

# Natural Resources and Agricultural Workshop in Education, Outreach and Technology Transfer

## SPONSOR AND EXHIBITOR AGREEMENT

This agreement between Alcorn State University, Southern University and Tuskegee University and your organization named below is for exhibit space at this workshop. To confirm a reservation for exhibit space, please complete, sign and return this agreement by June 29, 2001, along with your payment to the following address:

**Tuskegee University**  
**P.O. Box 830480**  
**Tuskegee, AL 36083-0480**  
**Attn: Louise Herron**

### Sponsor Information (Please print or type)

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

\_\_\_ Platinum Level \$10,000 or higher

\_\_\_ Gold Level \$5,001 - \$9,999

\_\_\_ Silver Level \$2,501 - \$5,000

\_\_\_ Bronze Level \$1,000 - \$2,500

Registration for \_\_\_\_\_ representative(s) @\$100.00 each      \_\_\_ Exhibitor only

Note: A phone line can be provided for additional cost of \$100.00.

### Exhibitor Information (Please print or type)

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ Zip/ Postal Code: \_\_\_\_\_

County: \_\_\_\_\_

Telephone /Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Representative(s): \_\_\_\_\_

### METHOD OF PAYMENT

<b>G</b> <b>G</b> <b>G</b> <b>G</b> <b>G</b>	Master Card	Credit Card Number: _____
	Visa	Expiration Date: _____
	Company Check	Credit Card Authorized Signature: _____
	Money Order	Cardholder's Name (Print): _____
	Purchase Order	

# TERMS OF AGREEMENT

## C Agreement

This form constitutes an agreement between the exhibitor and Tuskegee University for rental of the exhibit space assigned. To confirm your space reservation, please sign this agreement and return it with full payment of the fees.

## C Cancellation

An exhibitor may cancel subject to the following restrictions:

- C Written notice of cancellation must be received by June 30, 2001. A cancellation fee of \$50 will be applied.
- C No refunds will be made after July 1, 2001.

## • Allocation of Space

Booth space will be assigned in order of receipt of reservations. Every effort will be made to meet your preferences and requirements. Space assignments may be altered as needed to meet the requirements of the facility manager. In such event, exhibitors will be notified.

## • Set-Up and Take-Down

The exhibitor agrees to the following hours for set up and take down of their displays.

- C Set-Up Time –After 2:00 pm on Tuesday, July 10 until 5:00 pm on Wednesday, July 11
- C Exhibit Time – 9:00 am on Wednesday, July 11 until 12:00 noon on Friday, July 13
- C Take Down Time – No later than 3:00 pm on Friday, July 13

## • Use of Space

- a. All exhibits must be confined within the limits of the assigned booth space.
- b. Displays shall be placed so as not to interfere with other exhibitors.
- c. Sound reproducing equipment must be kept at a reasonable volume to avoid disturbing or interfering with other exhibitors or with the workshop program.

## • Liability and Security

- a. The exhibitor is liable for any damage to booths caused by the exhibitor or their agents.
- b. The exhibit area will be secure during set-up and take-down times and during the hours the exhibit area is closed. However, each exhibitor is responsible for the safety of their own material and equipment, both in transit and while at the workshop. Exhibitors are advised to carry appropriate insurance.

## • Acceptance

I, duly authorized representative of the undersigned organization, agree to all of the terms and conditions set forth in this agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_