

## **EXHIBITOR/SPONSOR AGREEMENT**

The organization below agrees to the terms of this agreement to contract for exhibit space and/or sponsorship opportunities offered by the 2015 ACES Conference, which will be held at the Philadelphia Marriott Downtown in Philadelphia, Pennsylvania from October 7<sup>th</sup> - October 11<sup>th</sup>. This will become a contract when countersigned by the representative of the Association for Counselor Education and Supervision (ACES). This form must be received by ACES by July 30, 2015, for the exhibitor or sponsor to be listed in conference materials. A confirmation e-mail will be sent to confirm receipt of this form. Please provide the information below, which will be listed in the 2015 ACES Conference Program:

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***Name of Organization***

(as it will appear in the conference program, limited to 26 characters and/or spaces)

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***Name of Contact Person to Receive All Exhibit Information***

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<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
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<i>Phone</i>	<i>Fax</i>
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*E-mail address*

*URL for ACES Virtual Expo Express*

Please provide the names of the complimentary conference attendees below. Refer to the exhibitor and/or sponsorship packet information for the number of complimentary registrations.

1. \_\_\_\_\_  
*Name of person to receive complimentary registration* *E-mail address*

2. \_\_\_\_\_  
*Name of person to receive complimentary registration* *E-mail address*

3. \_\_\_\_\_  
*Name of person to receive complimentary registration* *E-mail address*

4. \_\_\_\_\_  
*Name of person to receive complimentary registration* *E-mail address*

For more information, please contact Nicole R. Hill & Melissa Luke at [mmluke@syr.edu](mailto:mmluke@syr.edu)

## Exhibitor/Sponsor's Responsibilities

Exhibitor/sponsor responsibilities include:

- Provide ACES a camera-ready logo (.eps, .bmp, .tif or .jpeg file) for use on conference materials by July 30<sup>th</sup>, 2015 to Drs. Nicole R. Hill and Melissa Luke at [mmluke@syr.edu](mailto:mmluke@syr.edu) .
- Provide a business description for the ACES Virtual Expo Express by July 30<sup>th</sup>, 2015 to Drs. Nicole R. Hill and Melissa Luke at [mmluke@syr.edu](mailto:mmluke@syr.edu). See sponsor or exhibitor package for information to be provided.
- Additional services such as additional draping, accessories, electricity, telephone, internet connections, audiovisual equipment, and drayage services are not included in the registration fee.
- Exhibitors will receive a service kit 60-90 days prior to the conference containing information about ordering these services.
- Exhibitors may not permit any other organization to use its exhibit space.

## Payment Information

Package # \_\_\_\_\_ Sponsorship package \_\_\_\_\_

Price \$ \_\_\_\_\_ (please see prospectus for exhibitor/sponsorship pricing)

Total amount due including exhibitor/sponsorship fees \$ \_\_\_\_\_

Payment Information:

- I have enclosed a check for the total amount of the exhibitor/sponsorship fee

Total Amount Enclosed (check payable to ACES) \$ \_\_\_\_\_

- I will pay by credit card using the ACES secure online payment system  
<https://www.regonline.com?eventID=1639107&rTypeID=366566>

## Exhibitor/Sponsor's Relationship to ACES and the Conference

Exhibitors may not distribute material regarding products or services that compete with those of ACES, nor hold meetings or otherwise encourage absence of attendees during the official hours of the conference. In the event of cancellation or relocation of the conference due to circumstances over which ACES has no control, ACES shall have no liability or responsibility to refund any fees paid by exhibitors or sponsors. ACES reserves the right to remove from the premises any or all of the property of the exhibitor without prior notice and without hearing should the conference be canceled or relocated or should the exhibitor violate any of the conditions of this agreement. ACES undertakes no duty to exercise care, nor does it assume any responsibility, for the protection and safety of the exhibitor, its representatives or property. The exhibitor agrees to indemnify and hold ACES and its agents harmless from all such claims and from all claims or liability of any nature whatsoever arising from the activities of the exhibitor or any of his representatives or from the display or use of property of the exhibitor. Exhibitor assumes all responsibility to secure their property, materials, and display at all times.

*For more information, please contact Nicole R. Hill & Melissa Luke at [mmluke@syr.edu](mailto:mmluke@syr.edu)*

**Exhibitor's Agreement**

I, \_\_\_\_\_, the duly authorized representative of the firm named above, subscribe and agree to all terms and conditions contained in this agreement.

\_\_\_\_\_  
Exhibitor Signature Date

\_\_\_\_\_  
Contract Accepted by ACES – Representative Signature Date

Please complete and return this form by email to [mmluke@syr.edu](mailto:mmluke@syr.edu) and either (a) pay with credit card via the ACES secure online payment system <https://www.regonline.com?eventID=1639107&rTypeID=366566> or (b) include a check to:

**ACES Conference Exhibits and Sponsorship**  
Association for Counselor Education and Supervision  
c/o Drs. Hill & Luke  
805 South Crouse Avenue, Lower Level  
Syracuse, NY 13244  
315-443-2266  
Fax: 315-443-4697