The American Society for Public Administration (ASPA) is the premier society for public administration professionals, researchers, scholars and students. Representing more than 8,000 members, ASPA offers a unique and singular forum that joins theory with practice and connects constituents across public administration to the services and expertise they need to be successful all year long.

The Annual Conference, our signature in-person event of the year, attracts more than 1,300 attendees from across the United States and around the world. With exhibit hours spread across three days of the conference, this event offers universities, government agencies, service providers, publishers, ASPA Sections and more with an excellent opportunity to brand your organization as ready to serve public administration’s needs.

Exhibit Hall Functions Include:
- Evening receptions
- Coffee breaks
- Learning sessions
- Book signings

See inside for more information!
Exhibit Hall Map

Royal Ballroom (South Tower)

Exhibit Hall Hours

Saturday, April 4
- Exhibitor Load-In .................. 7:30 a.m. - Noon
- Exhibit Hall Open .................. 12:30 p.m. - 6:00 p.m.
- Coffee Break ......................... 3:15 p.m. - 4:00 p.m.

Sunday, April 5
- Kid-Friendly Yoga Class (Networking Pods) . . . 6:15 a.m. - 7:00 a.m.
- Exhibit Hall Open .................. 8:00 a.m. - 7:00 p.m.
- Coffee Break ......................... 9:30 a.m. - 10:15 a.m.
- Book Signings (Publishers’ Booths) . . . . . . . 11:30 a.m. - 3:30 p.m.
- Networking Reception ................ 6:00 p.m. - 7:00 p.m.

Monday, April 6
- Vinyasa Yoga Class (Networking Pods) . . . 6:15 a.m. - 7:00 a.m.
- Exhibit Hall Open .................. 8:00 a.m. - Noon
- Coffee Break ......................... 9:30 a.m. - 10:15 a.m.
- Exhibitor Move-Out .................. Noon - 3:00 p.m.

Exhibit Hall Rates

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<tr>
<td>Government/Nonprofit Booth</td>
<td>$1,350</td>
<td>$1,450</td>
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<tr>
<td>Commercial</td>
<td>$1,575</td>
<td>$1,900</td>
</tr>
<tr>
<td>ASPA Chapters or Sections</td>
<td>$500</td>
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New!
Ignite Learning Sessions and Networking Pods will be held in the hall throughout the conference. More details about these events will be provided as the agenda is finalized.
Exhibitor Agreement
2019 Annual Conference

Exhibit Dates: April 4-6, 2020

CONTACT INFORMATION

Contact Name (please print legibly)

Exhibitor Name(s) for Registration (up to two; please print legibly)

Full conference registration:

Exhibits-only registration:

Company or Agency
(as you want it to appear in printed materials and on booth sign)

Street Address:

City: ____________________________ State: __________ Zip: ________________

Phone: __________________________ Fax: __________________________

A deposit equal to half of the exhibitor fee must accompany this application. The remaining half must be made by March 4, 2020 to be included in printed marketing materials.

BOOTH FEES

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If purchasing more than one booth, check here and an ASPA representative will contact you.

Total Cost: __________________________

BOOTH CHOICES

1ST ______ 2ND ______ 3RD ______

If none of your choices are available, you will be contacted for an alternate selection.

☐ I have read and agree with the provisions in this exhibitor agreement.

Printed Name: __________________________

Date: __________________________

Signature: __________________________

PAYMENT

A deposit equal to half of the exhibitor fee must accompany this application. Please return your payment and completed application to:

ASPA Exhibits
Fox Associates Inc.
116 West Kinzie, Chicago, IL 60654

To pay by credit card, please contact Fox at 312-644-3888 x 146

Paying by credit is secure and easy.
Exhibitor Terms

**PAYMENT**

Deposit equal to half of the exhibitor fee must accompany the exhibitor’s application. Payment may be made by check, payable to Fox Associates, or by credit card—Visa, American Express or MasterCard only. Applicant must be in good standing with ASPA at time of payment. Any and all outstanding invoices must be paid in full prior to the Conference. Remaining payment must be received by March 4, 2020.

