



# OLD TOWN, NEW ASSESSMENTS

## Exhibitor Space, Sponsorship, & Promotional Services Agreement

### International Personnel Assessment Council

2018 IPAC Annual Conference July 29 – Aug 1, 2018 ● The Westin Alexandria 400 Courthouse Square, Alexandria, VA 22314

#### INSTRUCTIONS:

1. Please read the *Term and Conditions* on pages four and five before signing.
2. Complete and return this agreement to the address below.
3. Attach your check payable to IPAC or see payment section for other options. Exhibitor space, sponsorship and/or promotional services will not be guaranteed until receipt of payment.

#### Contact Information

List the company name, address, and phone number as you would like it to appear in the IPAC promotional material.

Company \_

Address \_

City \_

State/Province

Zip/Postal Code \_

Contact Name \_

Title \_

Phone \_

Email \_



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### Platinum, Gold, Silver, & Bronze Sponsorship Options

#### Please indicate sponsorship option(s):

- Platinum Welcome Reception (Sun.) or IPAC Social Event (Mon.) \$5,000
  - Gold Hospitality Suite \$3,500
  - Gold Conference Program Back Cover \$2,500
  - Gold Conference Pens and Notepads \$2,500
  - Silver Conference Tote Bags \$1,500
  - Silver Conference T-Shirts \$1,500
  - Silver General Session \$1,250
- Identify Keynote: \_
- Silver Conference Lanyards \$1,250
  - Silver Refreshment Breaks \$1,000
- Day: \_ AM or PM: \_
- Bronze Exhibitor \$650

#### Send logos to [sponsor@ipacweb.org](mailto:sponsor@ipacweb.org).

(Required specification provided in Program Advertisement Section of this form.)

Exhibit Space Number of booths: \_

One space **free** to Platinum, Gold and Bronze Level Sponsors

Additional space price: \$650 \_

Indicate 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choice of booth space in attached diagram. Please note the availability of an electrical outlet when making selections.

Total Sponsor and Exhibitor Fee \$ \_

### Program Advertisement in Conference Program

#### Platinum, Gold, and Silver Sponsors:

Full Page-Free

#### Exhibitors:

- Full Page - \$360       Half Page - \$270
- Quarter Page - \$180     Business Card - \$90

#### Non-Exhibitors:

- Full Page - \$400       Half Page - \$300
- Quarter Page - \$200    Business Card - \$100

Note: This completed agreement must be received by May 31, 2018. Electronic files of logos, ads, and/or literature inserts must be received on or before June 29, 2018 and final payment must be received by June 29, 2018. All copy is subject to IPAC approval.

Total Ad Fee \$ \_

#### Send electronic advertisements to [sponsor@ipacweb.org](mailto:sponsor@ipacweb.org).

Preferred formats are Adobe Illustrator or Adobe InDesign, CS5 or earlier. Please include all images and fonts, or convert all text to outlines. Save all files in PC format. Print-ready pdfs must be in CMYK or grayscale mode at 300 DPI. Maximum size is 8" by 10½". Ads will not bleed off pages. MS Publisher files are not acceptable.

### International Personnel Assessment Council

**2018 IPAC Annual Conference** July 29 – Aug 1, 2018 • The Westin Alexandria 400 Courthouse Square, Alexandria, VA 22314

#### General Information:

Send this completed agreement by May 31, 2018. Advertising, literature copy, and logo images to Lindsay Northon by June 29, 2018. Full payment must be received by June 29, 2018. You will be responsible for shipping the materials directly to the hotel site. All literature table materials are subject to IPAC approval. Extra copies of materials will not be returned.

Questions? Contact Lindsay Northon at [sponsor@ipacweb.org](mailto:sponsor@ipacweb.org) or 703.535.6159

#### Payment Terms (Please see Terms and Conditions for Cancellation Policy)

In order to guarantee your exhibit space, sponsorship, and/or promotional services, please enclose your payment. Please note that applications will not be processed until full payment is received.



