



APPLICATION & CONTRACT

Sponsorship and Exhibit Booth Rates:

- _____ Sponsorship @ \$ _____ \$ _____
- 10'x10' Booth \$2,350 \$ _____
- 10'x10' Each Additional Booth \$2,350 x _____ = \$ _____

Branding Enhancement Opportunities

- Standard Upgrade:** Your logo, in Black, placed above your company description in the ASTD Program Guide: \$250 \$ _____
- Premium Upgrade:** The Standard Upgrade plus the following online components: color logo with your company listing, press releases, product listings, company brands, an appointment scheduler, and premium listing in online TK exhibitor list: \$450 \$ _____
- In-Hand Advertising:** Tote Bag Inserts: \$1500 \$ _____

Final Program Guide Advertisement Size

- Back Cover, 4/C (Cover 4): \$2,000 Inside-front Cover, 4/C (Cover 2): \$1,700
- Inside-back Cover, 4/C (Cover 3): \$1,500 Full-page, 2/C: \$1,000
- Full-page, B&W: \$850 Half-page, 2/C: \$700
- Half-page, B&W: \$600 1/3-page vertical, B&W: \$450 \$ _____
- TOTAL** \$ _____

Booth Location(s): (make up to 3 selections) _____

Company Name: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Web Address: _____

Contact Person/Title: _____ Email Address: _____

Special Instructions: _____

Payment

- Invoice my company at the above address. I understand payment is due upon receipt of invoice.
- Credit Card: VISA MasterCard American Express Discover
- Amount to be charged \$ _____ Expiration Date _____
- Special Instructions _____
- Charge Card # _____
- Name of Cardholder _____

Signature of Cardholder _____

If paying by check, FAX signed and completed contract to Network Media Partners, Inc., 410-584-1998. You will receive an invoice and must MAIL check within 10 business days to Network Media Partners, Inc., TK 2009 EXPO, 11350 McCormick Rd, EP 1, Suite 900, Hunt Valley, MD 21031.

Signature: _____ **Date:** _____

By signing this Application & Contract, you agree to the terms stated on both Form A and Form B.

This contract is non-cancelable from the moment signed and the exhibitor/sponsor will be liable for the full agreement price and terms of said agreement. Terms are enforced regardless if sponsor does not attend the conference or the exhibit space is resold. Should the agreement be referred to a collection agency/attorney for any reason, the client and or representing agency of said client, is responsible to pay a 25% attorney fee plus costs associated with any and all collection efforts.

EXHIBITOR ACCEPTANCE: This document, when signed by the exhibiting company constitutes a binding, irrevocable, legal agreement. The exhibiting company does hereby apply for the reservation of space at the ASTD 2009 TechKnowledge® Conference & Exposition in Las Vegas, NV. ASTD agrees to review your Contract and assign to your company exhibit space, if available, consistent with show eligibility requirements, policies, and at the discretion of ASTD. The exhibiting company agrees that upon acceptance of this Contract by ASTD and Network Media Partners, with or without appropriate payment of the exhibit fee, this Contract shall become a legally binding contract; enforceable against the exhibiting company in accordance with its terms. By the signature below, the individual signing this document represents and warrants that he/she is duly authorized to execute this binding contract on behalf of the exhibiting company. The exhibiting company agrees to be bound by the Application & Contract, Exhibitor Rules and Regulations, the Exhibitor Service Manual and/or any other regulations issued prior to the exposition by ASTD. Cancellations, in whole or in part, must be made in writing, and are subject to cancellation fees outlined in the Exhibitor Rules and Regulations. By signing this contract, exhibitor agrees they are responsible for full booth payment.

RELATED AGREEMENTS: The Exhibitor agrees to abide by the ASTD Application & Contract, ASTD Exhibitor Rules and Regulations, and the ASTD Exhibitor Service Manual. It is the responsibility of the exhibiting firm to be fully familiar with these Rules and Regulations and to see that each member of the firm attending the Conference and Exposition, whether as exhibit personnel or registrant, as well as any agent or appointee of the Exhibitor, are familiar with the Rules and Regulations. The exhibitor also agrees to comply with all federal, state and local laws, as well as the rules of the Rio All-Suite Hotel & Casino.

