



VENDER REQUEST 2009 ALASKA MATH/SCIENCE CONFERENCE

Dear Product Representative:

The Alaska Council of Teachers of Mathematics (ACTM) and the Alaska Science Teachers Association (ASTA) will be holding the fifth biennial Math and Science Conference at Juneau Douglas High School in Juneau, Alaska. The conference will run from the evening of Wednesday, October 14 to noon on Saturday, October 17, 2009. Many teachers, principals, and curriculum coordinators from across the state will be attending the conference which is being held during many districts' inservice days.

We would like to invite you to exhibit your products during the conference. The exhibition area is next to the food service area and is centrally located. Exhibit time will be scheduled after each keynote address as well as between the sessions. If you would like to register for exhibit space, please complete the attached application and sign the contract. To reserve a space, send both, together with your check, to me at the address below.

Checks should be made payable to ASTA. The tax-exempt number of the ASTA is 51-0189489. If you have questions about our conference, please feel free to call, fax, or email me. You can also read more information online at www.regonline.com/AKMathScience.

Thanks for your help in making this an exciting and valuable experience for Alaska math and science teachers.

Sincerely,

Lynn V. Williams,
Vendor Chairperson
9253 Gee Street
Juneau, AK 99801
(907) 789-0801 or fax (907) 789-0876
Email: lynnwilliams@sci.net

Alaska Math/Science Conference
October 15-17, 2009
Application to buy Exhibit Space
Juneau Douglas High School, Juneau, Alaska

Please reserve space for our exhibit at the Math/Science State Conference sponsored by ACTM and ASTA, to be held at Juneau Douglas High School, October 15-17, 2009. This application is made subject to Rules and Regulations for Exhibitors and in accordance with the booth rental rate. All exhibits must be educationally oriented.

Name of Firm _____

Mailing Address _____

City and State _____ Zip _____

Phone _____ E-mail _____

Name of Person in Charge of Installation of Exhibit

Name of Applicant _____ Title _____

Chose one:

Tables: ___ One 8-ft table. ___ Two 8-ft tables;
 ___ one 6-ft round, ___ two 6 ft rounds

Do you have electrical needs? How many outlets will the exhibit require? _____
Outlets are limited and will be available on a first come, first serve basis.

Please return this application and the contract with your deposit of \$350 for commercial vendors and \$50 for non-profit agencies. Make the check payable to ASTA. A copy of this will be returned by mail to the exhibitor when the space is confirmed. The tax-exempt number for ASTA is # 51-0189489.

Return to: Lynn V. Williams
 9253 Gee Street
 Juneau, AK 99801

Contact phone: (907) 789-0801
e-mail: lynnwilliams@gci.net

FOR CONFERENCE USE ONLY

Date Application Received _____ Signature of Chairperson _____

Amount Received _____

EXHIBITOR RULES AND REGULATIONS CONTRACT
Alaska Math/Science CONFERENCE, JUNEAU, ALASKA,
OCTOBER15-17, 2009

Please send the completed application and the signed contract together with a check payable to ASTA (Alaska Science Teachers Association) to Lynn Williams, 9253 Gee Street, Juneau, Alaska 99801; telephone (907)789-0801 or cell (907)209-0653.

1. **COST AND TERMS OF PAYMENT:** \$350 (\$50.00 for non-profits) for two tables. Space not fully paid for by October 1, 2009 will be forfeited, and the Association will have the right to dispose of exhibit privileges and space without liability of any kind. No exhibit will be allowed in the exhibition hall until full payment has been made and all terms of the contract fulfilled. If you need more space, please ask and we will try to accommodate you.
2. **SPACE ASSIGNMENTS:** The assignment of space will be made no later than October 1, 2009. Exhibitor's selections will be adhered to as closely as possible; however, we reserve the right to place exhibits to best advantage. Applications will be considered in the order of the postmark: i.e., those bearing the earliest postmarks receive first space consideration.
3. **CANCELLATION:** An exhibitor may cancel this agreement by giving written notice of cancellation that must be received by the exhibit Chairperson on or before October 5, 2009. The ASTA will not accept any cancellations of this agreement by an exhibitor after October 9, 2009.
4. **EXHIBITOR'S REGISTRATION:** A representative who will be supervising a booth must be PREREGISTERED. Companies will be allowed ONE FREE registration with each assigned exhibit space. Registration must be received no later than October 1, 2009.
5. **INSTALLATION:** Exhibitors will commence installation of displays starting at 4:00 pm, Wednesday, October 14, 2009. All exhibits must be completely set up by 7:30 am, October 15, 2009. Acetylene or other flammable or explosive substances, or noisy exhibits will not be permitted in the building.
6. **DISMANTLING:** Exhibitors may commence dismantling of displays starting at 3:00 pm on Friday, Oct. 16, 2009 but must be out by 12:00 pm on Saturday, Oct.17, 2009. No exhibitor will be allowed to remove any exhibit or part of an exhibit before 3:00 pm on Friday, Oct.16, 2009. All materials of exhibitors must be completely repacked immediately after the closing, Oct. 17, 2009 and provided with shipping tags showing clearly by what route they are to be shipped. Exhibitors will complete all arrangements with transportation companies for the prompt removal of all shipments. Recycling areas will be identified during the dismantling process.
7. **NOISE-MAKING EXHIBITS:** Exhibits which include the operation of musical instruments, radios, videos, CD's DVD's and/or other electronic devices must be conducted or arranged so that the noise resulting from the demonstrations will not annoy or disturb adjacent exhibitors and their patrons. Operators of noise-making exhibits must secure approval of operating methods from the Alaska Math Science Conference Committee before the exhibit opens.

8. LIABILITY: Security services will be provided to guard exhibits during closed hours at night, commencing on Oct. 14, 2009 and continuing through each night. In the event of fire, strikes or other unavoidable circumstances that make the building unfit for use, exhibitors' space contracts will not be binding.
9. PROGRAM DEADLINE: Because of printing schedules, any applications received after Oct 1, 2009 cannot be listed in the official conference program.
10. SHIPPING: Items shipped to the district should not arrive prior to Oct. 9th. Boxes need to be identified as MATH/SCIENCE CONFERENCE: NO INVOICE NECESSARY. Regular USPS is much cheaper than UPS. Check before mailing about costs.

I have read and I agree to follow the exhibitor rules and regulations for the 2009 Alaska Math Science Conference.

Signature of Vender Representative

Date

Printed name of Vender Representative

Name of Vendor Company or Agency