



# 2025 Exhibitor Application and Contract

## 87th ITEEA Annual Conference

### St. Louis, Missouri • April 2-5, 2025

*International Technology and Engineering Educators Association*

#### COMPANY INFORMATION

Exhibitor/Company Name (legal) \_\_\_\_\_

Company Doing Business as Name (If different to be listed in Exhibitor Directory) \_\_\_\_\_

Company Contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP code + 4 \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Signature and payment must accompany application—those without will not be processed. Signature above affirms authorization to bind company, acceptance that this application constitutes a contract, and agreement to abide by all terms and conditions. This contract is subject to (1) acceptance by International Technology and Engineering Educators Association and (2) such additional terms and conditions as are set forth within and on the attached pages, which constitute a part of this Contract. The above information will be used for all published listings, billing, and correspondence.

**PAYMENT.** See payment policy (page 2, section 2).

- Check enclosed (payable to ITEEA)
- Charge total to credit card:
- American Express    Discover    MasterCard    Visa

Card number \_\_\_\_\_ Expiration \_\_\_\_\_ CVV \_\_\_\_\_

Cardholder name \_\_\_\_\_

Billing Address \_\_\_\_\_

City / State / Zip code + 4 \_\_\_\_\_

Phone \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

Date \_\_\_\_\_

*Credit card information furnished to ITEEA will be used only as necessary to process payment and will not be stored or shared with any other party except as may be required by law. All sales are final.*

#### 2025 BOOTH PRICING

Early Bird (by 12/1/24)	10'x10'	10'x20'	20'x20' Island
Member	\$1,950	\$3,150	\$5,450
Nonmember	\$2,295	\$3,595	\$5,995

Rates (after 12/1/24)	10'x10'	10'x20'	20'x20' Island
Member	\$2,150	\$3,450	\$5,850
Nonmember	\$2,495	\$3,895	\$6,450

#### NOT YET A MEMBER? JOINING ITEEA IS EASY!

- Corporate Membership (for-profits): \$499.00
- Institutional Membership (nonprofits): \$425.00

Member benefits include discounts on exhibiting and advertising, priority booth placement, complimentary subscriptions, access to member area on ITEEA's website, free listings, and more. For a full list of benefits visit: [www.iteea.org/membership](http://www.iteea.org/membership).



#### SELECT PREFERRED BOOTH

- 10'x10'    10'x20'    20'x20' Island

PREFERRED BOOTH # \_\_\_\_\_

Booth Rate: \$ \_\_\_\_\_  
Discount (If applicable): \$ \_\_\_\_\_  
**Subtotal:** \$ \_\_\_\_\_

**YES!** I would like to **join ITEEA** (add applicable fee above): \$ \_\_\_\_\_  
**YES!** I would like to **add an Action Lab!** (add applicable fee below): \$ \_\_\_\_\_

**TOTAL Amount Due:** \$ \_\_\_\_\_

#### 2025 Action Lab Workshops (20 available):

##### Showcase Your Products and Services at ITEEA 2025!

Showcase your products and services in our always popular Action Labs, available exclusively to exhibitors. Each Action Lab package provides you with the following marketing opportunities:

- Exclusive time to highlight your company's product(s) or services in your own session room.
- Session listing on the ITEEA website and mobile conference app.
- Inclusion in promotion of Action Labs to all registered attendees prior to conference.

##### Options:

- One 45-minute demonstration: \$499 Members; \$599 Nonmembers
- Two 45-minute demonstrations: \$899 Members; \$1,099 Nonmembers

**Applications are read and assigned on a first-come, first-served basis. All submissions received are subject to approval by ITEEA.**

ITEEA will make every effort to promote Action Labs; however, ITEEA makes no guarantees as to the attendance and popularity of such workshops. Action lab presenters are also encouraged and welcome to market and promote their session in advance of the Annual Conference.

