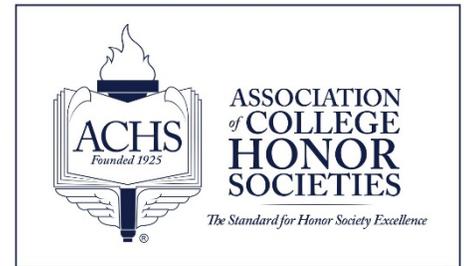


Exhibitor – Sponsor Information

Association of College Honor Societies
2020 Annual Council Meeting

February 6-8, 2020

Hilton Baton Rouge Capital Center
201 Lafayette St., Baton Rouge, LA 70801



Put Your Organization in the Spotlight!

*Association of College Honor Societies is pleased to invite you to participate as a sponsor of or exhibitor at our Annual Council meeting **February 6-8, 2020**, in Baton Rouge, LA.*

Our attendees are executive leaders for more than 80 national and international honor societies located on thousands of campuses. By participating as an Annual Council Meeting sponsor, you will be in front of executive directors, meeting planners, and top program administrators of these organizations. You will have a chance to engage with decision-makers and share ways your services and products can help attendees maximize efficiencies in their Societies.

The Annual Council Meeting is a time when all members come together for professional development, enriched learning opportunities and invaluable networking. Sponsorship makes it possible to keep costs low and provide outstanding program content and speakers.

Judith Tilton, ACHS Exhibit Manager email: info@ACHS.org

Extended sponsorship opportunities include advertising on the ACHS Website for one year, until the next ACHS meeting, as well as recognition signage at the conference and mention in a general session. We welcome inquiries and ideas. Opportunities include:

- *Thursday Welcome Reception - \$3000 with one drink ticket per attendee*
- *Friday Continental Breakfast – \$2500*
- *Friday Reception - \$3000 with one drink ticket per attendee*
- *Saturday Breakfast Roundtables – \$2000*
- *Tote Bags - \$650*
- *Other – Call us to Explore!*

Please Note: The ACHS Board of Directors reserves the right to select those Exhibitor-Sponsor applicants whose products and services are of interest to ACHS members.

Exhibit Fees:

Each exhibit space is a standard 6' table-top size and two exhibitor representatives may attend all breaks in the exhibit area. Conference registration is not included. Those wishing to participate in the full conference (meals and sessions) will need to register as a participant. Exhibit space is \$800, due at time the application is made. Space is limited so do not delay. [Please pay on line here.](#)

If you prefer to pay by check, please return this completed form with payment made to: Association of College Honor Societies, P.O. Box 798, Okemos, MI 48805-0798.

Exhibit Date and Times:

Thursday February 6th

Exhibit set-up: 12:30pm-4:30pm

Welcome Reception with Exhibitors: 5:00pm-6:00pm

Friday, February 7th

Break with Exhibitors: 10:30am-11:30am

An exhibitor activity for awarding door prizes is planned to increase traffic to exhibits. You are invited to bring items for door prizes.

Additional information and images will be requested from accepted applicants. You will be asked for a 50-word description to add to the online schedule and for use on the ACHS website. You will also be asked for a high-resolution logo in .jpg and .eps format, along with a web-ready format and content to info@achsnatl.org.

Exhibitor Terms, Conditions, and Responsibilities

Exhibitor Guidelines

1. Exhibitors are responsible for reading and adhering to these guidelines, those of the venue, The Hilton Baton Rouge Capitol Center, and the Exhibitor Terms, Conditions and Responsibilities listed below.
2. Exhibit space assignments are made on a first-come, first-served basis.
3. Payment is due no later than January 10, 2020. No exhibitor will be permitted to erect a display until space rental is paid in full.
4. Exhibitors shall not assign, share, or sublet any space without written consent of ACHS (hereafter referred to as "Conference Administrators") nor may any portion of the display extend beyond the boundaries of their exhibit space or block the view of other exhibitors.
5. Exhibitors may take orders and complete sales only for products or categories of products they have previously listed on the Exhibitor Application form.
6. There is no smoking allowed in the exhibit and registration areas, any meeting room, or any common indoor area.

Liability: The exhibitor shall be fully responsible to pay any and all damages to property owned by The Hilton Baton Rouge Capitol Center, its owners or managers which results from any act or omission of exhibitor. The exhibitor agrees to defend, indemnify and hold harmless ACHS and The Hilton Baton Rouge Capitol Center and their Officers, Directors, Employees and Agents from and against any actions, losses, costs, damages, claims, and expenses (including attorney's fees) arising from any damage to property or bodily injury to Exhibitor, his Agents, Representatives, Employees by reason of the Exhibitor's occupancy or use of the exhibition facilities.

