

**Arizona Department of Education  
Event Exhibitor Application, Rules & Regulations**

*Please fill out the following information and return form in its entirety to the ADE Exhibit Coordinator listed below.*

**Exhibitor Information**

**Applicant's Name**

**Applicant's Title**

**Primary Telephone**

**Email**

**Company Name**

**Complete Mailing Address**

**Secondary Applicant's Name**

**Secondary Applicant's Title**

**Primary Telephone**

**Email**

**Display Description**

*The following items/information will be displayed in our booth and should appear as written below.*

**ADE Exhibit Coordinator**

**Primary Telephone**

[\(602\) 364-1530](tel:6023641530)

**Email**

[Hollie.McHenry@azed.gov](mailto:Hollie.McHenry@azed.gov)

**Event Information**

**Event Name:** [Early Childhood Special Education Summit 2019](#)

**Venue Name:** [Desert Willow Conference Center](#)

**Venue Location:** [4340 E Cotton Center Blvd, Phoenix, AZ 85040](#)

**Venue Main Phone:** [\(602\) 431-0001](tel:6024310001)

**Venue Contact for Event:** [Christina Ricci](#)

**Venue Contact Email and Telephone** [Patricia.Ricci@sodexo.com](mailto:Patricia.Ricci@sodexo.com)  
[\(602\) 431-0001](tel:6024310001)

**ADE Exhibitor Coordinator:** [Hollie McHenry](#)

**ADE Contact Email and Telephone** [Hollie.McHenry@azed.gov](mailto:Hollie.McHenry@azed.gov)



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1. **Application Process** – Fill this paperwork in its entirety. Sign and date the last page of this document. Submit entire document by emailing back to Arizona Department of Education exhibit coordinator no later than **1/18/19**. Exhibitor space is limited to 20 exhibitors. Applications are accepted on a first come, first served basis and approved at the discretion of Arizona Department of Education. When the exhibit space has been filled, exhibitor(s) will be put on a waiting list should there be any openings after the registration deadline passed. Payment is sent after exhibitors receive conformation that their application has been accepted. If accepted, payment will be made to Arizona Department of Education and mailed to the address below.
2. **Event Exhibitor Rules and Regulations** - The Arizona Department of Education (ADE) strives to maintain a professional atmosphere for the attendees and the exhibitors. To demonstrate this, rules and regulations have been established to govern the event. Exhibitor understands that when applying for an exhibit space they are bound by the rules and regulations. The ADE event coordinator reserves the right to reject, for any reason, any company, product or service for exhibit space at its event.
3. **Registration Fee** – A registration fee of **\$270.00** has been established for the **Early Childhood Special Education Summit** on **2/7/19** and **2/8/19**. A registration fee of \$135 has been established for exhibitors who are available for one (1) day. If exhibitors are available for one (1) day, exhibitors will specify which date is preferred. The registration fee includes a six-foot skirted registration table, WI-FI connectivity, seating and meals for two representatives. Payment must be made in full by **1/25/19** or you will relinquish your assigned table.
4. **Table Assignments** – The ADE exhibitor coordinator retains the right to assign a table and/or to relocate an exhibitor. The ADE exhibitor coordinator reserves the right to modify the floor plan to accommodate space and/or to avoid conflict. If the exhibit table requires relocation, the ADE exhibitor coordinator will consult with exhibitor(s) and a resolution will be made. Every effort will be considered for a special request. However, the ADE exhibitor coordinator cannot guarantee exhibit location.
5. **Exhibitor Check-In** – Upon arrival, be sure to check in with the ADE exhibitor coordinator at the registration table. All exhibitors must be registered with the ADE exhibitor coordinator prior to attending the event. Space is limited to one (1) six-foot exhibit table per company. The event registration fee entitles exhibitor to a (6) six-foot skirted table, electricity outlet (if requested prior to the event) and WI-FI connectivity.
6. **Solicitation** – Exhibitors may not solicit in the aisles or in any other location at the event or outside the event, except their booth space. Should exhibitors have giveaways it should be educational or modest in value. Promotional giveaways must be approved by the ADE exhibitor coordinator prior to the event.
7. **Demonstrations** – All demonstrations must be confined to the space allowed to each exhibitor. Activities which, in the ADE’s opinion interfere with normal traffic flow or infringe on other exhibits are prohibited. An exhibit may be closed if deemed not to meet these requirements and infractions cannot be resolved onsite. No refunds will be issued for the contracted space.
8. **Care of Premises** – No part of an exhibit, signs or other materials may be posted, nailed, taped, or otherwise affixed to walls, doors or floor surfaces in a way that will mar or deface the premises. The use of Velcro, stick-on decals or similar items and/or tape on any vertical surface, including, but not limited to, painted walls and portable walls within the facility is strictly prohibited. Exhibitors are responsible for any damage to the facility.



