



**Pennsylvania Association of Family and Consumer Sciences, Inc.**  
*An Affiliate of the American Association of Family and Consumer Sciences, Inc.*

Dr. Mary Kaye Rhude-Faust, CFCS, NBCT, Executive Director  
 PO Box 508, Gilbertsville PA 19525-0508 ▪ paafcs@gmail.com ▪ http://www.pafcs.org

PAFCS ANNUAL CONFERENCE • April 6th, 2018  
 The Hilton Scranton & Conference Center, Scranton, PA

**EXHIBITOR APPLICATION / CONTRACT**

EXHIBITOR INFORMATION – PLEASE PRINT OR TYPE			
Company / Organization as it should appear in the Conference Program Booklet			
Street Address		City	State Zip
Phone	Email		

CONTACT / BILLING INFORMATION – Space confirmation and exhibitor information should be sent to:			
Name(s) of Exhibit Representative(s) for Name Tag			
Contact Address (If different from above)		City	State Zip
Cell Phone	Email		

EXHIBIT FEES AND SALES		
Type of Exhibit	<input type="checkbox"/> Non-profit organization	<input type="checkbox"/> Educational Institution <input type="checkbox"/> For-profit company
Exhibit Space Needs: Two tables skirted and two chairs will be provided in your exhibit space. Additional Needs: <input type="checkbox"/> Electric <input type="checkbox"/> Open Space, no table Will you be able to provide any door prizes or giveaways? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you able/willing to sell any items at your exhibit? <input type="checkbox"/> Yes <input type="checkbox"/> No If “yes”, please briefly describe so we can publicize.		
Sole Sponsorship Opportunities awarded on a first-come, first-served basis	<input type="checkbox"/> Friday Awards and Luncheon (\$1000)	<input type="checkbox"/> Saturday Luncheon (\$500)
<input type="checkbox"/> Full page ad in Program Booklet (\$100); Ad design must be sent electronically to us by January 15.		

DISCLAIMER AND SIGNATURE	
The undersigned hereby acknowledges receipt of and agrees to abide by the Exhibit Terms and Conditions and to all conditions under which exhibit space is leased to PAFCS. The PAFCS Annual Conference is an educational event and the exhibits staged in conjunction with the professional conference are a vital element of this educational process. The Exhibitor agrees to PAFCS Exhibit Terms and Conditions. This agreement shall not constitute nor be considered a partnership, joint venture, or agency relationship between PAFCS and Exhibitor. No refunds shall be awarded to the Exhibitor, irrespective of the reason that the Exhibitor cancels or fails to exhibit. If PAFCS cancels the Annual Conference, the exhibit fee will be refunded to Exhibitor.	
Signature	Date
Name (print)	Amount of Check

**Questions:** Email Conference Exhibit Chair: exhibits@pafcs.org  
**Forms may be sent electronically** to: exhibits@pafcs.org and then a check, made **payable** to **PAFCS**, **mailed** to PAFCS • PO Box 508 • Gilbertsville, PA 19525-0508. Please contact us if you wish to pay with a credit card.



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### **PAFCS EXHIBIT TERMS AND CONDITIONS**

The Exhibitor agrees to PAFCS Exhibit Terms and Conditions stated herein. This agreement shall not constitute nor be considered a partnership, joint venture, or agency relationship between PAFCS and Exhibitor.

**Exhibit Space.** The assignment of exhibit space will be made in the order of requests received in relation to receipt of payment. Exhibit spaces are available to non-profit organizations and colleges/ universities for \$125.00 and for-profit entities for \$150.00. Payment shall be made payable to PAFCS and submitted with Exhibitor Application. No refunds shall be awarded to the Exhibitor, irrespective of the reason that the Exhibitor cancels or fails to exhibit. If PAFCS cancels the Annual Conference, the exhibit fee will be refunded to Exhibitor.

Exhibitors may not sublet their exhibit space, nor any part thereof, nor exhibit, offer for sale, or advertise articles not manufactured or sold by the exhibiting company, or services offered by the exhibiting company, except where such articles are necessary for proper demonstration or operation of the Exhibitor's display. Exhibitors may not permit non-exhibiting company representatives to operate from their exhibit space. Exhibit space is for the exclusive use of the Exhibitor's institution/company.

Exhibitors are responsible for preparing and installing their own exhibit display and materials. Hours and dates for installing, exhibiting, and dismantling shall be as specified by PAFCS. Any Exhibitor failing to occupy contracted space shall not be relieved of the obligation of paying the full charge for exhibit space. PAFCS reserves the right to assign Exhibitors to spaces and revise the Exhibit room layout, if necessary. If the exhibit space is not occupied by the time set for completion of the installation of the exhibits, the space may be reallocated by PAFCS. All exhibits must be set up by the time set for the opening of the Exhibit and must remain intact until the Exhibit closes. Exhibitors are required to adhere to Exhibit hours. No early removal of exhibits will be permitted without the prior consent of PAFCS. A table and two chairs will be provided in your exhibit space.

**Exhibitor Code of Conduct.** Each representative of an Exhibiting company/institution is expected to conduct himself/herself in a professional manner. The use of deceptive and/or unethical methods to obtain information and/or gain an advantage over a competitor is considered to be a violation of this Code of Conduct.

Exhibitors shall wear badges issued by PAFCS. All exhibits must be staffed during viewing times for the Exhibit hours, unless otherwise permitted by PAFCS. All business activities, brochures, and advertising matter of the Exhibitor may be conducted and/or distributed only within the space assigned to the Exhibitor. No material may be placed on seats or attached to walls, ceilings, or woodwork in the conference venue unless otherwise permitted by PAFCS.



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**Disruptive Exhibits.** Public address, sound-producing, or amplifying devices must be tuned to conversational level. The operation of any equipment or apparatus that produces odors annoying to neighboring exhibitors or guests are not permitted. PAFCS has sole discretion in determining what is noisy, obstructive or objectionable. Any demonstration or activity that results in excessive obstruction of aisles or prevents ready access to nearby Exhibitors' spaces is not permitted.

**Insurance and Liability.** Exhibitor agrees to make no claim for any reason whatsoever against PAFCS or the Annual Conference venue for loss, theft, damage, or destruction of goods; nor for any injury, including death, to himself, employees, agents or representatives; nor for any damage of any nature, including damage to his business for failure to provide exhibit space; nor for failure to hold the Exhibit as planned or scheduled; nor for any action or omission by PAFCS.

Exhibitor is solely responsible for their own exhibit materials and products, and should insure exhibit and products from loss or damage from any cause whatsoever. It is understood that all property of exhibitors are in their care, custody, and control in transit to, or from, or within the confines of the exhibit space/room. PAFCS and the conference venue shall bear no responsibility for the safety of the exhibitors, their personnel, employees, agents or representatives, or personal property.

Exhibitor must make provisions for safeguarding their materials, equipment, and displays at all times. Exhibitor is advised to carry special insurance to cover exhibitor material against loss or damage and public liability insurance against injury to the person and property of others.

Exhibitor is liable for any damage caused to the assigned exhibit space or to other Exhibitor's property as a result of their action or omission. Exhibitor may not apply paint, lacquer, adhesive, or other coatings to the conference venue space. Materials, posters, and signage must not be placed directly on the wall or doors of the Exhibit space/room.

No flammable fluids or materials of any nature, including decorative materials, may be used in any exhibit space. All materials used must comply with local health and safety regulations.

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