Insurance: It is the exhibitor's sole responsibility to obtain business interruption insurance and full insurance coverage on all exhibit material, equipment or apparatus introduced into the conference location premises; to have comprehensive general liability, contractual liability and property damage insurance protecting against any liability which may accrue by reason of alleged wrongful or negligent conduct of the exhibitor in the amount of not less than \$1,000,000.00 per occurrence; to have Workman's Compensation insurance meeting statutory limits or insurance required by similar employee benefit acts as well as insurance having a minimum per occurrence limit of at least \$100,000.00 against all claims, which may be brought for personal injury or death of exhibitor's employees. All such coverage is to include contractual liability. ACHS can accept no responsibility for the loss of, or damage to, any of the said materials or displays, and the risk of all such loss shall be on the Exhibitors.

Security: The exhibit area is in an open and public area. It is the individual exhibitor's responsibility to safeguard equipment and material from the time it is brought into the facility until it has been removed. Exhibitors are responsible for removing dangerous or valuable materials from displays when staff is not there to supervise use, and to provide and use their own proper hazardous waste disposal system.

Shipping & Receiving:

There are specific instructions for shipping and receiving to this Hotel. Upon confirmation of your exhibit registration fee, you will be provided with explicit instructions. The hotel will charge both receiving and shipping handling fees, for which the exhibiting company is directly responsible.

Cancellation of Conference: ACHS may cancel the conference or exhibition for any reason. ACHS, the conference facility, and official service contractors shall not be liable for any expenses incurred by the exhibitor except for an exhibit fee refund issued in an amount deemed consistent with the expenditures and commitments already made.

Failure to Occupy: Any space not occupied on February 6, 2020, will be forfeited by the Exhibitor, and may be resold, reassigned, or used by the Conference Administrators without refund of rental price, unless arrangements for delayed occupancy have received prior written approval by the Conference Administrators.

Special Restrictions: (a) Circulars, advertising matter, etc., may be distributed and patronage solicited only within the space assigned to the exhibitor presenting the materials. (b) Exhibitors are prohibited from using amplifying equipment of any nature without permission from the Conference Administrators and, if permission is granted, the use of such equipment must not interfere with adjacent exhibits or other activities in the conference or hotel. (c) Nothing will be used within the exhibit area that will injure, mar, or in any manner deface any surface. (d) It is the exhibitor's sole responsibility to pay any royalties or license fees due to but not limited to the host city or state. No music may be played at an exhibitor's space without prior notice to and approval by the Conference Administrators.

Nonflammable Materials: All materials including muslin, velvet, silken, or other cloth drape or banner used in the exhibit area MUST be nonflammable. The exhibitor agrees to accept full responsibility for compliance with city regulations in the provision and maintenance of adequate safety devices and conditions for the operation of machinery and equipment under city codes. It is the exhibitor's responsibility to conform to safety and fire regulations. Any and all services needed from the service contractor or facility over and above those provided as standard are the responsibility of the exhibitor.

Sales: Direct over-the-counter cash sales will be permitted. All goods, advertised items, and services for sale must be provided during the exhibitor's regular course of business and listed in the appropriate place on the application for space. Most state Departments of Revenue require the collection of sales tax for all direct sales by both in-state and out-of-state companies. Filing the proper forms and complying with the regulations are the direct responsibilities of the exhibitor. Applicable sales tax is the responsibility of the exhibitor directly.

Amendment: Any point requiring a decision relative to the exhibits, if not specifically covered in writing, is subject to determination by the Conference Administrators. The Conference Administrators will have sole authority to interpret and enforce all rules and regulations, contained herein, to make any amendments thereto, and to make further rules and regulations as shall be necessary for the orderly conduct of the conference. All such amendments and future rules and regulations will be made available to the exhibitor.

Americans with Disabilities Act: Exhibitor shall have the sole responsibility for ensuring that its exhibit is in full compliance with the Americans with Disabilities Act and any regulations under that Act. Exhibitor will ensure the accessibility of its exhibit space and agrees to hold harmless and indemnify ACHS and its officers, directors, contracted employees and agents against any claims, damages, loss or exposure, including attorney's fees and costs, arising out of or related to any alleged ADA violation.

Cancellations: Cancellations must be made in writing via email to info@alternativecertification.org. Cancellations made in writing on or prior to January 10, 2020, will be issued a full refund minus a \$50.00 processing fee. No fees will be refunded for cancellations made after January 10, 2020.

Compliance: Exhibitors will comply with these terms and conditions, rules and regulations of the Conference Administrators, city, state, or federal regulations governing this exhibition, hazardous waste, labor unions, HCEA, and the Exposition Service Contractors Association guidelines and regulations.

Conference management will be responsible for interpreting these rules and regulations in order to align the exhibit and sponsor events and activities with ACHS Board policies in fairness to all who participate.