**INSURANCE**

ASPA assumes no responsibility for the safety or protection of exhibitor’s property while in transit to and from the conference site, nor while at the conference. Exhibitors are responsible for security of their booth(s) and loss or damage to their property during published hours the show is open to attendees and exhibitors. It is recommended that exhibitors obtain adequate insurance coverage at their own expense for property loss or damage and liability for personal injury.

**BOOTH ELIGIBILITY**

Booth space will be offered and assigned in order of the date the application is received. Every effort will be made to assign booth as requested by exhibitor. In the event that this is not possible, the exhibitor agrees to accept booth space assigned by ASPA.

**INSTALLATION & REMOVAL**

ASPA reserves the right to fix the time for installation of exhibit prior to exhibition opening and the dismantling of exhibit at close of exhibition. Exhibitor agrees to have display set-up completed prior to opening of Exhibit Hall hours. Further, exhibitor agrees not to dismantle exhibit or do any packaging before the close of posted exhibit show hours.

**REFUNDS/CANCELLATIONS**

Cancellation requests must be received in writing. No verbal cancellations will be accepted. Cancellations received through 3/4/20 will receive a full refund minus a $100 service fee. Cancellations received between 3/5/20 and 4/3/20 will receive 50% of the registration payment. No refunds will be issued for cancellations received after 4/3/20. In the event of exhibitor cancellation, ASPA reserves the right to reassign booth space.

**ARRANGEMENT OF EXHIBITS**

Exhibit space is 8’ x 10’. All exhibits must conform to these space limitations. Exhibitor will be provided with an official exhibitor’s kit prior to the conference describing standard equipment provided as part of exhibit contract as well as providing information regarding purchasing additional services, including but not limited to electricity, telephone, cleaning, etc.

**SUBLETTING/SHARING SPACE**

Under no conditions shall exhibitor assign, sublet or share the whole or a portion of their exhibit space with another firm or organization without prior written approval from ASPA.

**ADMISSION TO EXHIBIT HALL**

Each exhibitor will receive two conference registrations: one full conference registration, one exhibits-only. Additional registrations can be purchased. Only individuals identified as exhibitors will be allowed in the Exhibit Hall during set-up times. Exhibitors will be allowed into the Exhibit Hall 30 minutes prior to hall opening. During exhibit hours, only attendees with proper identification (ASPA conference badge) will be allowed in the Hall.

**BOOTH REGULATIONS**

Exhibitor acknowledges responsibility under the Americans with Disabilities Act and agrees to make their booth accessible to handicapped persons. Exhibitor shall indemnify and hold ASPA and host facility harmless against any costs, losses, penalties, damages, including, but not limited to reasonable attorney’s fees and court costs, which may be incident to, arise out of or be caused by exhibitor’s failure to comply with this Act.

All booths must be manned during Exhibit Hall hours.

No fixture or equipment will be placed where it will block the sight of another exhibitor unless mutually agreed upon by the exhibiting company’s onsite contact.

Aisles and exits shall be kept clean and free of obstructions, empty packing containers, wrapping or display materials must be removed from the Exhibit Hall during exhibit hours.

Amplified music, vocal presentations, radios or any other noisemaking machines are permitted if not audible in neighboring booths or causing an annoyance or disruption to adjacent exhibitors. ASPA will have final decision regarding use of any such noise making machines.

Exhibitor agrees to abide by all show management rules as set forth by ASPA.

**INDEMNIFICATION**

Exhibitor agrees to conduct its activities upon the premises so as not to endanger any person or property and agrees to defend, indemnify and save harmless ASPA, their agents, employees, officers, directors, staff and members of any and all claims for loss, injury or damage to persons of property arising out of the activities conducted on the part of exhibitor or any of its agents, employees, contractors or any other person entering the premises with the express or implied invitation or permission of the exhibitor. Exhibitor assumes responsibility and agrees to indemnify and defend the client and the hotel and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises. The exhibitor understands that neither the client nor the hotel maintains insurance covering the exhibitor’s property and it is the sole responsibility of the exhibitor to obtain such insurance.

**AUTHORIZED SIGNATURE:**

Name: ____________________________
Date: ____________________________

Authorized Signature: ______________
Date: ____________________________