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## Exhibitor Space, Sponsorship, & Promotional Services Agreement

### Payment

- Check enclosed (Please make payable to IPAC) for \$ \_

Please send payments and contracts to:  
Natasha Riley, IPAC Financial Officer  
Director of Assessment and Testing Services  
Human Capital Management Division  
2401 N. Lincoln Blvd. Suite 106  
Oklahoma City, OK 73105

- If you would like to pay by credit card or require invoicing, please contact Natasha Riley, [financial@ipacweb.org](mailto:financial@ipacweb.org)
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### Acceptance of Terms

The above signed company, having read and agreed to the Terms and Conditions, will contract for exhibitor space and/or other services for the 2018 IPAC Annual Conference scheduled July 29 – Aug 1, 2018.

Signature \_

Date \_

Print Name:

Phone: \_



# OLD TOWN, NEW ASSESSMENTS

## Exhibitor Space, Sponsorship, & Promotional Services Agreement

### Terms and Conditions

#### 1. AGREEMENT

The following terms become binding upon acceptance of this agreement between the applicant, his/her employees and agents, and IPAC, and any additions and amendments thereto that may be established or put into effect by IPAC in the interest of the Conference and shall be binding on exhibitors and sponsors equally with the terms of this agreement. The acceptance of this agreement is subject to the final approval of IPAC.

#### 2. PAYMENTS AND CANCELLATIONS

- A. Applications for space, sponsorship must be accompanied by the required payment of deposit per the instructions.
- B. No cancellation shall be acknowledged unless received by IPAC in writing. The date upon which the notice of cancellation is received shall apply as the official date of cancellation. Upon receipt of the written cancellation, IPAC will acknowledge such receipt. Unless otherwise agreed by both parties in writing, the only terms applicable to cancellation are those under this paragraph.
- C. Should an exhibitor or sponsor be cancelled, the following shall apply:
  1. If cancellation occurs on or before July 27, 2018, the amount paid, less a \$200 administrative fee, shall be refunded by IPAC. All refunds will be issued approximately four weeks after the close of the conference.
  2. No requests for refunds will be granted after July 27, 2018.

#### 3. ADHERENCE TO EXPOSITION RULES

Upon acceptance of the agreement by IPAC, the exhibiting firm agrees to abide by the terms herein, and any revisions or amendments thereto made by IPAC. Exhibiting and Sponsoring firms not complying with said rules, having knowledge of them or not, shall be subject to the actions taken by IPAC.

#### 4. SPACE ASSIGNMENT

General space will be assigned on a first-come, first-served basis, taking into consideration space requirements and sponsorship levels. IPAC reserves the right to make the final space assignment or change the

space assignment after the acceptance of the application should it be necessary in the best interest of the Conference. No exhibitor will assign, sublet, or share the whole or any part of the contracted space.

#### 5. DECORATING & SHIPPING

Each exhibitor is responsible for shipping and transporting materials to and from hotel.

#### 6. EXHIBIT BOOTHS AND DISPLAYS (HEIGHT LIMITS)

Height limitations must be observed as follows: Linear booths shall not exceed eight feet (2.5 meters) in height. No advertising logos, displays, signage or exhibit structures may exceed the height limitation. All unfinished parts of an exhibit/display that are exposed must be curtained off at the exhibitor's expense.

#### 7. INSTALLATION OF EXHIBITS

Display installation may begin at 12:00 noon on Sunday, July 29, 2018. All displays must be fully set up and ready by 4:00 p.m. on Sunday, July 29, 2018.