EXHIBIT SPACE: Exhibit Space includes: 8' back drape and 3' side drape, ID sign, 1 Full Conference and 3 EXPO Only registrations per 100 sq. ft., pre- and post-conference attendee mailing lists (after completion of exhibitor survey), and BASIC listing: company address, telephone, website address, 3 Areas of Expertise, 250 character company description for the Program Guide, online welcome message, show specials, and 1000 character online company description.

LOGO SUBMISSION: Email logo files to Stacey Mills at smills@astd.org. Only Adobe Illustrator EPS files converted to outlines in black will be accepted. The deadline for all logos for the Program Guide is December 9, 2008. Please label files using the following format: "Your Company Name_Logo_Color/Black.eps"

PAYMENT : Payment is due upon receipt of invoice from Network Media Partners, Inc. or, in the case of credit card payment, upon signature of this agreement Booth assignment is contingent upon receipt of payment in full, terms are non-cancellable. Payment of any balances due of the rental charge is due December 15, 2008. Exposition Management reserves the right to cancel space and to sell the space to another Exhibitor without any rebate or allowances to the former Exhibitor if the full amount of the rental charge has not been received by this deadline. Please make all checks payable to Network Media Partners. Send all booth applications, payments, and any sponsor or exhibit related questions to:

NETWORK MEDIA PARTNERS

Network Media Partners, Inc.
Executive Plaza One, Suite 900
11350 McCormick Road
Hunt Valley, MD 21031

Sean Soth, VP of Sales
ssoth@networkmediapartners.com, 410-584-1986
Katy Shearman, Account Executive
kshearman@networkmediapartners.com, 410-584-1974
Mark Stout, Account Executive
mstout@networkmediapartners.com, 410-584-1949

FAX BACK TO: 410-584-1998

FORM A

CONTRACT TERMS – FORM A

CANCELLATION OR DOWNSIZING POLICY

Upon providing written notice, an Exhibitor may cancel or downsize from the Exhibit subject to the following conditions and restrictions: A. If a written cancellation or downsize notification is received at ASTD on or before October 20, 2008, the amount of payment received will be refunded. B. If a written cancellation or downsize notification is received at ASTD after October 20, 2008, no refunds will be issued. In such case, the Exhibitor becomes obligated to make immediate payment of any unpaid portion of the total cost of the assigned exhibit rental charge. Failure to do so will bar the Exhibitor from future ASTD Exhibits until the debt is paid. In the event of cancellation or downsizing, Exposition Management reserves the right to use the cancelled/downsized space, including the sale of space to another Exhibitor without any rebate or allowances to the cancelled/downsized Exhibitor.

EXPOSITION SPONSORSHIP AND MANAGEMENT

This Exposition sometimes referred to as "EXPO" is produced by and is the property of ASTD, sometimes referred to as 'Exposition Management.' ASTD provides exposition management and attendance promotion and appoints an official service contractor to provide all show services to exhibitors.

TERMINATION OF EVENT

If the premises where the Exposition is to be housed are destroyed or damaged, or the Exposition fails to take place as scheduled or is relocated or interrupted and discontinued or access to the premises is prevented or interfered with by reason of any strike, lockout, injunction, act of war, act of God, emergency declared by any government agency, or for any other reason, this contract may be terminated by ASTD. In the event of such termination, the Exhibitor waives any and all damages and claims for damages and agrees that the sole liability of ASTD shall be to return to each Exhibitor the full fee, less a proportionate share of the exposition cost incurred.

EXHIBITOR'S REPRESENTATIVE

Each Exhibitor's organization must name one person to be its official representative, with authorization to enter into such service contracts necessary for the installation and removal of exhibits and the provision of services, for which the Exhibitor will be responsible. At least one person must be in the exhibit booth during all hours the Exposition is open.

