



**WACTAL
2012 CONFERENCE AND EXPOSITION**

*Kalahari Resort & Conference Center
Wisconsin Dells, Wisconsin
February 24-25, 2012*

CONTRACT FOR EXHIBIT SPACE

Subject to the rules governing booth displays and rules of the hotel and conference center, please reserve _____ booth(s), as listed below, for our firm during the WACTAL Trade Show on **Saturday, February 25, 2012.**

1st CHOICE _____ 2nd CHOICE _____ 3rd CHOICE _____

COMPANY NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

CONTACT _____ TITLE _____

PHONE _____ FAX _____

EMAIL _____

SIGNATURE _____ DATE _____

PRICING

8 x 10 booth	\$ 325.00
8 x 10 booth (Corner)	350.00
8 x 10 booth, Each additional	250.00
16 x 20 booth (A, B, C)	950.00
Late Registration Fee (after 12/31/11)	100.00

Booth Name Sign (exact wording): _____

We will display the following products and/or services: _____

Payment of 100% or 50% of total amount of floor space must accompany this order. The balance is due on or before January 1, 2012. Make check payable to WACTAL.

TOTAL CONTRACT PRICE _____ AMOUNT ENCLOSED _____

Please return to: WACTAL, W226 S1742 State Road 164 S, Waukesha, WI 53186

FOR WACTAL USE ONLY:		
Assigned Booth (s) _____		
Amount Paid: _____	Date: _____	Ck # _____
Balance Due: _____	Paid: _____	Ck# _____
Signed: _____	Date: _____	

RULES GOVERNING BOOTH DISPLAY

1. **EXHIBIT HOURS:** Saturday, February 25, 2012 9:00 a.m. - 3:00 p.m.
2. **EXHIBITOR SET-UP:** Friday, February 24, 2012 12 noon - 10: 00 p.m.
Saturday, February 25, 2012 7:00 a.m. - 8:00 a.m.

NOTE: All booths must be completely set-up by 8:00 a.m. on Saturday, February 25, 2012.

3. **REMOVAL OF EXHIBITS:** Exhibitors will not be permitted to remove exhibits or any part of same until 3:00 p.m. Saturday, February 25, 2012. All exhibits must be removed from the Convention Center by midnight Saturday, Feb. 25, 2012.
4. **SPACE ASSIGNMENT:** Booth assignments will be determined on a first come, first served basis. Please indicate first, second, and third choice for booth space. Booth numbers followed by the letter C indicate corner booth space which commands a higher fee.
5. **SPACE:** Each booth will be equipped with one skirted table and one chair. Each booth will be furnished with an ID sign. No portion of the booth are may be sublet or assigned to any other firm or person.
6. **ELECTRICAL OUTLETS:** There will be an additional charge for electrical service. Refer to the Electrical Service Request form for pricing.
7. **FIRE/SAFETY CODES:** Each booth exhibitor/operator must comply with all federal, state, local and hotel fire and safety codes.
8. **INSURANCE:** It is directly understood that in no case shall the Wisconsin Auto Collision Technicians Association, Ltd. nor any of its officers, directors, employees or agents be responsible for any loss, theft, damage by fire, or injury to any person or article.
9. **LIABILITY:** Each booth exhibitor/operator will be responsible for space leased by him/her during the conference and will keep it free from hazards to persons on the premises. The Wisconsin Auto Collision Technicians Association, Ltd. will not be responsible for any injury that may occur to booth operators, their associates or employees.
10. **ADMITTANCE:** All personnel working in an exhibitor's booth or space must be a registrant. Name badges are required at all times.
11. **BEVERAGES:** Exhibitor agrees not to serve, sell or give away any wine, beer, ale or liquor in or near the booth. Hospitality rooms are prohibited during show hours and scheduled activities.
12. **TERMS OF PAYMENT:** Payment of 100% or 50% of the total contract must accompany the application. The balance is due and payable on or before January 1, 2012. **No exhibit or part of an exhibit will be admitted to any space until space has been paid in full.**
13. **REFUNDS:** If space is canceled by December 1, 2011, the exhibitor will receive a full refund minus a \$75 per booth processing fee. A 50% refund of the booth contract price will be issued if space is canceled before January 1, 2012. No refund will be issued if space is canceled after January 1, 2012. Request for cancellation must be submitted in writing to the WACTAL office.
14. **RIGHTS OF WACTAL IN EVENT EXPOSITION IS NOT HELD:** Should any emergency arise previous to opening the Conference and Trade Show which would prevent its scheduled opening, such as destruction or damage to the facility by fire, windstorm, strikes or acts of God, etc., or declaration of emergency by the President, it is expressly understood and agreed that WACTAL may retain as much of the payment for an exhibit as is necessary to cover the expenses incurred up to the time of such emergency.
15. **LICENSE FEES & ROYALTIES:** Exhibitor is responsible for any and all royalties, license fees or other charges accruing or becoming due to any firm, person or corporation by reason of music, either live or recorded, or other entertainment of any kind of nature, played, staged or produced by the Exhibitor, its agents, employees or subtenants.
16. **AMPLIFYING DEVICES:** No use of microphones, loudspeakers, or other amplifying devices without consent of WACTAL.