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- 9. **Exhibitor Badge(s)** – Exhibitor badge(s) will be given upon arrival and check-in at the exhibitor’s registration counter. An exhibitor badge allows access into the event area. To attend any event sessions, the exhibitor must have registered on the ADE conference website and paid the required event registration fee prior to the event.
- 10. **Exhibitor Staffing** – The exhibit area table must be staffed and operational at all times during event hours, one (1) exhibitor must be present at all times. Exhibitor(s) vacating their table before the closing of each day or prior to the final close of event will incur a loss of priority and may be denied exhibits space at future ADE events.
- 11. **Meals** – Exhibitors will be provided meals which include breakfast, lunch, and afternoon snack.

12. **Set-Up/Move-in Hours and Dismantle/Move-Out Hours**

| <i>Date</i> | <i>Set-Up Time</i> | <i>Dismantle Time</i> |
|-------------|--------------------|-----------------------|
| 2/7/19      | 7:30 am            | 3:30 pm               |
| 2/8/19      | 7:30 am            | 3:30 pm               |

- 13. **Unoccupied Area** – Any exhibitor’s table unoccupied will be regarded as a no show and the registration to the exhibit will be terminated, unless the ADE exhibitor coordinator has pre-authorized a late set-up time. All freight materials will be removed and returned to the venue loading dock at the exhibitor’s expense. Dismantling or tearing down exhibits prior to dismantle time must be authorized the ADE exhibitor coordinator.
- 14. **Media** – Media is not permitted at the event without the knowledge of the ADE exhibitor coordinator. The ADE exhibitor coordinator will notify exhibitors when the media is permitted at the event. Exhibitors should contact the ADE exhibitor coordinator if media approaches the exhibit table without prior knowledge.
- 15. **Cancellation** – For ADE exhibitor coordinator to prepare appropriately, cancellation must be received in writing within nine (9) work days (by 1/25/19) prior to the first day of the event date for a refund.
- 16. **Shipping of Materials** – Exhibitors are responsible for their own shipping of materials to the venue. Exhibitors may ship materials to arrive at the venue one week prior to the event. Any costs associated with the storage will be allocated by the venue.

**Authorized Signature** – By signing below, I hereby acknowledge that I have read and agree that the application information is correct and I agree with the Arizona Department of Education Event Exhibitor Rules and Regulations.

|                                   |             |
|-----------------------------------|-------------|
|                                   |             |
| <i>Print Primary Contact Name</i> |             |
|                                   |             |
| <i>Primary Signature</i>          |             |
|                                   |             |
| <i>Title</i>                      | <i>Date</i> |

**Return this form in its entirety to:**  
Hollie McHenry, Exhibitor Coordinator, 602 364-1530  
Hollie.McHenry@azed.gov or mail hard copy to  
Arizona Department of Education 1535 W. Jefferson Bin # 15, Phoenix, AZ 85007



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Retain a copy of this application for your records.

