in a 75% cancellation charge

| Exhibitor Information           |                               | Payment  |  |
|---------------------------------|-------------------------------|--|--|
| Company Name _____              | Booth Number / Location _____ | Pre-payment must accompany all orders unless prior arrangements have been made.                              |  |
| Onsite Contact: _____           |                               | <input type="checkbox"/> Visa <input type="checkbox"/> American Express <input type="checkbox"/> Master Card |  |
| Email: _____                    |                               | Master Account/Room # _____  |  |
| Address: _____                  |                               | Card Holder's Name: _____  |  |
| City, State, Zip: _____         |                               | Credit Card Number: _____ Expiration Date: _____   |  |
| Phone: _____ Fax: _____         |                               | Signature _____ Date _____   |  |
| Set-up Date: _____ Time: _____  |                               |  |  |
| Removal Date: _____ Time: _____ |                               |  |  |

PSAV  
 Hilton Downtown Tampa  
 211 N. Tampa Street  
 Tampa, FL 33602

Phone : 813.222.4937

Fax : 813.222.4913