

# **2019 Annual Conference, Monday, Sept. 30, 2019**

## ***Location:***

The Meadows Event Center @ Prairie Meadows  
1 Prairie Meadows Drive  
Altoona, IA 50009

## ***How will ICSS encourage participants to visit the exhibitors?***

- *The exhibitor space is in the midst of all the breakout rooms.*
- *All refreshments and snacks will be in the exhibitor area.*
- *Exclusive time set aside in the AM and the PM for participants to visit the exhibitors.*
- *If this completed contract is received by **AUGUSTS 15**, ICSS will guarantee that your organization or business will appear in the conference program and on the ICSS website.*

## ***Questions may be directed to:***

***Daniel Jones, ICSS Exhibitor Coordinator***  
***NEW e-mail: [icssconferenceexhibits@gmail.com](mailto:icssconferenceexhibits@gmail.com)***

## ***Exhibitor Benefits:***

One exhibitor per booth may attend the conference sessions for free!  
If additional exhibitors would like to attend the conference, they get a discounted rate!

## ***Exhibitor Opportunity:***

Want to sponsor a strand of sessions on a particular theme in social studies?  
Check the appropriate box, and add the amount to your booth fee.  
We'll contact you with details.

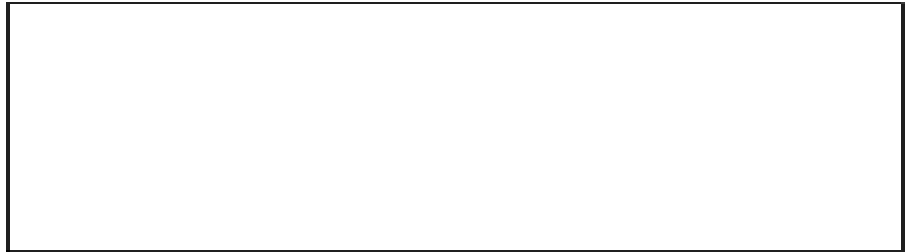
## ***Want to join the Iowa Council?***

*Simply check the appropriate box and add \$25 to your booth fee.*  
*The ICSS membership coordinator will contact you.*  
*Learn about the benefits of ICSS Membership at [www.iowasocialstudies.org](http://www.iowasocialstudies.org).*

## ***IMPORTANT!***

***Read the entire contract carefully and thoroughly.***  
***Some items may have been changed and/or updated.***

***Learn more about the conference on-line [www.iowasocialstudies.org](http://www.iowasocialstudies.org)***



1. For-profit exhibitors:

Exhibitor fee is \$125 per booth space. This will include one 8-foot table with 2 chairs. Electricity will only be available at a limited number of booths and will be available on a first come, first served basis at a \$25.00 per booth fee. All outlets will be 120 volt. Extra booths are available at a discounted fee.

2. Non-profit exhibitors:

The fee is \$75 per booth space with all the above amenities. The Iowa Council for the Social Studies reserves the right to limit the number of non-commercial exhibitors. **NOTE: To receive the non-profit rate, you must include your tax exempt ID #.**

3. **The full rental fee is due with contract.** Applications received without full payment are not guaranteed a space.

a. Register and pay online at [www.iowasocialstudies.org](http://www.iowasocialstudies.org).

b. Paying with check: Make check payable to: **Iowa Council for the Social Studies.**

1. Mail check and completed contract to the following address:

Todd Hospodarsky, ICSS Treasurer; 21087 Ridgeview Dr., Monticello, IA 52310

4. **Refund policy:** Requests for refunds must be in writing, and must be received via email to Daniel Jones at [icssconferenceexhibits@gmail.com](mailto:icssconferenceexhibits@gmail.com) by 8:00 a.m. on September 20, 2019. No refunds will be made after September 20, 2019.

5. **Set up** for all exhibitors will be Sunday, September 29, 2019, from 5:00 – 7:00 p.m., OR from 6:30 to 8:00 a.m. on Monday, September 30, 2019. The Exhibit Area will be open on Monday, Sept. 30, 2019, from 8:00 to 3:00 p.m.

**NOTE about security:** The Meadows will lower their security gates for the night after the check in and set up period. However, by completing this contract, you acknowledge that you are aware that you are leaving items at your risk.

6. **Booth assignments will be determined by the date on which the application and fee is received (based on available space) by the Iowa Council for the Social Studies' conference exhibit coordinator and will be provided the day of the event. No booth assignment will be made without a completed application and fee.** A confirmation email will be sent to the address provided on the contract. This application is not binding until and unless accepted and signed on behalf of the Iowa Council for the Social Studies subject to terms, conditions, rules and regulations appearing on the reverse side of this application.

