

Exhibiting, Sponsoring, and Advertising Contract

Go green! Skip this form and register online: www.ChildrensMuseums.org/IA

CONTACT INFORMATION

ACM Member Not an ACM Member Interested in ACM Membership

Organization		
Main contact name	Title	
Address		
City	State	Zip Code
Phone	Fax	
Email	Website	

ADVERTISEMENT OPTIONS	Combo Ad Package		Final Program		Mobile App	
	Member	Non-Member	Member	Non-Member	Member	Non-Member
Inside Half Page	<input type="checkbox"/> \$895	<input type="checkbox"/> \$1,095	<input type="checkbox"/> \$695	<input type="checkbox"/> \$795		
Inside Full Page	<input type="checkbox"/> \$1,095	<input type="checkbox"/> \$1,295	<input type="checkbox"/> \$795	<input type="checkbox"/> \$895		
Inside Front Cover	<input type="checkbox"/> \$1,595	<input type="checkbox"/> \$1,795	<input type="checkbox"/> \$1,095	<input type="checkbox"/> \$1,195		
Inside Back Cover	<input type="checkbox"/> \$1,595	<input type="checkbox"/> \$1,795	<input type="checkbox"/> \$1,095	<input type="checkbox"/> \$1,195		
Outside Back Cover	<input type="checkbox"/> \$1,895	<input type="checkbox"/> \$2,095	<input type="checkbox"/> \$1,395	<input type="checkbox"/> \$1,595		
Exhibitor Logo					<input type="checkbox"/> \$200	Not available
Sponsored Post					<input type="checkbox"/> \$500	Not available
All-Inclusive Package					<input type="checkbox"/> \$2,500	Not available

EXHIBITING OPTIONS	Member	Nonprofit	Non-Member
Booth	<input type="checkbox"/> \$1,295	<input type="checkbox"/> \$1,395	<input type="checkbox"/> \$1,695
Prime Location Booth	<input type="checkbox"/> \$1,595	<input type="checkbox"/> \$1,695	<input type="checkbox"/> \$2,095
Two Booths	<input type="checkbox"/> \$2,195	<input type="checkbox"/> \$2,495	<input type="checkbox"/> \$2,895
Tabletop	<input type="checkbox"/> \$795	<input type="checkbox"/> \$995	<input type="checkbox"/> \$1,195

ACM Member-Only Exclusive Deals	
Booth + Ad	<input type="checkbox"/> \$2,295

Exhibitor Location Preferences (Visit www.ChildrensMuseums.org/booth for available locations.)
 Indicate the number of your preferred ACM MarketPlace location 1. _____ 2. _____ 3. _____

SPONSORSHIP OPTIONS

Within the guidelines set forth in this prospectus, ACM will work with you to create a sponsorship package to fit your organization's needs.

Custom Packages			
ACM MarketPlace Meal	<input type="checkbox"/>	Emerging Museums Pre-Conference	<input type="checkbox"/>
ACM MarketPlace Break	<input type="checkbox"/>	In Dialogue with International Children's Museums	<input type="checkbox"/>
Closing Breakfast	<input type="checkbox"/>	Professional Networking Breakfast	<input type="checkbox"/>
Concurrent Session Stream	<input type="checkbox"/>		

Plenary Sessions	
Keynote Session	<input type="checkbox"/>
Great Friend to Kids Award and Keynote Session	<input type="checkbox"/>
Welcome and Opening Program	<input type="checkbox"/>

Attendee Amenities	
Tote Bags	<input type="checkbox"/> \$5,000
Conference WIFI	<input type="checkbox"/> \$3,000
Conference Water Stations	<input type="checkbox"/> \$3,000
Beverage Service	<input type="checkbox"/> \$3,000
Conference Lanyards	<input type="checkbox"/> \$2,500 + cost
Drink Tickets at ACM MarketPlace Reception	<input type="checkbox"/> \$2,500
Reusable Water Bottles	<input type="checkbox"/> \$2,000 + cost
Program-at-a-Glance	<input type="checkbox"/> \$2,000
Tote Bag Item	<input type="checkbox"/> \$1,500 + cost
Conference Pens	<input type="checkbox"/> \$1,000 + cost
Recycled Paper Emerging Museums Pre-Conference Notebooks	<input type="checkbox"/> \$500 + cost

CALCULATE SUBTOTAL Advertisements: \$ _____ Exhibits: \$ _____ Sponsorships: \$ _____ SUBTOTAL: \$ _____

All Exhibitors MUST register staff members to manage their exhibit; fees may apply. Registration options are listed on next page.

Exhibitor Registration

ACM MarketPlace Registration is free for up to two (2) exhibitor staff members per booth or tabletop purchased. Register additional exhibit staff at \$125 per person. Exhibitors must register staff to manage their booth or tabletop.