ASSIGNMENT OF SPACE

Space assignment will be determined using a priority point system (ASTD's Priority Points System document available upon request) based upon square footage, consecutive years of history of exhibiting in prior ASTD TechKnowledge® Conferences & Expositions, and timeliness of submitting the Application & Contract and payment. Upon completion of priority point system deadline, allocation of available space will be made on the basis of the applicant's choice preferences. Prior to Exposition Management contracting with an exhibitor, all debts owed to ASTD by the potential exhibitor must be paid in full. A Contract will not be accepted and booth space will not be assigned to a company that has an outstanding balance on accounts due to ASTD or Network Media Partners (NMP).

SHARING AND SUBLETTING

Exhibitor agrees not to assign or sublet the whole or any portion of the rented space covered by this contract, including clients or partners of an organization. For each additional company subletting or sharing space, a fee of \$2250 will be charged to the exhibiting company.

OCCUPANCY OF SPACE

All exhibits must be completed and in place by **5:00 p.m., Tuesday, January 27, 2009** for opening on Wednesday, January 28, 2009. Official opening time on Wednesday will be published in the ASTD Exhibitor Service Manual. Exposition Management reserves the right to set, at the Exhibitor's expense, any booth(s) not set by 5:00 p.m., Tuesday, January 27, 2009. Exposition Management, therefore, reserves the right, should any rented space remain unoccupied at **5:00 p.m., on Tuesday, January 27, 2009**, or at any time thereafter, to rent or occupy said space. But this clause shall not be construed as affecting the obligation of Exhibitor to pay the full amount of the rental provided for in this contract for space, nor shall it affect the right of ASTD or NMP to retain as liquidated damages the whole or any part of the rental received.

INSTALLATION, SHOW, AND DISMANTLING

Installation, Show, and Dismantling hours and dates shall be those specified by Exposition Management. Packing of exhibits prior to the close of the show is prohibited. Exhibitors dismantling or packing exhibits prior to official closing time will forfeit Priority Points for the current show. Exhibitor shall be liable for all storage and handling charges for failure to remove exhibits by specified time and date.

FLOOR PLAN

All dimensions and locations shown on the official floor plan are believed, but not warranted, to be accurate. ASTD and NMP reserves the right to make modifications that may be necessary to meet the needs of the Exhibitors or the EXPO program. ASTD and NMP has the absolute right to allocate and assign space among exhibitors and to relocate exhibitors after initial assignment if circumstances warrant at its sole discretion.

BADGES

One complimentary Full Conference Registration will be allowed for each 100 square feet of exhibit space rented. This entitles one official exhibiting company representative to attend all educational events. Exhibitors also receive 3 Exhibitor Personnel badges per 100 square feet of exhibit space which allow access to the EXPO only. Full Conference and Exhibitor Personnel badges shall be restricted to full-time employees of exhibiting organizations or other authorized representatives of exhibiting firms approved by Exposition Management who are actually staffing the exhibit booth during published move-in, show open and/or move-out hours. All exhibit personnel shall wear proper badge identification, as provided by Exposition Management, prominently displayed for viewing by Exposition Management or the representatives of the official contractor for security, at all times. Badges are not transferable and those worn by other than the person to whom issued will be confiscated. **Exhibitor badges may be picked-up on-site at the main conference registration desk. Badges are not mailed to exhibitors.**

SOLICITATION

The aisles and all other spaces in the EXPO and the Rio All-Suite Hotel & Casino shall be under the control of ASTD and NMP. All displays, interviews, conferences, distribution of literature, lectures or any other type of activity shall be conducted inside the space contracted for. Standing in aisles or in front of exhibit booths of other Exhibitors for advertising purposes is strictly prohibited. Exhibitors who sell items for delivery on the show floor may be required to collect and remit city and state sales taxes. Persons connected with non-exhibiting companies are prohibited from any dealing, exhibiting, or soliciting within the Exposition and will be removed from the conference should they violate these rules. If an exhibitor solicits in public space and/or to other exhibiting companies, priority points may be forfeited.

