

# EXHIBITOR 411



## Exhibit Installation

Saturday, June 23, 2018 8:00 am – 5:00 pm  
 Sunday, June 24, 2018 8:00 am – 3:00 pm

## Exhibit Hours

Sunday, June 24, 2018 6:00 pm – 7:30 pm  
 Monday, June 25, 2018 9:30 am – 6:00 pm  
 Tuesday, June 26, 2018 8:00 am – 3:00 pm

## Exhibit Dismantle/Move-Out

Tuesday, June 26, 2018 3:00 pm – 9:00 pm  
 Wednesday, June 27, 2018 8:00 am – 12:00 pm

*\* Please note: Booth space is sold as it appears on the floor plan.*

## Exhibition Fees

Early Bird Rates  
(before Jan. 1, 2018)

Standard Rates  
(after Jan. 1, 2018)

Booth Size	Booth Square Feet	Corporate Member	Non Corporate Member	Corporate Member	Non Corporate Member
10 x 10	100	\$2,175	\$2,725	\$2,725	\$3,275
10 x 20	200	\$4,350	\$5,450	\$5,450	\$6,550
20 x 20	400	\$8,700	\$10,900	\$10,900	\$13,100
20 x 30	600	\$11,745	\$14,715	\$14,715	\$17,600

## Payment Terms

Invoice is net 30.

## Exhibit Space Amenities:

- Booths are 10' x 10', or multiples thereof
- Booths include 8' drape in back and 3' drape on sides
- Signage with organization name and location is complimentary
- **Furniture and accessories, A/V hardware, internet access, electrical requirements, booth carpet, booth cleaning, etc. are the responsibility of the exhibitor and ARE NOT included in the exhibit fee.**

## Additional Exhibitor Benefits Include:

- One (1) full conference registration and four (4) "Exhibits only" registrations per 10' x 10' space contracted.
- Ten (10) complimentary Client Passes.
- Additional full conference or exhibit hall passes will be available for purchase.

## Cancellation Policy

Exhibitor may reduce their booth size or cancel or withdraw from the exposition subject to the following conditions:

- The exhibitor shall give the Manager of Event Sales notice in writing to reduce booth size, cancel or withdraw from the exposition and the date the exhibitor's written cancellation is received by ASEE will be considered the official cancellation date.

## ASEE's refund policy is as follows:

- To any organization that withdraws prior to January 1, 2018, ASEE will refund 75% of total booth cost.
- Between January 2 – February 15, 2018, any organization that withdraws will receive a 50% refund of total booth cost.
- Between February 15th – March 15th, any organization that withdraws will receive a 25% refund of total booth cost.
- After March 16th, no refund will be given for booth reductions or cancellations.

Exhibitors who reserve a booth during the 2018 exhibit space draft must cancel their booth prior to January 1, 2018. After this date, any cancellations are subject to a \$250 cancellation fee.