

APPLICATION FOR EXHIBIT SPACE

DATE DUE: September 4, 2019
WJCIA ANNUAL CONFERENCE
September 18-20, 2019
Kalahari Resort
1305 Kalahari Drive
Wisconsin Dells, WI

Agency Name: _____
Address: _____
City, State & Zip: _____
Telephone: () _____ Fax: () _____
Email: _____
Name of authorized representative: _____

Please describe briefly the material/service to be featured: _____

Please list the names and titles of each person representing your agency:

NAME/TITLE:

1. _____
2. _____
3. _____

Will you need an electrical outlet for your exhibit? __Yes __No

WJCIA would like to invite your organization to participate in donating an item to our annual conference giveaway! Do you have an item to donate to the WJCIA Conference Giveaway? _____

Vendor Registration for 2019 is \$250.00.

Go to www.wjcia.org for registration &
credit card payment

or

PLEASE RETURN THIS FORM WITH YOUR PAYMENT TO:
(Checks should be made out to WJCIA)

Rock County Juvenile Justice
c/o Renee Handrow
PO Box 1649
3530 N. County Hwy F
Janesville, WI 53547-1649

DEADLINE FOR BOOTH REGISTRATION: September 4, 2019
LATE REGISTRATION WILL BE CHARGED AN ADDITIONAL \$50.00.

2019 EXHIBITOR'S TERMS & CONDITIONS

- 1. BOOTH ASSIGNMENTS:** Assignment of space will be made by the Association.
- 2. RATES, REGISTRATION AND PAYMENTS:** The price of each booth is \$250.00 FOR EXHIBIT APPLICATIONS RECEIVED BY September 4, 2019. FULL PAYMENT must accompany all applications for booth rentals and must be received no later than September 4, 2019, unless other arrangements are authorized by the WJCIA. APPLICATIONS RECEIVED AFTER September 4, 2019, WILL BE CHARGED A LATE FEE OF \$50.00, for a total exhibit booth cost of \$300.00. Exhibit space for which full payment has not been received by September 4, 2019, may be cancelled in writing by the Association and resold or otherwise utilized by the Association.

Exhibit space fee includes lunch on Wednesday and Thursday and breaks with participants, for **one** representative. **For each additional representative wanting lunch and breaks, please enclose an additional \$30.00.** Please include payment when registering.

- 3. EXHIBITOR'S REPRESENTATIVE:** The exhibitor will name one individual as its duly authorized representative, to have charge of the exhibit, and hereby accepts and assumes responsibility for such representative, or alternates, being in attendance at the exhibit throughout all exhibit periods.
- 4. INSTALLATION:** Exhibits may be installed between 7:30 a.m. and 9:00 a.m. on Wednesday, September 18, 2019. Exhibits must be completed no later than 9:00 a.m. on Wednesday, September 18, 2019.
Nothing shall be taped, posted, tacked, mailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Signs or posters leaned on the walls must be properly padded so as not to cause damage. All display material must be flame proof. NO flammable fluids or substances may be used or shown in the booths or exhibit area. NO FIRE EXIT, FIRE STATION OR FIRE EXTINGUISHER MAY BE OBSTRUCTED.
- 5. DISMANTLING:** No displays may be dismantled or packing started before 10:00 a.m., Friday, September 20, 2019 unless approved by WJCIA. Exhibitors

must see that all materials are removed from the exhibit area by 12:30 p.m., Friday, September 20, 2019.

6. **FAILURE TO OCCUPY SPACE:** Any space not occupied by 10:30 a.m., Wednesday, September 18, 2019 will be forfeited by the exhibitor, and his/her space may be resold, reassigned, or used by exhibit management without refund, unless arrangements for delayed occupancy have received the prior approval of exhibit management.
7. **LIABILITY:** The exhibitor agrees to protect, save, and keep the WI Juvenile Court Intake Association and the Kalahari Resort, the legal entities which own, lease and/or operate the hotel, forever harmless from any and all damages or charges imposed for violation of any laws or ordinances, whether occasioned by the negligence of the exhibitor or those holding under the exhibitor, as well as to strictly comply with applicable terms and conditions contained in the agreement between the Kalahari Resort and the WI Juvenile Court Intake Association regarding the exhibition premises.

The exhibitor assumes complete responsibility and liability for all loss, damage, or destruction of the property of the exhibitor, his/her guests and all property of the Kalahari Resort used by the exhibitor or brought upon the Kalahari Resort premises in his/her behalf.

The exhibitor also assumes all responsibility and liability for all injury to any and all persons or property or in any way connected with the exhibitor's display caused by the exhibitor, his/her agents, representatives or employees.

The exhibitor indemnifies and agrees to hold harmless the WI Juvenile Court Intake Association, the Kalahari Resort, and the legal entities which own, lease and/or operate the Kalahari Resort, their members, officers, directors, and employees against any and all liability whatsoever arising from any or all damage to property or personal injury or loss caused by the exhibitor or his/her agents, representatives, employees, or any other persons.

8. **ARRANGEMENTS FOR BOOTH SIGNS:** The WJCIA will provide a one-line sign for each booth.
9. **BOOTH FURNITURE:** Exhibitors will be provided a table, covered and draped, along with chairs for each representative.

10. **EXHIBIT DIMENSIONS:** Exhibits are not to exceed the dimensions for each booth (8' x 10'). No part of any exhibit may obstruct the view of adjacent exhibit booths.
11. **ELECTRICAL SERVICE:** Electrical service must be designated on the Application for Exhibit Space (page 1) at the time of the application. NO OTHER ARRANGEMENTS FOR ELECTRICAL SERVICE WILL BE MADE.
12. **ADMISSION:** WI Juvenile Court Intake Association shall have sole control over all admission policies at all times. All persons visiting the exhibits will be required to register and wear an appropriate badge while in attendance.
13. **CANCELLATION:** Cancellation of exhibit space must be submitted to the Association in writing by September 11, 2019. Fax and telephone cancellations will not be accepted by the Association. Exhibitors canceling after September 11, 2019 will be charged the full exhibit fee. Refunds cannot be guaranteed unless space is sold to another exhibitor by the Association. In the event of cancellation of exhibit due to fire, strikes, government regulations, or other causes beyond the Association's control, the WI Juvenile Court Intake Association shall not be liable to the exhibitor for any damages resulting from failure to hold the fall conference as scheduled, and the WI Juvenile Court Intake Association shall determine the amount of the exhibit fee to be refunded.
14. **AMENDMENTS:** The WI Juvenile Court Intake Association shall have sole authority to interpret and enforce these terms and conditions; to make any amendments thereto and to make such further rules and regulations as shall be necessary for the orderly conduct of the conference.
15. **RESERVATIONS:** Exhibit space may be reserved by the use of the Application for Exhibit Space form enclosed or online at www.wjcia.org. Please provide all the information requested, include your check (made out to WJCIA) and return by mail promptly to: Rock County Juvenile Justice, Renee Handrow, 3350 N. County Hwy F, Janesville, WI, 53547-1649 or complete the application online and make a credit card payment at www.wjcia.org. Applications for exhibit space may be taken by telephone; however, no application will be processed without full payment unless other arrangements are so authorized by WJCIA.