LIABILITY AND INSURANCE

Exhibitor shall at all times protect, indemnify, defend and save and keep ASTD and NMP, the Rio All-Suite Hotel & Casino, and Champion Exposition Services totally harmless from any and all loss, cost, damage, liability, expense, negligence or willful act or out of or by reason of any accident or other occurrence to anything or anyone, including the Exhibitor, its agents, employees and business invitees, which arises from or out of or by reason of said Exhibitor's installation, removal, maintenance, occupancy and use of the exhibit booth and presence on the exhibition premises or a part thereof. ASTD and NMP will exercise reasonable care for the protection of Exhibitor's materials and displays. However, the Exhibitor, on signing this contract, expressly releases ASTD and NMP, Rio All-Suite Hotel & Casino, and Champion Exposition Services from, and agrees to indemnify same against, any and all claims for such loss, damage or injury. Exhibitors desiring to carry insurance on their exhibits will place it at their own expense. ASTD shall provide security service at Exposition entrance on a 24-hour basis for the duration of the Exposition.

If an Exhibitor uses a contractor other than Champion Exposition Services to build out or decorate its exhibit area, such Exhibitor shall provide proof of insurance of the contractor, which shall name ASTD and NMP, Champion Exposition Services, and the Rio All-Suite Hotel & Casino as additional insured, prior to show set-up. Exhibitor must submit an executed release of liability from its third party representative in charge of providing installation and dismantling services prior to set-up.

Exhibitors may be asked to show proof of insurance to Exposition Management upon request.

SHIPPING

It is recommended that all property be shipped through the official ASTD shipping contractor by each Exhibitor. The Rio All-Suite Hotel & Casino does not accept direct shipments from Exhibitors, so all materials must be sent through Champion Exposition Services.

EXHIBIT LABOR

Union laborers are responsible for: floor layout, carpet, drapes, rental furniture, decorating rental items, masking, aisle signs, hanging special signs, unloading and reloading freight, delivery of material to the exhibit booth, installation and dismantling of booths and rigging. Exhibitors who wish to install and dismantle their own booths may do so if they: use company personnel, do not attempt to bring in "pick-up labor," and comply with local and state fire, safety and insurance regulations and rules set by Exposition Management. If full-time company personnel are utilized to set an exhibit, they should carry positive company identification such as a business card, medical identification card or payroll stub. Exhibitors may "hand carry" material. "Hand carried" materials are defined as small cartons or portable lap-top computers that usually weigh less than 30 lbs., and do not require a hand cart or assistance of another person. Unions claim jurisdiction under all other circumstances. Exhibitor's shall abide by any and all agreements made by and between and among ASTD and NMP, the Rio All-Suite Hotel & Casino, and any union and/or other labor groups having jurisdiction at the Exposition.

FIREPROOFING

No smoking is allowed in any ASTD conference and exposition area. All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, and similar decorative materials must be flame retardant to the satisfaction of the Las Vegas Fire Department and State Fire Marshal. Wood, canvas, cloth, cardboard, leaves, or similar combustible materials, must be completely flame retardant. Oilcloth, tarpaper, sisal paper, nylon, orlon, and certain other plastic materials cannot be made flame retardant and their use is prohibited. An official flame-retardant certificate must accompany all materials. No storage of any kind is allowed behind booths or near electrical service. The Rio All-Suite Hotel & Casino does not provide storage for crates or freight of any kind. Exhibitors must make arrangements with Champion Exposition Services on-site for storage of crates, boxes and other packing materials. Materials for handouts must be stored neatly within the booth. Open flame devices, including wax candles, are prohibited in all assembly areas. All exit doors, exit signs, fire hose cabinets, fire extinguishers, standpipes or any other fire safety equipment must be visible and accessible at all times. The Rio All-Suite Hotel & Casino inspects all exhibits to ensure compliance.

SOUND RESTRICTIONS

Exhibitors operating sound producing equipment must keep the sound at reasonable volume that of a normal speaking voice, in order to avoid disturbing other exhibitors. Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. Public address systems, radio broadcasts, and other devices used only to attract attention by sound are prohibited. Exposition Management reserves the right to regulate and/or restrict sound and electricity of any Exhibitor who violates this rule.