# Exhibitor Rules and Regulations

## FOR THE IOWA COUNCIL for the SOCIAL STUDIES

1. **CONTRACTS FOR SPACE:** Applicants for exhibit space are required this completed application form with payment to the Iowa Council for the Social Studies at the address below. To be valid, each application must be accompanied by the full payment.
2. Register and pay with credit card on-line at [www.iowasocialstudies.org](http://www.iowasocialstudies.org).  
Questions? Call Dan Jones at: 515-645-9809 E-MAIL: [icssconferenceexhibits@gmail.com](mailto:icssconferenceexhibits@gmail.com)
3. **CONFERENCE DATE and HOURS:** Monday, September 30, 2019, from 8:00 a.m. to 4:00 p.m. Exhibits should be attended by a company representative while exhibit hall is open.
4. **INSTALLATION and DISMANTLING:** Installation may be done on either Sunday, September 29, 2019, from 5:00 – 7:00 p.m. OR Monday, September 30, from 6:30 to 8:00 a.m. All exhibits must be set up by 8:00 a.m. All exhibits must be dismantled by 4:30 p.m. Monday, September 30, 2019.
5. **USE OF SPACE:** Exhibitors shall not assign, share, or sublet any space allotted. No exhibitor is permitted to show goods other than those manufactured or sold by him/her in the regular course of business.
6. **SOUND DEVICES:** Prior approval by the Iowa Council for the Social Studies is necessary if sound-making equipment is to be used.
7. **RESTRICTIONS IN OPERATION OF EXHIBITS:** The Iowa Council for the Social Studies reserves the right to restrict exhibits which, because of noise, method of operation, materials or any reason, may become objectionable.
8. **CARE OF BUILDING and EQUIPMENT:** Exhibitors or their agents are liable to the owner of the property for any damages to walls, floors, booths or any other property.
9. **FIRE PROTECTIONS:** Flammable or other dangerous fluids, substances, materials, equipment or other items, the use of which is a violation of city, county or state laws or regulations, may not be used in any booth. Exhibitor must use flame resistant decorative materials.
10. **LIABILITY and INSURANCE:** Neither the Iowa Council for the Social Studies, the hotel/conference facility, nor any of their officers, agents, employees or other representatives shall be accountable or liable for and the same are hereby released from accountability or liability for the damage, loss, harm or injury to their person or any property of the applicant or any of its officers, agents, employees, or other representatives resulting from theft, fire, water, accident or any other cause. *Food samples that are COOKED are not allowed and may NOT be handed out.*
11. **FAILURE TO PAY EXHIBIT FEE:** If an exhibitor fails to make full payment of the exhibit fee by **September 6, 2019**, such exhibitor's rights to exhibit may be automatically canceled by the Iowa Council for the Social Studies and NO REFUNDS will be granted.
12. **REFUND:** Refund requests must be received in writing and received by the conference exhibit coordinator on **September 20, 2019**. Refunds will be paid after November 1, 2019.
13. **SELECTION OF EXHIBITORS:** Only firms and organizations whose services or products are appropriately related to the mission of the Iowa Council for the Social Studies shall be permitted to exhibit. The Iowa Council for the Social Studies reserves the right to decline or prohibit any exhibit or exhibitor which in its judgment is inappropriate, this reservation being all inclusive as to persons, things, printed materials, products and conduct.

**THESE REGULATIONS BECOME PART OF THE SIGNED CONTRACT BETWEEN  
THE EXHIBITING COMPANY/ORGANIZATION, THEIR REPRESENTATIVE(S)  
AND THE IOWA COUNCIL for the SOCIAL STUDIES.**

**Initial & date here that you have read this page: \_\_\_\_\_**

**2019 ANNUAL CONFERENCE**  
**EXHIBITOR & SPONSOR OPPORTUNITY SHEET**

*Payment and signed contract must be received  
before your booth will be reserved.*

1. \_\_\_\_\_ No, we are **unable to participate** in this conference of the Iowa Council for the Social Studies, but please notify us for your next conference.
2. \_\_\_\_\_ **Yes, please reserve us exhibit space** for the Iowa Council for the Social Studies Annual Conference. (Please complete the exhibit & sponsorship agreement form that is attached.)

Check the category that matches:

**For Profit:** \_\_\_\_\_ 1 booth @ \$125 \_\_\_\_\_ 2 booths @ \$200

**Not-for-Profit:** \_\_\_\_\_ 1 booth @ \$75 \_\_\_\_\_ 2 booths @ \$125 Tax Exempt ID#: \_\_\_\_\_

The following will allow us to recognize you properly. Please complete all sections.

**Name of Firm or Organization:** \_\_\_\_\_

**Web Site Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, ZIP:** \_\_\_\_\_

**Phone #: (please circle: office or cell)** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Brief Description of organization and/or services provided:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Will booth require electricity?** \_\_\_\_\_ No \_\_\_\_\_ Yes (There is a \$25.00 / booth fee)

**Initial & date here that you have read this page:** \_\_\_\_\_

3. \_\_\_\_\_ We would like to **provide information** regarding our company/organization for the registration packets of participants for a handling fee of \$ 50.00. The deadline date to receive the information is **September 6, 2019**. Maximum number of stuffers per packet is two (2).

