



**2013 NATIONAL CONFERENCE ON CHILDHOOD APRAXIA OF SPEECH**  
**July 11 – 13, 2013**  
**Hyatt Regency Denver Tech Center**  
**Denver, Colorado**

Application is hereby made for exhibit space at the 2013 National Conference on Childhood Apraxia of Speech to be held at the Hyatt Regency Denver Tech Center (“Hotel”), Denver, Colorado during the period of July 11-13, 2013. We have read and understand the Exhibit Rules and Regulations and agree to abide by them and any additional rules deemed necessary by the Childhood Apraxia of Speech Association (“CASANA”). We understand that no space will be officially confirmed without this signed contract and payment in full. We further understand that CASANA will assign the specific space to allow maximum utilization and continuity of exhibits.

Please reserve \_\_\_\_\_ unit(s) of exhibit space (each unit consists of a standard six foot table) on the main exhibit space to be occupied by CASANA at the rate of \$300 per unit.

Name of Exhibiting Organization:

\_\_\_\_\_

Address:

\_\_\_\_\_

City, State, Zip:

\_\_\_\_\_

Date:

\_\_\_\_\_

Exhibitor’s Representative:

\_\_\_\_\_

Representative’s Signature

\_\_\_\_\_

Email Address:

\_\_\_\_\_

_____ Number of units reserved X \$300	\$ _____
_____ Number of Meal Packages X \$100	\$ _____
<i>(Meal Packages include Breakfast and Lunch on both days of the Conference)</i>	
	\$ _____ Total

Please complete the above information and return contract with payment in full to:

Kathy Hennessy  
Childhood Apraxia of Speech Association  
416 Lincoln Avenue, 2<sup>nd</sup> Floor  
Pittsburgh, PA 15209

CASANA will execute this contract and return a signed copy to the Exhibitor’s Representative.

CASANA hereby accepts the above application for exhibit space at the 2012 National Conference on Childhood Apraxia of Speech, July 11-13, 2013.

Date:

\_\_\_\_\_

Kathleen L. Hennessy  
CASANA Education Director

\_\_\_\_\_

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**Exhibitor Rules and Regulations**

Exhibit Hall(s):	Grand Mesa Foyer
Description:	Table Top Displays
Set-up Dates & Time:	Thursday, July 11, 2013 from 12 Noon to 4:00 PM and 6:00 PM to 8:00 PM
Official Show Dates & Times:	Friday, July 12, 2013 from 7:00 AM to 5:30 PM Saturday, July 13, 2013 from 7:00 AM to 3:00 PM
Tear Down Dates & Times:	Saturday, July 14, 2012 tear down must be completely executed by 7:00 PM

1. The above rental fee includes:

1. The exhibit facility as programmed
2. General maintenance of aisles, hotel lighting, heating, air conditioning, and ventilation

The above rental fee does not include, and the Hotel does not supply the following:

1. Drayage and placement of display equipment
2. Decoration and related services
3. Security services
4. Labor; for example, carpenters, electricians, and drapers
5. Storage of any exhibit-related materials
6. Lighting and electrical power
7. Gas or water supply
8. Wastebaskets
9. Breakfast or Lunch (Breakfast and Lunch may be purchased separately)

In the event the Exhibitor requires electric, internet access or a phone connection there will be an extra charge. The exhibitor must provide CASANA with the necessary specs and an estimate of costs will be provided to the Exhibitor.

2. The Exhibitor will ensure that the Exhibit is staffed during the Official Show Dates and Times.

3. Exhibits should not project beyond space allocated and in no way should they obstruct the view of, or interfere with the traffic to the other exhibits. In addition, no light or sound should be used which would cause objection for another exhibitor. The Childhood Apraxia of Speech Association (CASANA) reserves the right to remove such objectionable fixtures.

4. All materials used in the exhibit hall shall be fireproofed and conform to all fire department regulations.

5. All exhibits, displays, decorations, table set-ups, signs, third party logos and trademarks and/or any other materials to be used in connection with the Event are subject to CASANA approval. Items may not be attached to any wall, floor, window, door, column or ceiling with nails, staples, tape or any other substance without CASANA's approval, which approval may be granted or withheld in CASANA's reasonable discretion. The Exhibitor will be responsible for any damage (other than normal wear and tear) to the Hotel premises resulting from the Event.

6. Exhibitor equipment, display materials and/or show merchandise may be shipped to the hotel prior to the dates of the event.

*Boxes should be clearly marked with the following information:*

Childhood Apraxia of Speech Association National Conference 2013

Convention Services Contact – Kathy Hennessy

Box \_\_\_ of \_\_\_

*Labels should be addressed as follows:*

Hyatt Regency Tech Center

7800 East Tufts Avenue

Denver, CO 80237

Guest Name, Arrival/Departure Date

C/O Megan Anderson, Sales Manager

The Hotel does not accept liability for equipment, goods, display or other materials that arrive unmarked or fail to arrive at the Hotel. The Exhibitor is responsible for insuring its property for loss or damage. Please note the following charges relating to package deliveries and shipment from the hotel;

- Pallets or Oversized Packages, Incoming or Outgoing      \$200/pallet
- Packages, incoming or Outgoing (Less than 100 Pounds)      \$5.00/box
- Envelopes, Incoming and Outgoing      \$2.50/envelope.

7. If cancellation is made on or before July 1, 2013, refunds will be made ONLY if space can be resold. After July 1, 2013, there will be no refunds.

8. Subletting space is not permissible, except with the written permission of CASANA.

9. The Childhood Apraxia of Speech Association (CASANA) acts for Exhibitors and their representatives in the capacity of agent – not as principal. CASANA assumes no liability for any act of omission or commission in connection with this agency. The Exhibitor and his representatives hereby release CASANA from any and all liabilities for loss or damage from any cause whatsoever.

10. Exhibitor acknowledges that the CASANA does not maintain insurance covering Exhibitor's property.

11. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save CASANA and its employees and agents harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or part thereof.

12. The Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of Exhibitor's activities on the Hotel premises, covenants not to sue and agrees to indemnify, defend, and hold harmless the Hotel and its parent corporation, as well as their respective trustees, directors officers, agents, servants, and employees from any and all such losses, damages, and claims.

The Hotel will not be responsible or liable for any loss, damage or claims arising out of exhibitor's activities on the Hotel premises except for any claims, losses, or damages arising directly from its negligence.

13. By Exhibiting at this Conference the Exhibitor gives CASANA and the Apraxia-Kids Website permission to use and distribute (including but not limited to uses in newsletters, appeals, web pages, and publications) at their discretion, any photographs or videotapes taken at the 2013 National Conference on Childhood Apraxia of Speech events in which the Exhibitor or a member of the Exhibitors staff or a minor member of the Exhibitor's family or a minor member of the Exhibitor's staff's family may be a part.