GENERAL

Exposition Management reserves the right to determine the eligibility of any Exhibitor. Exposition Management reserves sole control over admission policies. These Rules and Regulations are established for the mutual protection of ASTD and NMP and the Exhibitor. Exposition Management reserves the right to make such changes in the time schedule or in the general plan of the Exposition as may be deemed by the Exposition Management to be in the best interests of exhibitors and the Exposition generally. All matters and questions not covered by these Rules and Regulations are subject to the decision of the Exposition Management. All terms of the Contract will be enforced by ASTD through Exposition Management.

STANDARD ARBITRATION CLAUSE

Any controversy or claim arising out of or relating to this Contract, or the breach thereof, shall be settled by arbitration in accordance with the Rules of the American Arbitration Association, and judgment upon the award rendered by the Arbitrator(s) may be entered in any Court having jurisdiction thereof. Arbitration will be held in Maryland. This contract shall be deemed entered into in Maryland, and shall be interpreted according to the laws of the state of Maryland.

CONTRACT TERMS – FORM B

SPACE, POSTING, AND PUBLICITY RESTRICTIONS

Exhibitors are prohibited from using any part of the ASTD TechKnowledge® Conference and Exposition conference theme. Exhibits must be confined to the exact space allocated. Circulars, publications, advertising matter, and all kinds of promotional giveaways may be distributed only within booth spaces. Nothing shall be posted on, or tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture, show floor, or the Rio All-Suite Hotel & Casino. Signs, rails, etc., will not be permitted to intrude into or over aisles. Access to public utilities, fire hose cabinets, heating and air conditioning vents, lighting fixtures, skylights, and fire sprinkler system shall not be obstructed at any time.

CHARACTER OF EXHIBITS

Exposition Management reserves the right to judge the appropriateness of any exhibit and to decline to permit an Exhibitor to conduct or maintain an exhibit if, in the judgment of the Exposition Management, said Exhibitor or exhibit or proposed exhibit shall, in any respect, be deemed unsuitable. This reservation relates to persons, conduct, article of merchandise, printed matter, souvenirs, catalogs, and any and all other things, without limitation, which might negatively affect the character of the Exposition. In the event that Exposition Management shall determine that the conduct of any Exhibitor or its employees, agents or servants is not in keeping with the character of the Exposition, Exposition Management may, at any time, without notice, terminate the contract for space entered into with said Exhibitor and, with or without process of law, remove Exhibitor, its employees, agents, servants, and all of the property of the Exhibitor from the space contracted for and from the Exposition. No Exhibitor shall have any right or claim against ASTD and NMP or Exposition Management on account of any action so taken. The determination of the Exposition Management as to the suitability of any Exhibitor, exhibit or proposed exhibit as to whether any exhibit or the conduct of any person is in keeping with the character of the Exposition shall, in each instance, be final. Side show tactics, scantily clad individuals or other undignified promotional methods will not be permitted. The use of live models, performers and similar persons within the exhibit areas for product/service demonstrations, explanations, etc., must be approved in advance by Exposition Management. Exhibits should be conducted in a manner not to be objectionable or offensive to neighboring booths.

TYPES OF EXHIBITS

Exposition Management retains sole discretion and authority in the placement, arrangement and appearance of all displays. A "good neighbor policy" will be in effect at all times in the exposition. All exhibits must conform to these regulations. Exhibits not in compliance must be brought into compliance prior to the end of exhibit set up. ASTD and NMP reserves the right to set, at Exhibitor's expense, any booth(s) not in compliance or not set at the end of exhibit set-up. **5:00 p.m., Tuesday, January 27, 2009.** Consult your floor plan for size of exhibit space. All dimensions indicated are outside measurements. Build your display to fit inside this area.

Back and side booth drapes will be in show colors determined by Exposition Management. Exhibitors may not remove show drape, but can have additional drape placed in front of the ASTD drape, at the Exhibitor's expense. Booths on aisles may remove the side drape (aisle side) upon request to Champion Exposition Services on-site.

