



New England League  
of Middle Schools

**N E L M S**

460 Boston Street, Suite 4 – Topsfield, MA 01983-1223  
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**2008 Annual Conference Exhibit Contract**  
**New England League of Middle Schools 27<sup>th</sup> Annual Conference**  
Rhode Island Convention Center, Providence, RI  
March 30 – April 1, 2008

**Please Complete Information below, read, sign & date back of form and return with your payment**

Number (NELMS use)		Date	
Company Name			
DBA (for signage)			
Contact Person			
Title			
Address			
City State Zip			
Phone		Fax	
E-Mail		Website	
<b>Booth Type</b> (Single, Double, End-cap, Triple, Quadruple)	<b>Front (F) or Standard (S)</b>	<b>Price (See rate schedule)</b>	<b>Preferred Locations (See floor plan. List in order of preference.)</b>
			\$
<b>List of Event Registrants - \$275 via Email (Excel Spreadsheet attached)</b>			
<b>Circle to get list:</b>	10 days <b>BEFORE</b>	Or 14 days <b>AFTER</b> event	\$
<b>“NELMS Chit for Chat Station” Sponsorship \$80 per 40 ticket block</b>			
Number of blocks:		X	\$80 = \$
<b>Conference Program Book Advertisement</b>			
See attached price list for types and fees:			\$
<b>Circle as Applicable:</b>	<b>Sunday Prefunction Area</b>	<b>End-Cap Booth</b>	Add \$100.00 Each \$
<i>Please Enclose check for this amount</i>			<b>GRAND TOTAL</b> \$
<b>Submit description of your products and services via email to <a href="mailto:exhibitors@nelms.org">exhibitors@nelms.org</a> prior to March 1, 2008.</b> (Maximum 250 characters, including spaces)			
<b>FOR REGISTRATION &amp; BADGES (May also be submitted via email to <a href="mailto:exhibitors@nelms.org">exhibitors@nelms.org</a>) – Names of <i>all</i> booth representatives:</b>			

**Exhibit Contract Terms and Conditions:**

<b>Exhibit Hours</b>		
<b>Sunday, March 30</b>	<b>General Setup</b>	<b>2:00 pm – 5:00 pm</b>
<b>Sunday, March 30</b>	<b>Prefunction Booth Setup</b>	<b>10:00 am – 1:00 pm</b>
<b>Sunday, March 30</b>	<b>Prefunction Exhibits Open</b>	<b>1:00 pm – 5:00 pm</b>
<b>Monday, March 31</b>	<b>General Setup</b>	<b>7:00 am – 9:15 am</b>
<b>Monday, March 31</b>	<b>Exhibits Open</b>	<b>9:15 am – 5:00 pm</b>
<b>Tuesday, April 1</b>	<b>Exhibits Open</b>	<b>9:15 am – 2:00 pm</b>
<b>Tuesday, April 1</b>	<b>Move Out</b>	<b>2:00 pm – 6:00 pm</b>

**Booth assignments, pricing, and amenities:** Booth assignments will be made after October 1, 2007. Priority for booth location is determined by the date of receipt of contract with payment. Location preferences will be honored if possible, but cannot be guaranteed. Multi-booth configurations containing one or more front booths (see enclosed floor plan) are charged at the front booth rate. If purchasing four booth blocks, please specify end-cap (four booths in square) or row (four booths in line) configuration. Booths are 10’ wide x 8’ deep. Purchase includes back and side drapes, booth identification sign (1 per purchase), 6’ x 30” draped table, 2 chairs, and a wastebasket for each booth. Exhibitors will receive a kit from Dame Associates, Inc. including order forms for additional amenities & services. NELMS reserves the right to alter the Exhibit Hall layout which may require a change in booth assignments.

**Agreements & disclaimers:** Exhibitor agrees that booth(s) will remain open for all hours of the exhibit. NELMS, Dame Associates, Inc. (Dame), and the Rhode Island Convention Center (RICC) will not be responsible for any injury, loss, or damage that may occur to the exhibitor, the exhibitor’s employees or property, or to any other person prior to, during, or subsequent to the exhibit period. Each exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save NELMS, DAME, and RICC against: all claims, losses or damage to persons or property; governmental charges or fines; and/or attorneys’ fees arising out of or caused by exhibitor’s installation, dismantling, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of NELMS, Dame, or RICC and their employees and/or agents. NELMS will provide security during off-hours (i.e. non-exhibit times) from 3/30/08 – 4/1/08.

**“NELMS Chit for Chat” Sponsorship:** Sponsoring “Chit for Chat Station” exhibitors will be issued twenty \$2.00 snack/beverage discount coupons per day on Monday and Tuesday only for each block of forty purchased. Attendees are limited to one ticket per person per visit to either of two beverage carts, one located in each ballroom exhibit area. The Coupons have no cash value and may be redeemed for face value discounts only at the previously mentioned carts. A list of Booth walk sponsors will be published in the conference brochure.

**NELMS Raffle Ticket Auction:** In an effort to enhance traffic in the exhibit hall, we will be offering a ticket box auction to the conference participants. This event replaces the Silent Auction. If you would be interested in donating a product, service, or gift certificate please contact us.

**Cancellation policy:** Fee is fully refundable through 12/31/07. \$150 fee for cancellations between 1/1/08 – 2/28/08. NO REFUNDS after 2/28/08.

***Signifying agreement with all terms and conditions outlined herein:***

<b>Print &amp; Sign Name</b>	<b>Date</b>

**MAKE CHECKS PAYABLE TO : New England League of Middle Schools (NELMS)  
MAIL TO: NELMS, 460 Boston Street, Suite 4, Topsfield, MA 01983-1223**