#### 8. EXHIBIT OPERATION AND ACTIVITIES

Exhibitors are held liable for compliance with the terms as set forth herein. No activities will be permitted in any exhibit space that are contrary to law or the rules of the conference or which will disturb exhibitors in the immediate area. All displays, equipment, booth furnishings, product demonstrations and marketing/promotional activities, including surveys of any nature conducted by the exhibitor or a contracted survey firm, must be confined to the exhibitor area. Materials, equipment or activities which detract from the atmosphere of the Exposition or which disturb exhibitors are prohibited. Costumed personnel or mannequins must not be offensive or disruptive in their appearance or dress. IPAC shall have the right to prohibit any exhibit, which in their opinion is not suitable to the character or purpose of the Exposition. No overflow into the aisles will be permitted as fire regulations indicate all aisles must be free for egress in the event of an emergency. IPAC reserves the right to remove from the show materials, advertising or literature, which they feel is not in keeping with the standards of the conference.



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### 9. DISMANTLING AND REMOVAL OF EXHIBITS

The dismantling of displays shall be completed no later than 6:00 PM on Tuesday, July 31, 2018. Arrangements for the use of Exhibitor services, i.e., labor, shipment of exhibit materials from the show site, should be made well in advance of the show's closing. Materials left in the booth after the show not packed/crated or covered by a bill of lading for shipment will be packed, shipped or stored at the discretion of the hotel and all expenses will be charged to the Exhibitor of record. The exhibit hall must be cleared of all exhibit materials by the end of the dismantling period.

### 10. SAFETY

The exhibiting firm agrees that the first priority of all personnel in the booth shall be the safety of those attending the booth, during, before or after the show's open hours. Fire regulations require all display material used for decoration to be flameproof. Any or all electrical equipment used in conjunction with the display's installation, operation and dismantling shall be in good operable condition and able to pass the inspection of the local Fire Underwriters Inspection Bureau. Materials stored in the booth area shall not block access to the exhibit or necessary areas of maintenance or cover electrical wires or outlets.

### 11. SECURITY/LIABILITIES/INSURANCE

- A. As an exhibiting firm, we the exhibitor, our agents, employees, contractors, representatives or guests assume and agree to indemnify, protect, save and hold harmless IPAC and the hotel, its agents, employees, contractors or representatives from and against any and all losses, damages, injuries, claims, demands and expenses, including legal expenses of whatsoever kind and nature, arising due to our participation in the Exposition during the installation period, show hours, closed hours and dismantle period.
- B. IPAC its agents and employees will not be liable for failure to hold the Conference as scheduled. Payments for exhibit space will be returned in that event, less any actual expenses incurred in connection with the Conference that will be deducted, if the Conference is relocated, delayed or canceled prior to the opening date because of fire or any act of God, or the public enemy, or strike or epidemic or any law or public authority or any reason which makes it impossible or impractical to hold the Exposition.

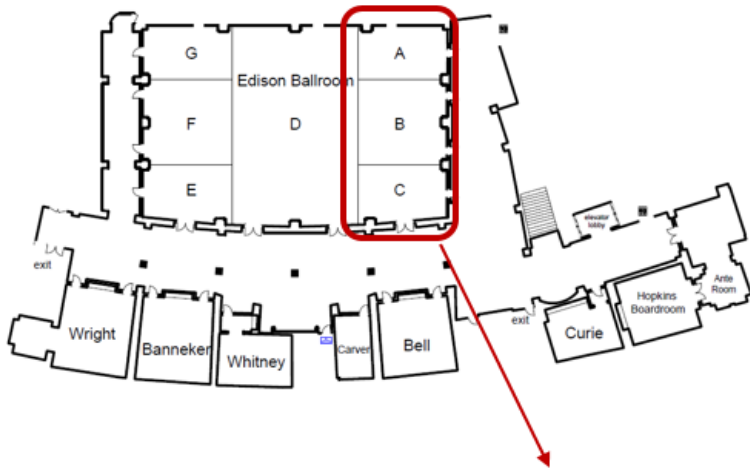
- C. Neither will IPAC, the hotel, the official service contractors, their members, nor the representatives and or employees thereof be responsible for injury, loss, or damage that may occur to the exhibitor, or to the exhibitor's employees or property, from any cause whatsoever prior, during or subsequent to the period covered by this application/agreement. Exhibitors agree to maintain such insurance that will fully protect, indemnify and hold harmless IPAC and the hotel from any and all claims of any nature whatsoever, including attorney's fees, which may arise due to the actions or negligence of the exhibiting firm or their employees or members, contractors or representatives, including claims under the Worker's Compensation Act, and for personal injury, including death, which may arise in connection with the installation, operation or dismantling of the exhibitor's display.
- D. Damage to the facility housing the Exposition, caused or done by the exhibitor, shall be replaced or repaired by the exhibitor. Additionally, the exhibitor agrees to protect, save and hold harmless IPAC and the hotel of and from all loss, liability, and/or damage whatsoever caused to the facility housing the Exposition, or any part thereof, directly or indirectly.
- E. Damage to inadequately packed property is the exhibitor's own responsibility.
- F. Exhibitors are advised to add on to their existing insurance a portal-to-portal rider protecting them against the loss/damage to their materials by fire, theft, accident, etc.
- G. The exhibiting firm agrees to carry insurance of a single limit of not less than one million dollars for their employees, agents, contractors, representatives, and guests present at the show in each of the following categories: (1) Broad Form General Liability, and (2) Automobile Liability.