**Return completed Application with payment to ITEEA in one of two ways.**

**Credit card payment only:** Email to [marketplace@iteea.org](mailto:marketplace@iteea.org) or fax to 703.705.4823.

**Payment by check:** Mail to International Technology and Engineering Educators Association, 1908 Association Drive, Suite C, Reston, VA 20191.

If you require payment by Purchase Order, contact [marketplace@iteea.org](mailto:marketplace@iteea.org) to place your request.

Questions? Contact ITEEA at 703.860.2100 or [marketplace@iteea.org](mailto:marketplace@iteea.org).



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## 87th ITEEA Annual Conference

### St. Louis, Missouri • April 2-5, 2025

International Technology and Engineering Educators Association

## Terms and Conditions, 2025 Annual Conference

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### 1. TERMS OF AGREEMENT

**A. Application:** Any company that is an ITEEA member or eligible for membership may submit an application to exhibit at the 2025 Annual Conference. All applications are subject to ITEEA approval. ITEEA reserves the right to determine the suitability of all exhibitor products or services for the conference and, in its sole judgment, may approve, reject, or revoke any application for any reason.

**B. Terms:** The applicant, if approved by ITEEA as a 2025 Annual Conference exhibitor, agrees to abide by the terms and conditions of this contract and any rules and regulations set forth in the 2025 Annual Conference Exhibitor Service Manual before, during, and after the ITEEA conference, and by other reasonable rules considered necessary by ITEEA, the official decorator, and the St. Louis Union Station Hotel. ITEEA shall have the sole authority to interpret and enforce all rules and regulations, to make any amendments thereto, and to make further rules and regulations as necessary to ensure the orderly conduct of the 2025 Annual Conference. The parties hereby agree and acknowledge that any waiver of or failure to exercise any right provided for herein shall not be deemed a waiver of any further or future right under this contract.

### 2. PAYMENT, BOOTH CANCELLATION, REFUND, AND BOOTH REDUCTION POLICY

A 50% nonrefundable deposit is required with applications submitted by Dec. 1, 2024, with the balance due in 30 days. Applications received after Dec. 1, 2024, require payment in full, including the 50% nonrefundable deposit. Companies not paid in full by the payment deadline risk forfeiting their booth space. All cancellations must be requested in writing. Cancellation relinquishes all benefits provided to exhibitors. All requests for refunds, less the nonrefundable deposit, must be received by Dec. 1, 2024. Deposits are nonrefundable. No refund will be awarded if the cancellation request is received after Dec. 1, 2024, regardless of resale of assigned booth. ITEEA will not credit nonrefundable fees toward future exhibiting or advertising fees. Booth reduction requests may be made in writing until Dec. 1, 2024; however, exhibitors are responsible for 75% of their original booth fee, and the difference in rates between the exhibitor's initial booth rate and downsized booth rate cannot be applied to any other ITEEA services.

### 3. EXHIBIT LOCATION

Exhibit booths will be at the St. Louis Union Station Hotel.

### 4. BOOTH EQUIPMENT AND SERVICES PROVIDED

Excluding island booths, back- and side-wall draping and one identification sign (7" high x 44" wide) will be provided by ITEEA at no cost to the exhibitor. Color and type of drape is determined by ITEEA. Other drapery as well as furnishings, including carpet, tables, and chairs, may be ordered at exhibiting company's expense. Adequate lighting will be provided in the exhibit hall; however, other services, such as compressed air and water, electricity, telephone, and internet access will be provided by the St. Louis Union Station Hotel at an additional charge to the exhibiting company. Order forms for these services will be provided in the 2025 Annual Conference Exhibitor Service Manual.

### 5. RULES AND REGULATIONS

All exhibitors must abide by the rules and regulations of any relevant and applicable governmental entity, labor union agreement, the St. Louis Union Station Hotel, and as may be published in the 2025 Annual Conference Exhibitor Service Manual. ITEEA abides by the general guidelines and protocols published by the International Association of Exhibits and Events.

