



EXHIBITOR CONTRACT

Please carefully read the following contract for exhibiting at the 2023 Jeremy Bullock Safe Schools Summit. Initial where indicated to verify that you have read and understood each item. Please sign at the bottom to accept the contract and terms stated therein.

Rules and Regulations

- **EXHIBIT HOURS** Initial: _____
The Exhibit Areas will be open from 7:30 am – 5:00 pm on Tuesday, August 8th, and 7:30 am - 4:00 pm on Wednesday, August 9th. Please make plans to staff your booth in place until the established exhibit end time of each day. Exhibitors are welcome to participate in the Summit program when not staffing their booth.
- **DISMANTLING TIME** Initial: _____
Booths should be dismantled on Wednesday, August 9th after 4:00 pm. ***Please do not dismantle your booth prior to this time.*** Exhibits should be removed by 5:00 p.m.
- **EXHIBITOR REGISTRATION AND SET-UP** Initial: _____
Registration for exhibitors will begin at 5:00 pm on Monday, August 7th in the cafeteria area at Central Elementary School in Helena. Exhibits ***must*** be in place by 8:00 a.m. on Tuesday, August 9th.
- **PROMOTION** Initial: _____
The Summit will provide your company’s 200-word summary in its WEB materials and your company will be listed in the official Summit program in accordance to your sponsorship level. Please note “Exhibitor Only” does not include a summary on the website or printed materials. Announcements concerning the importance of the exhibits will be made during the program. Please complete your on-line registration by **July 21st** to assure inclusion in the Summit program.
- **ELECTRICAL SERVICES** Initial: _____
If your booth requires electricity, please bring an approved power strip and electrical cord. The School will provide standard electrical service to exhibitors.
- **SECURITY** Initial: _____
The conference cannot guarantee against loss or damage and will assume no liability for damages or guarantee the exhibitor against loss of any kind. The exhibitor understands and agrees to be responsible for damages that may occur as a result of the exhibitor’s use of the facility.
- **SPACE ASSIGNMENT** Initial: _____
Space is limited and reserved on a first-come first-served basis. Each booth comes with a standard 8’ exhibit table and two chairs. Applications are processed in order they are received. You must complete the registration form on-line at <https://jeremybullocksafeschools.com/register/> and return the signed exhibitor contract to the address provided. Please note that incomplete applications will not be processed until completed.
- **MISCELLANEOUS INFORMATION** Initial: _____
I understand that I am responsible for providing each of my representatives with a copy of the signed contract.

Standards for Exhibiting

1. Exhibitors' displays **must not** obstruct the view of neighboring exhibitors and must not exceed 8' in height. Please remember that the booth size is 10' X 6' when planning your display. If your exhibit blocks the view of your neighbor's booth, you will be asked to remove the display.
2. Sound devices above conversation level will not be permitted in any booth.
3. Please be sure that you have staff available to work the booth during ALL exhibit hours.
4. Distribution of literature, samples, etc. in the Exhibit Area by companies which are not participating in the exhibit is prohibited.
5. Unethical conduct or infraction of rules on the part of the exhibitor, his representative, or both, will subject the exhibitor or his representative to dismissal from the Exhibit Area.

It is expressly understood that in using space in the Exhibit Areas, the exhibitor agrees to abide by all rules and regulations; moreover, that the Summit, in accepting the application for space, agrees to furnish ordinary facilities and services as enumerated in this Prospectus.

SIGNATURE & ACCEPTANCE OF CONTRACT

By signing below, I state that I have read and understand all information contained within the exhibitor contract and application. I agree to abide by all rules, regulations and standards. I understand that by violating any of the above rules, regulations, or standards I can be asked to leave the meeting.

Company Contact Information:

Name _____

Title _____

Address _____

City, State ZIP _____

Phone _____

Email _____

On-Site Contact _____

Signature

Date

Please return this form to Brenda:

jeremybullockfoundation@gmail.com