



International Studies Association

2009 EXHIBITION AND ADVERTISEMENT APPLICATION AND CONTRACT

2009 ISA ANNUAL CONVENTION EXHIBITION AND ADVERTISEMENT RULES AND REGULATIONS

ELIGIBILITY TO EXHIBIT

All display materials and their contents must be consistent with teaching and research in the international studies discipline, and the professional development of scholars, professionals, educators, and students in the field of international relations. The reassignment, sublet, or sharing of booth space is prohibited without written consent from ISA.

ISA reserves the right to refuse any application for exhibition or advertisement space, as well as curtail or cancel any exhibit or advertisement that, at the discretion of ISA, is inconsistent with the teaching, research, professional goals of the discipline and Association, or that are in violation of ISA rules and regulations. This policy also applies to displays, product sales, giveaways (including novelties and souvenirs) and the behavior of exhibitors or their employees. Politically or ideologically partisan exhibits are subject to the approval of ISA.

ASSIGNMENT OF SPACE

Booths are assigned on a first-come, first-served basis. ISA reserves the right to offer preferred placement to exhibitors based on sponsor commitments and participation history. Payment is not required to reserve a booth. However, your reservation and booth assignment are not confirmed until payment is received. Exhibitors have the option to submit a secure payment via credit card online, or to be invoiced with a 30-day payment deadline. **All payments must be received by 3:00pm (MST), November 24, 2008.**

ISA will attempt to assign requested spaces. However, if the requested space is not available, the best available space(s) at the time of reservation will be assigned. Booth assignments are not confirmed until full payment is received.

BOOTH SHARING

Any company or organization interested in sharing a booth must check the booth sharing box on the Application and Contract for space. The booth share request is not complete, nor will space be assigned, until BOTH companies have submitted the Application and Contract and full payment. In the event that one exhibitor withdraws from the exhibition, the company or organization with which they are sharing a booth will be responsible for the full balance of the booth fee. ISA does not match companies for booth sharing, nor does it allow more than two companies to share one booth.

BOOTH PACKAGE

The following is included in your booth rental fee

- One (1) 8'x10' booth with an 8' high background drape and 3' high side drapes (**Official show colors are navy blue and white.**)
- One (1) 6' skirted table and one wastebasket.
- One (1) 7"x44" publisher identification sign.
- Two (2) plastic side chairs.
- Complimentary registration for three (3) attendees per booth.
- Listing in the Convention Program.
- 24 hour security service

INSTALL AND TEAR DOWN

Sat., February 14, 1:00 PM – 6:00PM (Exhibitor Install)

Sun., February 15, 8:00 AM – 11:00AM **ONLY** (Exhibitor Install)

Wed., February 18, 1:00 PM – 4:00 PM (Exhibitor Tear Down)

All booth installations must be completed by 11:00 AM, Sunday, February 15th, 2009. All booth tear downs must be completed by 4:00 PM, Wednesday, February 18th, 2009

Persons under the age of 18 are prohibited from entering the Exhibit Hall during install and tear down.

Booth dismantling is not permitted until Wednesday, February 18th, 2009, 1:00 PM.



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SHOW HOURS FOR 2009 CONVENTION

The 2009 ISA Convention and Book Exhibition hours will be as follows:

Saturday, February 14 th	1:00 PM – 6:00 PM (Exhibitor Set-up ONLY)
Sunday, February 15 th	8:00 AM – 11:00 AM ONLY (Exhibitor Set-up ONLY)
Sunday, February 15 th	1:00 PM – 6:00 PM
Monday, February 16 th	9:00 AM – 6:00 PM
Tuesday, February 17 th	9:00 AM – 6:00 PM
Wednesday, February 18 th	9:00 AM – 12:00 PM

EARLY DEPARTURE

In order to minimize disturbances and hazards from early departures, exhibitors are required to staff contracted space during all hours that the hall is open. Failure to do so may result in deferred booth assignments for future Conventions.

BOOTH EQUIPMENT AND CONSTRUCTION

Nails, screws, and other items that can cause permanent damage to hotel property are prohibited. Booth displays and equipment must be self-supporting and positioned so as to not obstruct visibility of surrounding displays.

EXHIBITOR PERSONNEL

Exhibition personnel must comply with all rules and regulations of the Convention Hotel and ISA as it relates to the event, including behavior, entry, shipping, security and equipment.

EXHIBITOR/BOOTH PERSONNEL

Booth fees include three (3) complimentary exhibitor registrations per 8'x10' booth purchased and can only be used by employees of the exhibiting organization. Companies with more than three booth representatives will be assessed a fee of **\$220.00 (USD) for each additional booth representative.** Paper presenters/speakers are required to pay the published Convention Registration rate regardless of their exhibitor status. Exhibition booths must be staffed during all ISA Convention show hours.

Exhibitor badges must be worn at all times for admission to the Exhibition Hall. Booth personnel must **pre-register via the Application and Contract or Booth Personnel Registration Form.** Booth representative pre-registration information must be received **by January 14th, 2009.** Badges may be picked up at the Exhibitor Registration desk during published registration hours.

EXHIBIT HALL RECEPTIONS AND MEETING ROOM SPACE

All requests for affiliate meetings and/or receptions (including Exhibit Hall receptions) must be arranged through the ISA Director of Conventions, Jeanne White, Jeanne@u.arizona.edu, 520-621-2327.