1st Staffer _____ Title _____

Phone _____ Email _____

Select all that apply:

Required: ACM MarketPlace Registration Free

Optional: May 17 Marbles Kids Museum Evening Event \$50

Optional: Registration for InterActivity 2018

\$525 FREE – ACM Visionary Members Only

2nd Staffer _____ Title _____

Phone _____ Email _____

Select all that apply:

Required: ACM MarketPlace Registration Free

Optional: May 17 Marbles Kids Museum Evening Event \$50

Optional: Registration for InterActivity 2018 \$525

3rd Staffer _____ Title _____

Phone _____ Email _____

Select all that apply:

Required: ACM MarketPlace Registration \$125

Optional: May 17 Marbles Kids Museum Evening Event \$50

Optional: Registration for InterActivity 2018 \$525

MARKETING DESCRIPTION

Market your organization and let attendees know how to contact a sales representative via the InterActivity Mobile App.

Organization _____

Sales Contact _____ Phone _____

Address _____

City _____ State _____ Zip Code _____

Email _____ Website _____

Choose one category that best describes your organization or reason for exhibiting.

Architecture & Exhibit Designer

Exhibit Fabricator

Museum Product Vendor or Designer

Art and Museum Supplier

Gift Shop Vendor

Traveling Exhibit Provider

Educational Resources and Collaborations

Museum Management Software Provider

Other: _____

In 50 words, describe what you will be exhibiting. Write in the third person and use complete sentences. ACM may edit descriptions.

\$200 Add my logo to my company's listing (ACM members only)

Company Name as it Should Appear in Publicity Materials _____

PAYMENT INFORMATION: Full payment is required with this contract.

Enclosed is my check payable to Association of Children's Museums.

Please charge to my: Visa MasterCard American Express Discover

CVV _____

CALCULATE GRAND TOTAL

Subtotal from page 7 \$ _____

Registration Total \$ _____

GRAND TOTAL: \$ _____

Card Number _____ Exp.Date _____ 2 0 _____

SIGNATURE OF ACCEPTANCE Only signed contracts will be processed.

I have read and agree to abide by the Terms of Agreement (see page 9) governing our organization's participation in InterActivity 2018 as delineated in these materials. I understand that upon acceptance by ACM, this form serves as the official agreement for sponsorships, exhibits, and/or advertisements.

Authorizing Agent (please print) _____ Title _____

Name as it appears on card _____

Signature _____ Date _____

Send Contract & Registration Pages to Dana.Weinstein@ChildrensMuseums.org

Association of Children's Museums • 2711 Jefferson Davis Hwy, #600 • Arlington, VA 22202 • Fax: 703.224.3099

