



# Arizona Department of Education Event Exhibitor Rules & Regulations

---

**Event Name:** Directors Institute

**Hotel Name:** Renaissance Glendale Hotel and Spa

**Hotel Location:** 9495 West Coyotes Boulevard, Glendale, AZ 85305

**Hotel Main Phone:** 623.937.3700

**Hotel Contact for Event:** Lynn Robins [Lynn.Robins@iqh.com](mailto:Lynn.Robins@iqh.com)

---

## Event Exhibitor Rules and Regulation

The Arizona Department of Education (ADE) strives to maintain a professional atmosphere for the attendees and the exhibitors. To demonstrate this, rules and regulations have been established to govern the event. Exhibitor understands that when applying for an exhibit space they are bound by the rules and regulations. The ADE Event Management Team (EMT) reserves the right to reject, for any reason, any company, product or service for exhibit space at its event.

### I. Shipping of Materials

Exhibitors are responsible for their own shipping of materials to the hotel. Any costs associated with the storage will be allocated by the hotel.

### II. Application/Registration Fee

An application/registration fee of \$500.00 (does not include meals) has been established for the event above. Payment must be made in full by Tuesday, August 29, 2016 or you will relinquish your assigned table.

### III. Exhibitor Area/Location

Upon arrival, be sure to check in at the vendor registration table. All exhibitors must be registered prior to attending the event. Space is limited to one (1) six foot exhibit table per company. The event registration fee entitles exhibitor to a (6) foot skirted table, two chairs and Wi-Fi connectivity. Contact Daniel DeLaTorre, [ddelatorre@psav.com](mailto:ddelatorre@psav.com) or 480-518-8029, at the Renaissance for power requests.

The ADE EMT retains the right to assign a table and/or to relocate an exhibitor.

The ADE EMT reserves the right to modify the floor plan to accommodate space and/or to avoid conflict. If the exhibit table requires relocation, the ADE EMT will consult with exhibitor(s) and a resolution will be made. Every effort will be considered for a special request. However, the ADE EMT cannot guarantee exhibit location.

Exhibitors may not solicit in the aisles or in any other location at the event or outside the event, except their booth space. Should exhibitors have giveaways it should be

educational or modest in value. Promotional giveaways must be approved by the ADE EMT prior to the event.

All demonstrations must be confined to the space allowed to each exhibitor. Activities which, in the ADE's opinion interfere with normal traffic flow or infringe on other exhibits are prohibited. An exhibit may be closed if deemed not to meet these requirements and infractions cannot be resolved onsite. No refunds will be issued for the contracted space.

**IV. Raffle Donation**

Vendors are invited to provide a gift card or item from your company to be raffled off during the attendees' luncheon on Tuesday and Wednesday. Sponsors of these items will be recognized during the event. See the Vendor Application.

**V. Exhibitor badge(s)**

Exhibitor badge(s) will be given upon arrival and check-in at the exhibitor's registration Table and be worn at all times when in the conference area. An exhibitor badge allows access into the event area. If misplaced, each exhibitor is entitled to one free reprint of his or her badge. To attend any event sessions, the exhibitor must have registered on the ADE web-site and paid the required event registration fee prior to the event.

**VI. Exhibitor Staffing**

The exhibit area table must be staffed and operational at all times during event hours; one (1) exhibitor must be present at all times. Exhibitor(s) vacating their table before the closing of each day or prior to the final close of event will incur a loss of priority and may be denied exhibits space at future ADE events.

**VII. Meals**

Exhibitors will need to provide their own meals. There is a restaurant located on the property and several nearby restaurants within walking distance from the hotel.

**VIII. Set-Up/Move-in Hours and Dismantle/Move-Out Hours**

Date	Set-Up Time	Dismantle Time
Tuesday, September 13, 2016	At 7:00 am	After 3:00 pm
Wednesday, September 14, 2016	At 7:30 am	After 2:30 pm

Any exhibitor's table unoccupied will be regarded as a no show and the registration to the exhibit will be terminated, unless the ADE EMT has pre-authorized a late set-up time. All freight materials will be removed and returned to the hotel loading dock at the exhibitor's expense. Dismantling or tearing down exhibits prior to dismantle time must be authorized the ADE EMT.

**IX. Cancellation**

For ADE EMT to prepare appropriately, cancellation must be received in writing within thirty (30) work days (by 8/2/16) prior to the first day of the event date for a refund.

**X. Media**

Media is not permitted at the event without the knowledge of the ADE EMT. Exhibitors should contact an Arizona Department of Education Event Management Team member if media approaches the exhibit table.

**Authorized Signature**

By signing below, I hereby acknowledge that I have read and agree with the Arizona Department of Education Event Exhibitor Rules and Regulations.

\_\_\_\_\_

Print Primary Contact Name

\_\_\_\_\_

Company Name

\_\_\_\_\_

Primary Signature

\_\_\_\_\_

Company Address

\_\_\_\_\_

Title

\_\_\_\_\_

Date

\_\_\_\_\_

City and State

\_\_\_\_\_

Zip Code