

Please return this form to:
 Joyce Jones, Director of Marketing
 1000 Vermont Ave., NW-6th Floor
 Washington, DC 20005
 T 202 371 2830 F 202 371 0424

**Millennium Biltmore Hotel
 Los Angeles, CA**

Application for Table-Top Exhibit Space

Company name: _____

Contact Name: _____

Title: _____

Street Address: _____

City/State/ZIP: _____

Telephone/FAX: _____

E-mail/Web: _____

Twenty-five (25) word description of products or equipment to be displayed. Please note, the final program will read exactly as you have listed below. All caps and punctuation will be printed as written.

Number of Table-Tops Needed: _____

Table-top Options & Prices: *(Please check one box)*

- \$995** for one six (6) foot table *(includes one preconference & one conference registration)*
- \$1790 early bird rate** (before March 1, 2006) **OR \$1990 full rate** (after March 1, 2006) **for exhibitor conference series package** *(includes one preconference & one convention registration for both NAMP Conference and Americans for the Arts Annual Convention- June 1-5, 2006, Milwaukee, WI)*

Please sign and return this form with your full payment for your table-top display space. **Please make check payable to AMERICANS FOR THE ARTS.** No reservations will be accepted without full payment. Application and full payment must be received by **March 29, 2006.**

We hereby make application for table-top display space at the Arts & Business Council of Americans for the Arts 2006 National Arts Marketing Project Conference. We agree to abide by the terms and conditions set forth by Americans for the Arts on the reverse side of this form.

 Name Title Date

Payment: Total Due \$ _____

_____ Check Enclosed

_____ Please Charge my AMEX, Discover, MC, VISA (circle card) in the amount of \$ _____

Card Number _____ Expiration Date: _____



Name on Card _____

Signature _____

***TERMS and CONDITIONS for Table-top Display Space at the
Americans for the Arts 2006 Annual Convention***

1. **APPLICATIONS AND ELIGIBILITY:** Application for table-top space must be made on the printed form provided by Americans for the Arts (AFTA), contain the information requested, and be executed by an individual who has authority to act for the applicant (exhibitor). Any such exhibitor/producer or supplier or equipment and other products or services whose proposed exhibit will enhance the business of local arts management and purposes of the convention, and facilitate those purposes may apply for table-top display space. AFTA reserves the absolute right to reject any such application.
2. **AGREEMENT TO CONDITIONS:** Each exhibitor, for himself and his employees, agrees to abide by these conditions, it being understood and agreed that the sole control of the display area rests with AFTA. Exhibitor also shall be subject to any applicable rules of the facility at which the NAMP Conference is held.
3. **ASSIGNMENT OF SPACE:** Classification of table-top displays and assignment of space will be determined by AFTA based upon the character of the proposed display and individual requirements and preferences as to the location for each exhibitor. Once the space has been approved by AFTA, no exhibit will be moved except by the mutual consent of the parties.
4. **PAYMENT:** Full payment must accompany this application. All applications must be received by AFTA no later than March 29, 2006.
5. **INSURANCE:** In all cases, exhibitors wishing to insure their goods must be done at their own expense. AFTA holds no responsibility for table-top area security, nor for the value of any goods. All materials supplied by the exhibitor are displayed at their own risk and liability.
6. **BOOTHS:** Each table will be six feet in length, skirted with two chairs and AFTA will provide signage of company name. No other materials will be provided by AFTA. If any additional equipment is needed (electrical, internet, etc.) it is the responsibility of the exhibitor to work with and arrange payment for all related activities.
7. **CARE OF SPACE:** The exhibitor is responsible for, at his own expense, maintaining, cleaning the area of the exhibit space.
8. **PROTECTION OF EXHIBIT SPACE:** Nothing shall be nailed, tacked, screwed or otherwise attached to any building structure. If any damage occurs it is at the responsibility of the exhibitor to pay any damages.
9. **DEFAULT OCCUPANCY:** Space must be filled and completed with set-up by 8:00 am on Saturday, April 29, 2006. If space is not occupied by the designated time, AFTA has the right to use the space as necessary and no refund will be granted to the exhibitor.
10. **PERSONNEL:** Booth personnel must confine their activities to their designated space. Exhibitors that are Conference attendees should make necessary arrangements to have their booth space covered when they deem necessary.
11. **DISTRIBUTION OF PRINTED MATTER:** Exhibitor shall not distribute materials, souvenirs outside of their exhibit space.
12. **CONFLICTING MEETINGS & SOCIAL EVENTS:** In the interest in the success of the meeting, no exhibitor shall extend invitation, call meetings or otherwise encourage absence of attendees during the hours of the conference.
13. **CANCELLATION:** No refunds shall be given for any cancellation.
14. **AFTA's RIGHT TO REMOVE PROPERTY:** AFTA reserves the right to remove from the hotel any and all property if the exhibitor violates any conditions of this agreement.
15. **LIABILITY:** AFTA undertakes no duty to exercise care, nor does it assume any responsibility for the protection and safety of the exhibitor and its property used in connection to the exhibit, from theft to damage or destruction by fire. The exhibitor should remove small and easily removed articles during non-peak convention hours. No security of goods will be provided by AFTA. Notwithstanding any other provision in the application, including these terms and conditions, the maximum liability of AFTA to exhibitor under any circumstances and with respect to any claim shall not exceed the amount paid by exhibitor for the exhibit space.
16. **INDEMNIFICATION.** Exhibitor shall indemnify and hold harmless AFTA, its directors, employees, and affiliates, for any damage, expense (including attorneys' fees), or loss incurred by any of the same and arising out of the negligent or other wrongful acts or omissions of exhibitor, its principals, employees, or agents.
17. **DISPUTE RESOLUTION.** With respect to any dispute between the parties that cannot be resolved by them, the sole method of dispute resolution shall be arbitration under the auspices and pursuant to the rules of the American Arbitration Association, such arbitration to be filed and to take place in Washington, DC. District of Columbia law shall be applied without regard to conflicts of laws principles.
18. **ASSIGNMENT.** The privileges granted to exhibitor may not be assigned by exhibitor without express permission of AFTA.