**A. Exhibit Booth Structure:** No walls, partitions, decorations, or other obstructions may be erected that in any way interfere with the view of another exhibitor. Exhibitors that wish to use any nonstandard booth equipment, signs, decorations, or arrangements of display materials that in any way conflict with the stated regulations herein must submit a detailed sketch or layout (including all dimensions) no later than February 1, 2025, for approval.

**B. Standard Exhibit Configuration (10' x 10' and 10' x 20' booths):** Exhibits must not be higher than 8' in the back and 4' on each side. Display fixtures over 4' high must be confined to within 5' of the backline of the booth; nothing over 4' high may be within 5' of the aisle line (in the front half of the

booth).

**C. Island Exhibit Configurations:** Island exhibits must not be higher than 16' (subject to exhibit hall ceiling height). Multistorey exhibits must be approved through stamp or signature of a structural engineer indicating that the structure is properly engineered for the proposed use. All island configurations and multistorey exhibits must be preapproved by ITEEA.

**D. Exhibit Materials:** No combustible decoration, such as crepe paper, cardboard, or corrugated paper, may be used at any time. All packing containers, excelsior, and wrapping paper, which must be flameproof, are to be removed from the floor and must not be stored under tables or behind displays. All muslin, velvet, silken, or any other decoration must stand a flameproof test as prescribed by the fire ordinance governing the St. Louis Union Station Hotel. Open flames, butane gas, acetylene, oxygen tanks, or other flammable materials are prohibited. Balloons are prohibited.

**E. Exhibit Booth Staffing:** Exhibitors are required to staff their booths at all times the exhibit hall is open, including opening the booth on time and being present throughout the open hours until the exhibit hall is closed each day. All booth staff must be employees or contractors of exhibiting company and registered for the 2025 Annual Conference. Any exhibitor that breaks down before the final closing of the exhibit hall will be fined \$1,000.

**F. Soliciting Confined to Booth:** Soliciting, demonstrating, surveying, or any other commercial activity may be conducted only within the confines of an exhibitor's own booth and may not interfere with neighboring booths. "Suitcasing" or soliciting business or conducting other commercial activity in the aisles of the exhibit hall, in a booth of another exhibitor, during educational sessions, or anywhere else in the St. Louis Union Station Hotel, including public areas and guest, meeting, and hospitality rooms (except as approved in advance by ITEEA) is strictly prohibited; violators will be required to leave the premises.

**G. Contests/Raffles/Giveaways:** Contests, lotteries, raffles, and games of chance may be conducted only with the prior approval of ITEEA and the St. Louis Union Station Hotel and must comply with all applicable state and local sweepstakes laws.

**H. Noise:** The sound on any audio equipment must be kept at a volume not to exceed that of normal conversation or 80 decibels.

**I. Music License and Other Intellectual Property:** Each exhibitor shall obtain all necessary licenses and permits to use music, photographs, or other copyrighted material in booths.

**J. Destruction of Property:** Nothing shall be posted on, tacked, nailed, screwed, taped, stapled, or otherwise attached to ceilings, columns, walls, floors, painted surfaces, or other parts of the building or furniture. No holes may be drilled, cored, or punched in the building. All property destroyed or damaged by an exhibitor must be replaced in original condition by the exhibitor at the exhibitor's expense.

**K. Subletting Space:** Booth sharing is prohibited, except as otherwise allowed by ITEEA. No exhibitor may assign, sublet, or apportion all or any part of its contracted space. Any materials other than those manufactured or distributed by the exhibitor in the regular course of business may not be displayed by the exhibitor or be allowed to be displayed by other persons or firms.

**L. Decorum:** ITEEA may, in its sole discretion, exclude or require modification of any display or demonstration that it considers improper, disruptive, unsafe, or otherwise not in keeping with the character of the 2025 Annual Conference. Exhibitors shall be bound by all decisions of ITEEA in all matters related to the Annual Conference.