InterActivity 2018 Exhibitor Terms of Agreement

1. ACM strictly prohibits any marketing or promotion of goods and services at any InterActivity 2018 venue unless an organization has purchased an InterActivity sponsorship or exhibit space.
 2. Order taking and direct sales by exhibitors is permitted. Exhibitors that choose to sell merchandise at the InterActivity 2018 ACM MarketPlace assume full responsibility for securing a vendor's license and complying with all applicable laws and regulations, including tax and revenue laws and regulations.
 3. All materials, activities, and audio must be contained to the limits of the Exhibitor's booth or tabletop display and must not impede traffic or interfere with other exhibits. Exhibits must not extend beyond the space allowed or obstruct the sight lines of others. All interviews, demonstrations, and displays must take place within the exhibit space allocated. Aisles must be free of obstruction.
 4. Combustible decorations or display materials are prohibited.
 5. Audiovisual equipment (including LCD projectors, slide projectors, tape recorders, laptop computers, and/or other sound apparatus) that will enable Exhibitors to show manufacturing processes and similar matter may be used, provided that users adhere strictly to the following rules. The equipment must be entirely self-contained, fireproof, and safe. The sound must be kept at a volume not to exceed that of normal conversation (80 decibels). The equipment must not interfere with neighboring Exhibitors, and it must be devoted exclusively to the business of the Exhibitor. Equipment may be brought by the Exhibitor into the ACM MarketPlace or rented through the Raleigh Convention Center. Exhibitor will be responsible for any costs related to these requests.
 6. Booths must be staffed during all ACM MarketPlace hours by person(s) who are prepared to explain all displayed products and services in a courteous and effective manner. Each Exhibitor must wear the official identification badge provided by ACM.
 7. No rooms or other meeting space in the Raleigh Convention Center, the official InterActivity 2018 ACM MarketPlace location, The Marriott Raleigh City Center, The Sheraton Raleigh Hotel, the Raleigh Convention Center, and/or Marbles Kids Museum can be used for storage, exhibit purposes, workshops, or other Exhibitor sales-related use without prior ACM approval.
 8. Exhibitors retain sole responsibility for their own exhibit materials. Exhibitors are responsible for any damage to the exhibit area in the ACM MarketPlace and/or at Marbles Kids Museum, and/or the Raleigh Convention Center, normal wear and tear excepted. Exhibitor agrees to protect, defend, indemnify, and hold ACM, the Raleigh Convention Center, and Marbles Kids Museum, its officers, directors, agents, and employees harmless from and against all claims, costs, and damages arising out of theft, negligence, or willful acts or omissions in the performance of this Agreement by Exhibitor or Exhibitor's agents or employees. Exhibitor also agrees to protect, defend, indemnify, and hold ACM, the Raleigh Convention Center, and Marbles Kids Museum harmless from any action, claim, suit, or liability based on a claim of infringement of any patent, copyright, trademark, trade name, or other proprietary right of any party.
 9. Exhibitor shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance, insuring and specifically referring to the Contractual liability set forth in this Exhibit, in an amount not less than \$2,000,000 Combined Single Limit for personal injury and property damage.
 10. Exhibitor shall be fully responsible to pay any and all damages to property owned by ACM, the Raleigh Convention Center and/or Marbles Kids Museum, and its owners or managers which results from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify, and hold harmless ACM, the Raleigh Convention Center and/or Marbles Kids Museum, its owners, managers, officers or directors, agents, employees, subsidiaries, and affiliates from any damages or charges resulting from or arising from or out of the Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of Exhibitor's occupancy and/or use of the exhibition premises, ACM, the Raleigh Convention Center, and/or Marbles Kids Museum, its employees, agents, or contractors.
 11. ACM reserves the right to modify ACM MarketPlace hours as deemed necessary to meet program needs.
 12. ACM reserves the right to cancel the ACM MarketPlace. If ACM exercises this option, ACM will inform Exhibitors on or before March 30, 2018, and will refund ACM MarketPlace booth and conference registration fees in full.
 13. Acceptance of this contract by ACM may in no way be construed as an endorsement by ACM of an exhibiting company, institution, or its products, and/or services.
 14. Each Exhibitor must deliver and fully set up all equipment and materials by 2:00 p.m. on Wednesday, May 16, 2018. Exhibitors must remove the above items by 9:00 p.m. on Thursday, May 17, 2018.
 15. The ACM MarketPlace decorator will send all confirmed Exhibitors a service kit that includes order forms for individual service needs.
 16. Out of the ordinary and /or special requests (use of water, live animals) requires prior approval by ACM and /or the Raleigh Convention Center. Additional paperwork and/or fees may be required for this and are the sole responsibility of the exhibitor.
 17. Adequate lighting will be provided in the ACM MarketPlace. Any additional electrical needs, Internet connections, and/or phone lines must be arranged by the Exhibitor directly with the aforementioned MarketPlace decorator and/or the Raleigh Convention Center. Exhibitor will be responsible for any costs related to these requests.
 18. Cancellations and Refunds: Should an Exhibitor need to cancel its participation, the Exhibitor will submit a written notice to ACM. ACM will refund an Exhibitor's payment in full, less a \$100 administrative fee, through January 31, 2018.
 19. All prices quoted in this brochure are in U.S. dollars.
 20. The Raleigh Convention Center will not accept any deliveries of show materials/exhibitor materials for the show. To have materials delivered to the Raleigh Convention Center, exhibitors must ship through the official ACM MarketPlace decorator. Shipping and any related costs are the sole responsibility of the Exhibitor and may be arranged through the show decorator. ACM is not responsible for shipping, and exhibitors are encouraged to ship exhibits in a timely fashion, properly labeled, and should contact decorator to confirm arrival.
 21. Exhibit booths are assigned on a first-come, first-served basis. ACM has sole discretion on the assignment of booths and may place InterActivity Sponsors that elect to exhibit in a preferred location. ACM reserves the right to change an Exhibitor's assigned location at any time if deemed in the best interests of the ACM MarketPlace. Before exercising this option, ACM will contact the exhibitor.
 22. Booth sharing is strongly discouraged. If two separate organizations are represented in one booth, an assessment of \$300 per organization will be issued.
 23. All prior obligations to ACM for any good or service must be settled prior to entering into an InterActivity 2018 Exhibitor Contract. In order for an organization to take advantage of ACM membership discounts for exhibitors, an organization's membership needs to be active and in good standing through May 31, 2018.
- NOTE: ACM is committed to preserving a professional and mutually respectful environment in the ACM MarketPlace. Any Exhibitor in violation of the above listed terms will be required to amend the violation to ACM's satisfaction in a timely manner or will be required to remove all booth and exhibit materials from the ACM MarketPlace premises within two hours. ACM reserves the right to void the contract of any Exhibitor that is in violation of the Terms of Agreement and bar the Exhibitor from future ACM MarketPlace events.