

# InterActivity 2019 Exhibiting, Sponsoring, and Advertising Contract

## 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](http://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
Recycled Paper Conference Notebooks	<input type="checkbox"/> \$1,500 + cost
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. ACM MarketPlace Registration does not include InterActivity 2019 Registration. To attend InterActivity sessions, exhibitors must purchase Registration for InterActivity 2019.

1st Staffer \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Select all that apply:

- Required:** ACM MarketPlace Registration  Free  
**Optional:** Evening Event at Children's Museum of Denver at Marsico Campus  \$50  
**Optional:** Registration for InterActivity 2019  \$530  
**Optional:** FREE – ACM Visionary Members Only

2nd Staffer \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Select all that apply:

- Required:** ACM MarketPlace Registration  Free  
**Optional:** Evening Event at Children's Museum of Denver at Marsico Campus  \$50  
**Optional:** Registration for InterActivity 2019  \$530

3rd Staffer \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Select all that apply:

- Required:** ACM MarketPlace Registration  \$125  
**Optional:** Evening Event at Children's Museum of Denver at Marsico Campus  \$50  
**Optional:** Registration for InterActivity 2019  \$530

## 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. CVV \_\_\_\_\_  
 Please charge to my:  Visa  MasterCard  American Express  Discover

Card Number \_\_\_\_\_ Exp.Date \_\_\_\_\_ 2 | 0 \_\_\_\_\_

### CALCULATE GRAND TOTAL

Subtotal from page 7 \$ \_\_\_\_\_

Registration Total \$ \_\_\_\_\_

**GRAND TOTAL:** \$ \_\_\_\_\_

### 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 2019 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 • 2511 Jefferson Davis Hwy, #600 • Arlington, VA 22202 • Fax: 703.224.3099

# InterActivity 2019 Exhibitor Terms of Agreement

1. ACM strictly prohibits any marketing or promotion of goods and services at any InterActivity 2019 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 2019 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 PSAV at the Hyatt Regency Denver at Colorado Convention Center. Exhibitor will be responsible for any costs related to these requests. Power necessary to support said equipment must be ordered exclusively through PSAV.
  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 Hyatt Regency Denver at Colorado Convention Center, the official InterActivity 2019 ACM Marketplace location, and/or the Children's Museum of Denver at Marsico Campus 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 the Children's Museum of Denver at Marsico Campus, and/or the Hyatt Regency Denver at Colorado Convention Center, normal wear and tear excepted. Exhibitor agrees to protect, defend, indemnify, and hold ACM, the Hyatt Regency Denver at Colorado Convention Center, and the Children's Museum of Denver at Marsico Campus, 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 Hyatt Regency Denver at Colorado Convention Center, and the Children's Museum of Denver at Marsico Campus 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 Hyatt Regency Denver at Colorado Convention Center and/or the Children's Museum of Denver at Marsico Campus, and its owners or managers which results from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify, and hold harmless ACM, the Hyatt Regency Denver at Colorado Convention Center and/or the Children's Museum of Denver Marsico Campus, 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 Hyatt Regency Denver at Colorado Convention Center, and/or the Children's Museum of Denver at Marsico Campus, 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, 2019, 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 Thursday, May 9, 2019. Exhibitors must remove the above items by 9:00 p.m. on Friday, May 10, 2019.
  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 Hyatt Regency Denver at Colorado Convention Center. Additional paperwork and/or fees may be required for this and are the sole responsibility of the exhibitor.
  17. No outside food or beverage is permitted in the Hyatt Regency Denver at Colorado Convention Center, either in the ACM Marketplace or approved meeting space. All banquet food and beverage arrangements must be made through the Hotel. Only food and beverage purchased from Hyatt may be served on Hotel property, including but not limited to giveaways, tastings, samples, candy or other hospitalitys. Marijuana, although legal in private spaces in the state of Colorado, is not permitted in any form or for any reason on hotel property, including meeting space floors, public areas, or in and around the hotel. Should an exhibitor serve food or beverage not ordered through the hotel while on hotel property, ACM and/or the hotel may remove the product from the show floor or meeting space and are not responsible for the cost of any such product.
  18. 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 Hyatt Regency Denver at Colorado Convention Center. Exhibitor will be responsible for any costs related to these requests.
  19. 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, 2019.
  20. All prices quoted in this brochure are in U.S. dollars.
  21. 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. Only the official show decorator will have access to and allowed to use the loading dock at the Hyatt. Exhibitors are encouraged to ship through the official show decorator and ship to the advanced warehouse by the due date that will be communicated in the Exhibitors Services Kit.
  22. 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.
  23. Booth sharing is strongly discouraged. If two separate organizations are represented in one booth, an assessment of \$300 per organization will be issued.
  24. All prior obligations to ACM for any good or service must be settled prior to entering into an InterActivity 2019 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, 2019.
- 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.