### 6. RIGHT TO REMOVE THE EXHIBITOR'S PROPERTY

ITEEA reserves the right to remove from the exhibit hall any or all of the property of any exhibitor should the 2025 Annual Conference be canceled or relocated, or should the exhibitor violate any of the terms and conditions of this contract. This right may be exercised without prior notice.

### 7. PATENT, COPYRIGHT, OR TRADE SECRET

The exhibitor agrees to hold ITEEA and its officers, directors, employees, and agents, harmless from all loss, claims, causes of action, obligations, suits, damages, liability, expenses, and costs

including attorney's fees, arising from or out of any violation or infringement (or claimed violation or infringement) by exhibitor or exhibitor's agents or employees of any patent, copyright, trademark, service mark, trade secret, or other intellectual property right or privilege.

### 8. FLOOR PLAN

ITEEA may modify the floor plan at any time as may be required to ensure, in its sole judgment, the best interests of 2025 Annual Conference exhibitors and attendees.

### 9. SECURITY

Neither ITEEA nor the St. Louis Union Station Hotel will be in any way liable or responsible for the loss, theft, damage to, or disappearance of personal or commercial property from exhibitor's booth or the exhibit hall. ITEEA will provide security personnel in the exhibit hall during setup, during the show, and during teardown. However, exhibitors that desire additional security to protect their booth, company, or personal property should coordinate with the St. Louis Union Station Hotel before the 2025 Annual Conference.

### 10. CANCELLATION OR RELOCATION OF ANNUAL MEETING

Neither party shall be liable for failure to perform its obligations under this agreement if the conference is cancelled or interrupted due to events beyond its reasonable control, including, but not limited to, strikes, acts or threats of terrorism, riots, wars, fire, acts of God, and acts in compliance with any applicable law, regulation, or order (whether valid or invalid) of any governmental body, except that the exhibitor will be charged pro rata for any productive use of booth space before or after such event. Individual acts of theft or vandalism resulting in loss of or damage to exhibitor's property shall not be considered an event covered by this paragraph.

### 11. LIABILITY AND INSURANCE; INDEMNITY

- A.** ITEEA shall not be liable for loss or damage of any property of exhibitor that exhibitor may suffer during installation, the Annual Conference itself, or during removal by reason of burglary, fire, accident, or any destructive cause.
- B.** Exhibitor shall, at its own expense, secure and maintain through the period of the 2025 Annual Conference, inclusive of move-in and move-out days, commercial liability insurance with combined single limit of at least \$1 million per occurrence for bodily injury and property damage. Such insurance shall name as additional insured the following: ITEEA, the St. Louis Union Station Hotel, and their respective members, officers, agents, and employees. At least 60 days prior to the move-in date, exhibitor shall provide ITEEA with a certificate of insurance as evidence of coverage.
- C.** Exhibitor agrees to indemnify, hold harmless, and defend ITEEA and the St. Louis Union Station Hotel, and their respective members, officers, directors, agents, and employees ("Indemnitees") from and against all liabilities, damages, actions, losses, claims, and expenses (inclusive of attorney's fees) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any act, omission, negligence, gross negligence, willful misconduct, fault, or violation of law or ordinance by the exhibitor or its employees, agents, contractors, patrons, or invitees.

### 12. GOVERNING LAW; WAIVER

This contract shall be governed, enforced, and construed in accordance with the laws of the Commonwealth of Virginia. Any legal action relating to this contract shall be brought in state or federal courts located in the Commonwealth of Virginia, and the parties hereby irrevocably consent to the personal and subject matter jurisdiction of such courts for such purpose. ITEEA's waiver of, or failure to exercise, any right provided for in this contract shall not be deemed a waiver of any further or future right under this contract.



Please send completed contract with payment to [marketplace@iteea.org](mailto:marketplace@iteea.org) or mail to ITEEA.