4. \_\_\_\_\_ We would like to **provide conference supplies** (i.e. pens, folders, notepads, other) for 300 attendees. Please specify what you will provide: \_\_\_\_\_

5. \_\_\_\_\_ We would like to **sponsor** one of the following. **Sponsorships are on a 1<sup>st</sup> come basis.**

\_\_\_\_\_ **Session Sponsorship \$25** per session- (includes sign with your sponsor's name and/or logo outside the room and acknowledgement at introduction of the session)

\_\_\_\_\_ **Conference Strand sponsorship \$100** Indicate which area of social studies you would be interested in sponsoring. (EXCLUSIVE: only 1 sponsor per strand; includes sponsor's name and/or logo posted outside the room, acknowledgement at beginning of each session, acknowledgement in conference program, AND special acknowledgement at the lunch program)

\_\_\_\_\_ **Keynote Speaker Sponsorship \$500** (EXCLUSIVE: Only 1 sponsor; includes sponsor's name and/or logo posted at lectern; acknowledgement in conference program and ICSS web site, and special recognition in introduction of the speaker)

\_\_\_\_\_ **Morning or Afternoon Refreshment Sponsor \$250** (Only two sponsorships available; indicate preference of AM or PM break; includes sponsor's name and/or logo posted at refreshment area, and recognition in conference program and web site)

\_\_\_\_\_ **Lunch Sponsor \$500** (EXCLUSIVE: only 1 sponsor; includes sponsor's name and/or logo posted on each meal table, and recognition in conference program, on ICSS web site, and at beginning of lunch)

6. \_\_\_\_\_ We would like to **advertise** in the program. The deadline date to receive camera ready artwork is **August 15, 2019**.

\_\_\_\_\_ \$100 Quarter Page \_\_\_\_\_ \$175 Half Page \_\_\_\_\_ \$250 Full Page

7. \_\_\_\_\_ We would like to **order lunch**. One free lunch is provided per day. If you order a second lunch, the cost is **\$25.00 per lunch**. Please indicate number of **extra** lunch tickets at \$25.00 per lunch: **Monday, 9/30/19:** Number of EXTRA lunches needed: \_\_\_\_\_ @ \$25.00 PER LUNCH

8. \_\_\_\_\_ We would like to provide a **door prize**. We will provide \_\_\_\_\_.

9. \_\_\_\_\_ **ICSS Membership:** I would like to JOIN ICSS! Add \$25 for each individual membership. Note: ICSS membership coordinator will be contacting you for additional information.

10. \_\_\_\_\_ Register for the conference: 1 registration per booth is complimentary. Additional registrations are at \$75.00 per registration. **NOTE: Recipient must be employed by your company/organization. Failure to comply nullifies your contract.**

Name of recipient of complimentary registration: \_\_\_\_\_

Name of additional recipient (\$75.00): \_\_\_\_\_

**Initial & date here that you have read this page:** \_\_\_\_\_

**COMPUTE AMOUNT DUE using this page:**

Register and pay online at [www.iowasocialstudies.org](http://www.iowasocialstudies.org).

If paying another way, please contact

Daniel Jones, ICSS Exhibit Coordinator

Telephone: 515-645-9809 Email: [icssconferenceexhibits@gmail.com](mailto:icssconferenceexhibits@gmail.com)

Item:	Notes:	Amount Due:
Booth rental (for profit)	1 booth = \$125; 2 booths = \$200	
Booth rental (non-profit)	1 booth = \$75; 2 booths = \$125	
Electricity for booth	Add \$25 per booth	
Registration packet stuffers	Add \$50 to include items in registration packets	
Sponsorship: Circle type	Session Room Sponsor Conference Strand (indicate preferred area) Keynote AM Break or PM Break Lunch Sponsor	\$25 / room / session \$100 _____ -\$500 \$250 \$500
Advertisement in Program	¼ page (\$100) ½ page (\$175) Full page (\$250)	
Extra Lunch	\$25 per lunch	
ICSS Membership	Add \$25 per person	
Additional conference registrations	\$75 per additional registration:	

**TOTAL AMOUNT DUE:**

**Contract agreement:**

By checking this box, I acknowledge that I have read and accept the terms, conditions and regulations. I understand that ICSS may cancel any booth contract in any case involving noncompliance with the terms, conditions and any regulations or nonpayment.

**Acceptance of contract agreement:**

I am an authorized representative of the company/organization with the full power and authority to sign and deliver this contract.

(Signature)

(Date)

(Printed Name)

**ICSS use only**

Date received: _____	Check #: _____
Received by: _____	Amount: \$ _____
# of booths requested: _____	Receipt sent via e-mail to: _____
Amount Due: _____	Assigned Booth #: _____

P Signature of ICSS Exhibitor Coordinator: \_\_\_\_\_