Exhibit Hall receptions must be held in the designated Exhibit Hall reception lounge in the Exhibit Hall. Booth Receptions are no longer permitted due to space constraints and Fire Marshall Restrictions.

Hotel personnel are not authorized to assign meeting or reception space during the ISA Convention. ISA will coordinate the billing arrangements, assist with catering suggestions, place your food and beverage orders, and follow-up to make sure everything arrives as planned.



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DISPLAYS AND ADVERTISEMENT MATERIALS

Per Fire Marshall Regulations, all booth displays, including tables, chairs, and signage, must remain within the dimensions of the booth(s) and in a way that does not interfere with other exhibitor displays. Distributing advertising materials outside of the exhibitor's rented space is not permitted. Aisles may not be obstructed at any time.

ISA reserves the right to restrict any activity which might be considered undesirable or does not conform to the Contract Regulations.

CANVASSING

Advertising materials of any kind, including signage, from organizations other than those contracted with ISA for exhibition are strictly prohibited.

ON-SITE SALES

Cash and credit sales are accepted. Exhibitors are responsible for all licenses, taxes, and business requirements associated with sales in the City of New York and the State of New York.

DECORATING CONTRACTOR AND SHIPPING

The official customs and shipping company for the 2009 ISA Convention is:

GES

New York Service Center

New York, New York

Phone: 1-800-475-2098

www.ges.com

Exhibitor information kits will be available on the Convention website in October 2008.

SECURITY

ISA is not responsible for any loss or theft of exhibitor materials. ISA will provide security during exhibitor booth installation, tear down and in the evening when the Hall is closed. ISA is not liable for harm or damage to exhibitor property, employees or agents due to theft, fire, accident, or other causes.

PAYMENT DEADLINE

All exhibition and advertisement payments must be submitted in full by **3:00pm (MST), November 24th, 2008**. Payments not received may result in both a cancellation fee and forfeiture of booth and/or advertisement space.

Checks should be made payable to the **International Studies Association** and should reference the assigned ISA invoice number in order to insure that the payment is properly credited.

Payments should be sent to:

Ishara Smith

Marketing Manager

International Studies Association

324 Social Sciences

University of Arizona

Tucson, AZ 85721

Exhibition and advertisement space is not confirmed until full payment is received.



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CANCELLATIONS

Exhibition:

Exhibit cancellations received **by 3:00pm (MST) November 24th, 2008** will be assessed a 50% cancellation fee. After 3:00pm (MST), November 24th, 2008, Exhibit fees are non-refundable.

Advertisements:

A cancellation fee of 25% will be assessed for cancellations of reserved advertising space received **by 3:00pm (MST) November 24th, 2008**. After November 24, 2008 a fee of 100% will be charged. **Ads received after 3:00pm, November 24th, 2008 will not be included in the Convention Program.**

FIRE CODE AND SAFETY REGULATIONS

Exhibitors must comply with all fire, health, and safety regulations at the Convention Hotel. Flame-proof booth decorations are required. Excess exhibition materials must be properly stored with GES and shall not be placed under booth tables, in aisles, or behind drapery. The exhibitor will be responsible for all fines associated with noncompliance with fire codes enforced by the City of New York, New York.

ORAL MODIFICATION CLAUSE

Exhibitor and Advertiser Applications/Contracts may not be orally modified by any member of ISA or its agents. All contract modifications and exemptions must be in writing and authorized by the ISA Director of Conventions.

TERMINATION OF MEETING AND EXHIBIT

In the event that the Convention location is deemed unsuitable for occupancy, or should the Convention and Exhibition be interfered with due to strike, picketing, boycott, embargo, injunction, war, riot, emergency declared by a government agency, or any other act beyond the control of ISA, the Application and Contract may be terminated. ISA will not incur any liability for damages sustained by the exhibitor as a result of such termination. In the event of such termination, the exhibitor expressly waives such liability and releases ISA of and from all claims for damages and agrees that ISA shall have no obligations except to refund to the exhibitors a prorated share of the aggregate amount received by ISA (as rental for exhibit space for said Exhibit), after deducting all costs and expenses in conjunction with such Exhibit, including a reasonable reserve for claims.

INDEMNIFICATION AND WAIVER

The Exhibitor shall be fully responsible to pay for any and all damages to property owned by the New York Marriott Marquis or International Studies Association or their owners or managers, which results from any act or omission of the Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless the New York Marriott Marquis, International Studies Association and their respective owners, managers, officers or directors, agents, employees, subsidiaries and affiliates from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability shall include, without limitation, all losses, costs, damages, or expenses arising from, out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees, which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, Hotel or any part thereof.

The Exhibitor assumes the entire responsibility and agrees to indemnify and defend the International Studies Association, the New York Marriott Marquis and their respective employees and agents against any claims or expenses for loss, injury or damage arising out of the use of the exhibition premises. The Exhibitor understands that neither the International Studies Association nor the New York Marriott Marquis maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance. If ISA shall be held liable for any event which might result from a particular exhibitor's action or failure to act, such exhibitor shall reimburse and hold harmless ISA against any liability resulting there from. ISA will provide security services during the official hours of installation, dismantle and exhibition. Furnishing such service is not to be interpreted by exhibitors as guaranteeing them against loss or theft of any kind.

AMENDMENT TO CONTRACT REGULATIONS

Any and all points not covered specifically are subject to the decision of ISA. ISA may, in its sole discretion, make reasonable changes, amendments, or additions to Contract Regulations. Any such changes shall be binding on the exhibitor equally with the other regulations contained herein.