**EXHIBITOR CONTRACT AGREEMENT**

**Annual Statewide Conference**

**November 8-9, 2024 | Knicely Conference Center, Western Kentucky University**

[**https://ksta.org/2024conference/exhibitors**](https://ksta.org/2024conference/exhibitors)

**INFORMATION SUMMARY**

1. **Exhibit space details and fees**

|  | **Platinum Level Sponsor** | **Gold Level Sponsor** | **Silver Level Sponsor** | **Bronze Level Sponsor**  (Reserved for Non-Profit Organizations) |
| --- | --- | --- | --- | --- |
|  | $1200  + meal sponsorship cost | $800 | $600 | $250 |
| One Premium Exhibitor Table Placement in the Exhibit Hall | **✓** | **✓** | **✓** | **✓** |
| **Two** Guaranteed Premium Time Selection 75-minute Presentation Sessions | **✓** |  |  |  |
| **One** Guaranteed Premium Time Selection 75-minute Presentation Session |  | **✓** |  |  |
| **One** free personnel registration ($150 value) | **✓** | **✓** | **✓** | **✓** |
| Personnel refreshments and lunches throughout the conference | **✓** | **✓** | **✓** | **✓** |
| Social Media Recognition on Facebook and X platforms | **✓** | **✓** | **✓** | **✓** |
| Logo and Live Link Recognition on the KSTA Webpage | **✓** | **✓** | **✓** | **✓** |
| Premium Signage at Sponsored Meal | **✓** |  |  |  |
| Reserved whole-group speaking time at Sponsored Meal | **✓** |  |  |  |
| Printed media materials to be included in participant bags | **✓** | **✓** |  |  |
| Dedicated Announcement in Pre-Conference Email Blast | **✓** | **✓** |  |  |
| Can submit a session proposal to be selected by proposal review committee | **✓** | **✓** | **✓** | **✓** |

* + - * **Gold and Platinum Level Exhibitors intending to present a conference session must register and submit session proposals to the Exhibitor Session Proposal Form by August 15, 2024.** After this deadline, exhibitors are not guaranteed a conference time slot unless one becomes available.
* Additional exhibit personnel must be registered for the conference; standard attendee registration fees apply. See [Exhibitor Information page](https://ksta.org/2024conference/exhibitors) for details.

1. **Exhibit space confirmation and location**

* The KSTA Exhibit Area will be set up in the West Lobby of the Knicely Conference Center, allowing for ongoing traffic as participants travel from session to session. Exhibitors will receive an email to confirm space reservation after the Executive Director receives **both** the completed contract and space fee.

1. **Exhibitor setup and open hours** *(TENTATIVE; will be confirmed by August 15, 2024)*

| **Setup**  Thursday 3:00pm - 6:00pm  Friday 7:30am - 8:30am | **Open Hours** Friday 8:30am - 5:00pm Saturday 8:30am - 1:00pm | **Program Sessions**  Friday 8:30am – 4:30pm  Saturday 8:30am - 12:00pm |
| --- | --- | --- |

1. **Security and protection**

KSTA and Western Kentucky University will take every reasonable precaution to safeguard exhibitor property. However, KSTA and UofL will not assume liability for any exhibitor property or representative personal property loss or damage.

1. **Advertisement**

Exhibitors have the option of purchasing advertisement space on our conference website and app, at conference registration (printed and digitally), and throughout the conference in general sessions (digitally) for $100. Ads should be formatted to fit a standard 8.5” x 11” page in high resolution (PDF preferred).

1. **Presenter information**

KSTA offers exhibitors the privilege of applying to present conference program sessions.\* KSTA policy requires that all presenters must be registered for the conference and complete the Conference Exhibitor Session Proposal Form located on the [Exhibitor Information](https://ksta.org/2023conference/exhibitors) page. \*Note that all session applications are subject to the approval of the KSTA Program Committee. **Deadline to submit session proposals is August 15, 2024.** No conference program slots will be guaranteed after this deadline.

1. **Registration**

* All exhibitors must register for space here: <https://www.ksta.org/event-5427225> Complete this Contract before registering as you will need to upload it during registration.
* You may upload a logo file(s) during registration to be displayed in the conference program and website.
* All exhibit personnel must register separately for the conference. See [Exhibitor Information](https://ksta.org/2024conference/exhibitors) for details.

1. **Payment**

* You may pay with a credit card during registration on our secure website.
* If you will be sending a check, or need to pay with a purchase order, choose the “Invoice Me” option during checkout. An invoice will be automatically emailed to the address used on registration. Checks should be made payable to KSTA and mailed to PO Box 23918, Lexington, KY 40523.
* Payment deadline: Payment must be received no later than October 15, 2024.

1. **Company Door Prize**

We request that each company provide a door prize to be given out during the conference, to be picked up at your organization’s booth. A KSTA board member will oversee door prizes and will be in touch with you prior to the event to introduce themselves and gather a list of prizes.

**For questions regarding exhibiting at the conference, please contact:**Kim Zeidler-Watters, Executive Director 859-576-4286 [kstadirector@gmail.com](mailto:kstadirector@gmail.com)

**CONTRACT TERMS**

* We, the stated exhibitor apply and contract for exhibit space for our use at the 2024 KSTA Annual Conference. We agree to follow all Conference rules and regulations.
* We understand that this contract becomes valid when the exhibitor uploads the contract agreement to the Exhibitor Registration. Full payment for the rental space shall constitute a guarantee of space reserved.
* We are aware of the exhibit hours and **agree not to dismantle and close, or to do any packing of equipment or merchandise prior to the close of the exhibit area on Saturday**.
* We understand that KSTA will provide the items outlined in **1. Exhibit space details** **and fees.**
* We understand that KSTA and WKU will take all reasonable precautions to safeguard exhibitors’ property. Neither KSTA, nor WKU, can or will assume liability for exhibitors’ goods, loss or damage, due to any cause. All exhibitors shall indemnify KSTA and WKU and hold them harmless from suits and liabilities that may result from exhibitor negligence.
* We understand that the KSTA Executive Director will issue a space confirmation when all necessary information and fees have been received. We understand that the KSTA Conference Committee and/or Executive Director will determine the space location.
* We understand that refunds for exhibit hall deposits will be issued only if written notification via email is sufficient is received by the KSTA Executive Director. Amount of refund is based on the following schedule: **60 days** before beginning date of the conference = 100%, **30-60 days** before beginning date of the conference = 80%, **fewer than 30 days** before beginning date of the conference no refund will be given.

Exhibitor Company/Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Contact Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Contact Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| Exhibitor Signature | Date | KSTA Signature | Date |

*A copy of this contract will be emailed to the Primary Contact with space confirmation.*