### 12. AMENDMENTS TO REGULATIONS

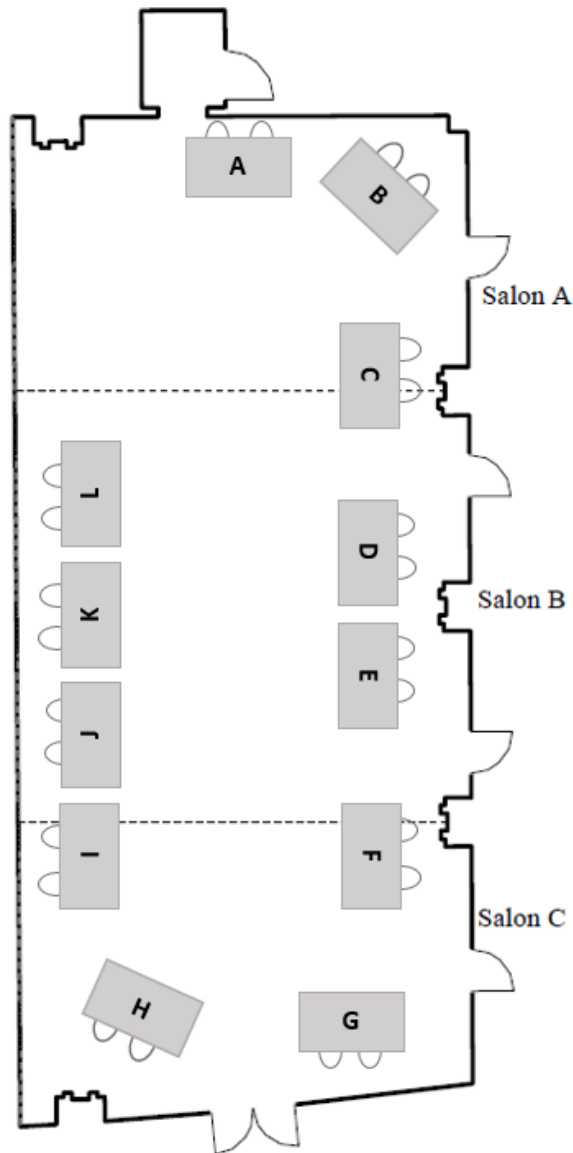
Any and all matters and questions not specifically covered by the articles in this agreement shall be subject to the decision of IPAC.

# Exhibit Area Map

Exhibit space will be assigned on a first come, first served basis.  
Please indicate on this map your 1st, 2nd and 3rd choice locations.



Edison Ballroom



*Note: layout subject to minor modifications based on final number of vendors.*