



*In a World of Ordinary Mortals, You are an Early Childhood Professional:
Let's Celebrate You!*
August 8-10, 2018

**2018 EXHIBITOR REGISTRATION FORM
Early Registration Due by June 15th, 2018**

Registration Information: (please print clearly)

Company/Agency:	Contact Person:
Name of Person(s) attending conference:	Complete Address:
Phone:	
Email of Contact Person:	Fax:

Door Prizes & Freebies:

- The ECI Summer Institute asks that each exhibitor sponsor/provide a door prize valued at \$25 for each table you reserve:
We understand that we will provide a door prize upon arrival to the conference _____ (please initial)
- Do you have *freebies* or materials that you would want to add to participant tote bags? **yes** **no** (we'll take care of that at our booth)

Registration Fees:

(Single Booth includes 10'x10' space, one 6' table with cover & skirt, 2 chairs, wireless Internet, & overnight security)

For Profit Organization	_____ By June 15 Space(s)x \$275.00	\$ _____
For Profit Organization	_____ After June 15 Space(s)x \$300.00	\$ _____
Non-Profit Organization	_____ Space(s) x\$50.00	\$ _____
Electric	_____ \$25.00 flat fee	\$ _____
Additional Tables	_____ Table(s) x \$25.00	\$ _____
Easels (no charge)	_____ yes _____ no _____ quantity	
	Subtotal:	\$ _____
	Total:	\$ _____

Exhibitors will receive:

- Listing in ECI Summer Institute final program if registration & fee is received by July 20, 2018**
- Opportunity to advertise in ECI Summer Institute final Program
- Listing on the ECI Summer Institute website as a conference exhibitor
- Complimentary lunch for up to 2 people per day (Weds. & Thursday)

Payment Information:

- Make checks payable to: ECI Summer Institute**
- Mail registration form and check to: Dr. Cindy Ryan, WOU
345 N. Monmouth Av., Monmouth, OR 97361
- No refunds will be made for cancellation after July 10, 2018



2018 ECI Summer Institute Exhibitor Policies

- **Early Childhood Inclusion (ECI) Summer Institute:** The words "ECI Summer Institute," as used herein shall mean the Summer Institute Director and the Planning Committee. In the enforcement and interpretation of the following rules and regulations, the decision of the Summer Institute Director/Planning Committee is final.
- **Eligible Exhibits:** The ECI Summer Institute reserves the right to determine the eligibility of any organization, company or product for inclusion in the Summer Institute and reserves the right to reject, eject, or prohibit any exhibit in whole or in part, or any exhibitor, or representatives, with or without giving cause.
- **Liability:** Exhibitors must insure their own exhibits. The exhibitor agrees to make no claim for any reason whatsoever against the ECI Summer Institute or Western Oregon University; nor other contractors for loss, theft, damage, or destruction of goods; nor for any injury to self or employees; nor for any damage of any nature or character, including any damage to business by reason of the failure to hold the ECI Summer Institute as scheduled.
- **Installation/Showing/Dismantling:** Hours and dates for installation, showing, and dismantling are specified. Exhibitors will not be permitted to dismantle their exhibits until after the Exhibit Hall is officially closed. The exhibitor shall pay for all storage and handling charges for failure to remove exhibit materials from the Exhibit Hall at the conclusion of the Summer Institute.
- **Damages to Property:** Exhibitors are liable for any damage caused to building floors, walls, or to tables & materials (table skirts, easels, etc.), or to other exhibitors' property. Exhibitors may not apply paint, lacquer, adhesives or any other coating to building columns or floors, or to table equipment.
- **Fire, Safety, and Health:** The exhibitor agrees to accept full responsibility for compliance with local city, and state Fire, Safety, and Health Ordinances regarding the installation and operation of equipment.
- **Unoccupied Space:** The ECI Summer Institute reserves the right, should any rented exhibitor's space remain unoccupied on the opening day, or should any space be forfeited due to failure to make payment in full by the specified date, to rent paid space to any other exhibitor or use paid space for such purposes as it may see fit without any liability on its part, but this clause shall not be construed as affecting the obligation of the exhibitor to pay the full amount specified in the Exhibitor rental invoice should the ECI Summer Institute not resell the space.
- **Exhibitor Responsibility:** Exhibitors agree to indemnify the ECI Summer Institute & Western Oregon University against and hold it harmless for any claims arising out of the acts of negligence of exhibitors, their agents, or employees. Each exhibitor must keep at least one attendant at the table at all times Exhibit Hall is open.
- **Relocation of Exhibits:** The ECI Summer Institute reserves the right to alter locations of exhibitors.

Exhibitor Policy Agreement: I have read and agree to the 2018 ECI Summer Institute Exhibitor Policy*

*Exhibitor Signature**

Date