Where an Exhibitor's display is built beyond the limitations and restrictions as set forth in these rules, Exposition Management reserves the right to correct such display violations by having Exhibitor alter, remove or rearrange any or all of the display so that it will comply with regulations. If the Exhibitor is not available to make such corrections, Exposition Management has the authority to make any and all necessary corrections at the Exhibitor's expense. In cases where the reverse side of an Exhibitor's back wall, sidewall, riser, display, or table(s) is exposed to view, such portion of this display must be suitably finished with fireproof material so that no part of the display construction, electrical wiring or the like, can be seen from the aisles or adjoining booths belonging to other exhibitors. **Exhibitors are required to drape the exposed ends and sides of their displays, especially in the case of end spaces.** If aisle caps are not ordered in advance by the Exhibitor, Champion Exposition Services, at Exposition Management request, will perform this service and charges will appear on the exhibitor's invoice.

FLOOR COVERING

The Exposition floor is carpeted. Exhibitors are not required to provide additional floor coverings in their booth space unless they choose to.

The following types of exhibits have been approved by ASTD.



Linear Booth

Linear Booths (see figure) have only one side exposed to an aisle and are generally arranged in a series along a straight line. They are also called "in-line" booths. Linear Booths are most commonly 10ft. (3.05m) wide and 10ft. (3.05m) deep, i.e. 10ft. by 10ft. (3.05m by 3.05m). The maximum back wall height limitation is 8ft. (2.44m).

Regardless of the number of Linear Booths utilized, e.g. 10ft. by 20ft. (3.05m by 6.10m), 10ft. by 30ft. (3.05m by 9.14m), 10ft. by 40ft. (3.05m by 12.19m), etc. display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft. (2.44m) is allowed only in the rear half of the booth space, with a 4ft. (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle.



Perimeter Booth

A Perimeter Booth (see figure) is a Linear Booth that backs to an outside wall of the exhibit facility or does not back-up to another exhibit. All guidelines for Linear Booths apply to Perimeter Booths except that the maximum back wall height is 12ft. (3.66m).

PEDESTALS, TABLES, RACKS, ETC.

Pedestals, tables, racks, shelves, risers and similar display equipment may not exceed 4ft. in height when positioned more than half the distance from the back wall of a linear booth. Nor can they exceed 4ft. when placed 4ft. from the center line of a three-aisle booth in a 10ft. by 10ft. aisle. The exception to these rules would be if the same company occupies 8ft. of booth space on both sides of the unit or units. The maximum height for such items under these circumstances, including the product being displayed, is 66 inches. Freestanding units, including those intended to be the focal point in an exhibit, are subject to the same rules as apply to pedestals, tables, etc. The maximum dimensions for such items are 8ft. high by 32 inches wide by 32 inches deep.

DISABILITY PROVISIONS

Exhibitor shall have sole responsibility for ensuring that its exhibit is in full compliance with the Americans with Disabilities Act (ADA) and any regulations under that Act. Exhibitor will ensure the accessibility of its exhibit space, and agrees to hold harmless and indemnify ASTD against any claims, damages, loss or exposure, including reasonable attorney's fee and costs, arising out of or related to any alleged ADA violations.

PROJECTION OF PICTURES

Booth space must be able to contain within its outside measurements a reasonably sized audience if projected pictures (motion pictures, video, slides, transparencies, opaque materials, etc.) and demonstrations are shown in the Exposition. Any activity that results in obstruction of aisles or prevents ready access to nearby Exhibitors' booths shall be suspended for any periods specified by Exposition Management.

PRIORITY POINTS

Priority points are the property of ASTD and not the property of an exhibiting company; rather they are simply used to determine the order of space selection. Priority Points cannot be transferred, sold, or assigned.

COPYRIGHT

Exhibitor represents and warrants that it shall comply with all copyright restrictions applicable to exhibitors, including but not limited to, any music performance agreement between ASTD and NMP and ASCAP or BMI for meetings, conventions, trade shows and expositions. Exhibitor further represents and warrants that it shall obtain any additional license or grant of authority required of exhibitors under the copyright laws and be prepared to present Exposition Management with a copy of such license or grant no less than 30 days prior to the start of the Exposition. Exhibitor agrees to indemnify ASTD and NMP and Rio All-Suite Hotel & Casino if the Exhibitor fails to obtain the required license(s).

PHOTOGRAPHY/VIDEOTAPING

Still photography and videotaping are not permitted in the Exposition or sessions during the conference. The ASTD Official Photographer may be employed for individual booth photography.

