



**National Law Enforcement Exploring Conference**  
**July 16-20, 2018**  
**Career Fair: Tuesday July 17, 2018**  
**Wednesday, July 18, 2018**  
**Purdue University, West Lafayette, IN**  
**Application and Contract for Exhibition Space**

**Company Information**

Company or Sponsoring Agency Name for Program Book/IACP Printed Material \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Country \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Company Website \_\_\_\_\_

Post No. \_\_\_\_\_

LFLNo. \_\_\_\_\_

Local LFL Headquarters City, State Zip \_\_\_\_\_

New Exhibitor

Yes \_\_\_\_\_

No \_\_\_\_\_

**Onsite Booth Contact**

Name \_\_\_\_\_

Cell \_\_\_\_\_

**Booth Space Selection**

**Booth Size:** Your booth space fee of \$300 includes (1) 6 ft. table and (2) chairs. There is no additional charge for electrical connections, if you need electric you will have to provide your extension cords and plug into the facility outlet

Standard Inline \_\_\_\_\_ 10x10 \$300 How many booths will you require \_\_\_\_\_

Will you be using Audio Visual equipment in your booth  Yes  No

Will you need an electrical outlet at your booth?  Yes  No

Brief description of exhibit: \_\_\_\_\_

**Payment Information**

**Please make check payable to:**

International Association of Chiefs of Police  
P.O. Box 62564  
Baltimore, Maryland 21264-6256

**I will Pay by Check**

**Wire Transfer**

Manufacturer's & Trust Bank (M&T Bank)  
Old Towne Branch  
Account No: 9851901018  
Routing No: 022000046  
Please include your invoice number

**Card Holder Billing Information:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

**Circle One:**

VISA

MC

AMEX

Card Number \_\_\_\_\_ Exp. \_\_\_\_\_

Total Amount to Charge \$ \_\_\_\_\_

Signature \_\_\_\_\_

**Payment Terms**

**EXHIBITOR FEES / PAYMENT SCHEDULE / REFUND POLICY**

**Standard Rate** –100% deposit must be received within 10 business days of your booth reservation or booth will be released.

Inline Booth \$300 per 10x10

**Booth Cancellation** - Cancellation of exhibit space is required in writing and the following cancellation fees apply.

Written cancellation received by May 15, 2018; 50% of the total booth cost is retained by IACP.

**NO REFUNDS will be made for any cancellations after May 15, 2018**

**Authorized Signature – MUST SIGN THIS PORTION - Regulations Governing Use of Space by Exhibitors**

- ✓ We agree to abide by the terms and conditions of this contract and we understand that the acceptance of this application constitutes a contract.
- ✓ Confirm that I am an authorized representative for this Exhibiting Company with full power and authority to sign this application and contract for exhibit space. Confirm Submission of Legally Binding Contract.

**Authorized By:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**IACP**

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Email: [birnie@theiacp.org](mailto:birnie@theiacp.org)  
[www.theiacpconference.org](http://www.theiacpconference.org)

**For IACP Use Only**

Booth #: \_\_\_\_\_  
Booth Size: \_\_\_\_\_  
Corner: \_\_\_\_\_  
Date Received: \_\_\_\_\_

**MOVE-IN AND OUT TIMES – HOURS OF OPERATION:**

\*\*\*CAREER FAIR set up takes place the afternoon of Monday, July 16 from 12:00 pm – 5:00 pm. Not set up will take place after 5:00 pm

\*\*\***HOURS OF OPERATION:** Tuesday July, 17 and Wednesday July 18, 10:00 am – 5:00 pm, All booth staff must be in their booth no later than 9:30 am.

**MOVE-OUT: Wednesday July 18:** 5:00 -7:00 pm. Booth can not breakdown until 5:00 pm

## Career Fair Exhibit Terms and Conditions

- **Space:** The contract for use of exhibit space provides for a standard flameproof back wall drapery and a 36-inch-high side rail with drapery, a booth number, an electrical outlet, guard security service, aisle cleaning, one standard exhibit table (if needed), and two chairs. Minimal storage space will be available.
- **Furnishings:** Any additional furniture, draping, accessories, signs, electrical cords, and other furnishings needed by the exhibitor are the responsibility of the exhibitor.
- **Installation and dismantling of exhibits:** All installation and dismantling of exhibits must be done during the time indicated. Installation can begin between 12:00 pm – 5:00 pm on July 16th. Exhibitors are responsible for their own material handling. The exhibitor must handle all work in connection with exhibit.
- Dismantling of exhibits should not occur before the official closing of the exhibit hall at approximately 5pm, on July 18. It is the exhibitor's responsibility to see that all materials used during the conference are removed from the premises by 8pm, on July 18.
- **Acceptability of exhibits:** All exhibits should be operated to serve the purposes of Exploring and shall be constructed in such a way as not to detract from any other exhibit. Operation of sound devices is allowed but must comply with volume restrictions.
- **Computers/Audio-Visual:** Exhibitors are responsible for providing any computers, VCR/DVD players and monitors used as part of their exhibit. Internet connections are not always available at the exhibition; check with staff to determine availability.
- **Security:** Overall building security is provided. However, conference sponsors and facility personnel will not be responsible for lost or stolen materials or equipment left unattended during the hours of operation.
- **Sales Prohibited:** No commercial products or services are to be offered or sold by exhibitors.
- **Fires:** No open fires or flames will be permitted.
- **Promotional items and prizes:** The distribution of free promotional items (i.e., agency pins, unit coins, hats, etc.) and drawings for prizes are encouraged. Please be prepared to handle the drawings and awarding of prizes without conference staff assistance.
- **Care of building and equipment:** No nails or screws may be driven into the walls, columns, or floor of the exhibition area.
- **Follow-up:** After an application is received, additional information about shipping, storage, location and other related items will be emailed to the Exhibitor.
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