



E-Learning Council

Exhibitor Participation Form & Agreement

E-Learning Symposium 2015 Austin
May 7, 2015

Omni Southpark, 4140 Governors Row, Austin, Texas 78744

PARTICIPATION DETAILS

- ◆ To participate in the E-Learning Symposium 2015, please return this form via fax to MicroAssist at (512) 794-8742.
- ◆ Full payment is due within 30 days of invoice or your space will be released.
- ◆ Exhibit Participation Forms received after stated deadline may not receive all the benefits of exhibiting.
- ◆ Questions? Contact Donald Twining at dtwining@microassist.com or (512) 794-8440 or visit www.elearningcouncil.com

EXHIBITOR SELECTION

- Platinum - \$1600
- Gold - \$1050
- Silver - \$750
- Bronze - \$600
- Program Insert - \$250

SPONSOR SELECTION

- Conference Technology \$2000
- Breakfast - \$2500
- Lunch - \$3500
- Social - \$1500

CONTACT INFORMATION

Please list information as you would like it to appear in all conference related materials.

Company Name: _____

Contact: _____

Title: _____

Telephone: _____

Fax: _____

E-Mail: _____

Address: _____

City: _____

State: _____

Zip: _____

Web Address: _____

EXHIBITOR PAYMENT

Payment Information

- ◆ Full payment due within 30 days of form submittal
- ◆ Non-payment may result in forfeiture of exhibitor sponsorship

Cancellation Policy

- ◆ 50% of total exhibitor fees withheld through April 5, 2015
- ◆ 100% of total exhibitor fees withheld after April 5, 2015
- ◆ The E-Learning Council must receive written cancellation via email, registered, or certified mail. You will receive confirmation of your cancellation.

Please charge my credit card:

Visa MasterCard American Express

Total Amount:

\$

Card Number:

Expiration Date:

Security Code:

Name on Card:

Billing Address:

City/State/Zip:

Signature:

By signing above, you are authorizing the E-Learning Council to charge your credit card through MicroAssist Inc.'s credit card payment system, and you agree to the terms set forth in this Exhibitor Agreement.

Symposium Management Use

Date Payment Received:

Exhibitor Assignment:

By:

E-LEARNING SYMPOSIUM TERMS & CONDITIONS

GENERAL

The contract, properly executed by exhibitor, shall upon written acceptance and notification of exhibiting arrangement assigned by conference management, constitute a valid and binding contract. E-Learning Council reserves the exclusive and total right to control all aspects of the conduct of this event; and specifically, it reserves the right to determine the eligibility of any exhibitor for inclusion as a conference exhibitor. Requests as an exhibitor for this symposium may be refused or restricted due to space limitation or other reasons as determined by E-Learning Council. E-Learning Council also reserves the right to render all interpretations and decisions, should questions arise, and to establish further regulations as may be deemed necessary to the general success and well-being of the exhibitor and the symposium. Symposium management's decisions and interpretations shall be accepted as final in all cases. E-Learning Council will have sole control over all admissions of persons to the symposium. The acceptance of this contract does not carry nor imply endorsement of the product or service by E-Learning Council or its affiliated organizations. E-Learning Council reserves the right to restrict any exhibit or sponsorship because of noise, method of operation, or any behavior that is judged dangerous or objectionable; and also to prohibit, or to evict, that which is considered to detract from the general character of the symposium, exhibit area and/or exhibitors as a whole. This general restriction includes persons, things, conduct, printed matter, or anything deemed objectionable by E-Learning Council. In the event of such restriction or eviction, E-Learning Council and its affiliated organizations is not liable for any refund or other exhibitor expenses. Exhibitor agrees to conform to all rules and regulations stated here and below. Exhibitor agrees not to "sell" its products or services in the main ballroom. Breaches or infractions of these rules may jeopardize the right to exhibit at future conferences hosted by E-Learning Council.

EXHIBITOR PAYMENT

Payment to secure an exhibitor space must be received with this form submission; otherwise the exhibiting space may be released to the next exhibitor. Visa, MasterCard and American Express will be accepted, and charged by MicroAssist, Inc.'s credit card processing system. No exhibit space assignment or exhibitor arrangements will be made prior to payment of exhibitor fees. Exhibitors with a balance due will not be allowed on the exhibit floor or at the symposium until the balance is paid in full.

CANCELLATION/REFUND

Cancellations must be submitted in writing. Cancellations are effective on the date written notification is received by E-Learning Council. A fifty percent (50%) refund will be given for cancellations received on or before April 5, 2015. Exhibitors cancelling after April 5, 2015, will be responsible for payment in full, and may jeopardize the right to exhibit at future conferences.

ASSIGNMENT OF SPACE

Exhibitor spaces are awarded on a first-come, first-serve basis; based on the date the contract is received by E-Learning Council, date of full payment received by E-Learning Council, and the availability of requested exhibitor space. E-Learning Council reserves the right to assign exhibitor spaces based on other equitable considerations. E-Learning Council also reserves the right to reassign and/or extend exhibitor selections and quantities, as it may deem necessary and equitable.

LIABILITIES

The exhibitor, by signing this contract, agrees to hold harmless and indemnify E-Learning Council, MicroAssist, Inc., the venue, the E-Learning Symposium sponsors and their respective employees, representatives, agents, successors and assigns, for any and all damages to its property that exhibitors may suffer during installation or removal of an exhibit or before, during and after the symposium or exhibit itself, including liabilities from robbery, fire, accident, or any other destructive cause and for all injuries to any persons, resulting from its exhibiting and exhibiting at this symposium. Exhibitor will be held responsible for any damage done to the building by it, its employees, its agents or its independent contractors. No nails, tacks, screws, staples, adhesive or any other securing device may be driven into or affixed to the floor, walls, or woodwork of the building. E-Learning Council, MicroAssist, Inc., their agents and employees will not be liable for failure to hold the symposium as scheduled. Payments for exhibiting space will be returned in the event of cancellation, except that any actual expenses incurred or committed in connection with the symposium will be prorated and deducted if the symposium is cancelled because of fire, weather, the public enemy, strike, epidemic, or any law or regulation of public authority which makes it impossible, or impractical, or illegal to hold the symposium.