MISCELLANEOUS REGULATIONS

- The Exhibitor shall not foster or conduct outside activities which would take qualified attendees from Conference official functions and/or Exposition during scheduled hours. Use of meeting facilities by exhibitors or organizations for sales or business meetings during ASTD Conference and Exposition dates must be approved in advance by Exposition Management. Hospitality suites shall not be open during Exposition hours or daytime Conference hours.
- All live animals are prohibited, with the exception of guide and service animals.
- Large helium filled balloons, such as advertising balloons, may be used only if they are securely anchored to the exhibit. Helium balloons may not be distributed within the facility, but may be displayed as permanent fixture as long as it does not exceed height limitations. Helium gas cylinders used for refilling must be secured in an upright position on safety stands with the regulators and gauges protected from damage. Storage of helium compressed air cylinders is prohibited in the building.
- Food products or beverages to be distributed in any Exhibitor's booth must be ordered from the Rio All-Suite Hotel & Casino. Serving or distribution of alcoholic beverages by exhibitors or their representatives within the Exposition is forbidden.
- Children under the age of 18 are not permitted in the Exposition at any time.
- Parking is prohibited on the loading docks of the Rio All-Suite Hotel & Casino.
- Vehicles may not be displayed without prior written approval from ASTD and the Rio All-Suite Hotel & Casino. No more than 2 gallons or 1/2 of a tank of gasoline or diesel fuel is allowed, whichever is less. Fuel tank openings shall be locked or sealed with tape to prevent escape of vapors. Batteries must be removed or battery cables disconnected. Auxiliary batteries not connected to the engine starting system may be left connected. The Show Security Company keeps keys for the vehicle(s). External chargers or batteries are recommended for demonstration purposes. Battery charging in only permitted outside the building. Combustible materials must not be stored beneath display vehicles. Vehicles in the building for loading and unloading must be attended at all times. Arrangements must be made at least 60 days prior to the event with the Rio All-Suite Hotel & Casino Event Coordinator. Except for equipment that uses liquefied petroleum gas (LPG) or natural gas as fuel, compressed gas cylinders, including LPG, and all flammable or combustible liquids are prohibited inside the building. Any other exceptions require a permit from the Rio All-Suite Hotel & Casino Convention Services Department and the Las Vegas Fire Department.
- Overnight storage of LPG, natural gas as fuel, or compressed gas cylinders is prohibited in the building and must be stored outside next to the outer walls. Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors, which are audible outside the area of the booth. Floor plans must be submitted to the Fire Marshal for approval. A fire watch may be required as determined by the Las Vegas Fire Department. Exhibitors who plan to demonstrate fuel-burning appliances in the Rio All-Suite Hotel & Casino must make arrangements with the Event Coordinator 60 days prior to the event.

EXHIBITORS CHOOSING TO ADVERTISE IN FINAL PROGRAM OR TOTE BAG INSERT:

This agreement is non-cancelable. Payment is due upon receipt of invoice. If the account is referred to a collection attorney for any reason, client/agency hereby agrees to pay a 25% attorney fee plus any costs associated with collections. Acceptance of this agreement does not waive the right of the publisher to reject any agreement for ad space or reject any advertising copy. By selection of ad size and color, and with application signature you hereby agree to these terms as a representative of your company.

Final Program Ad dimensions:

Trim Size: 8-3/8" x 10-7/8" (bleeds-add 1/4" to all sides)

Live Area: Full-page, Covers: 7-1/8" x 10"; Half-page, horizontal:

7-1/8" x 5"; Half-page, vertical: 3.517" x 9.105"

Tote Bag Insert: 8-1/2" x 11" or smaller, 1400 pieces. Inserts due to ASTD mailbox by 1/2/2009. Exhibitor is responsible for production.

Failure to supply advertising materials by deadline will result in forfeiture of ad space or insert without refund. Prepayment required. Payment is due upon receipt of invoice. Please supply only EPS or PDF files. Ads cannot be submitted in any other formats. Send all ads with a proof. For further requirements contact Meredith Libercci at 410-584-1985 or mlibercci@networkmediapartners.com.