

2010 Annual Assessment Conference Agreement Form

To ensure exhibit space, ALL agreement forms must be received AND paid in full by November 13, 2009

CONTACT INFORMATION:

Name of Company or Organization

Contact Person

Street Address

City, State, Zip Code

Phone

Fax

Email Address

Website Address

AGREEMENT INFORMATION:

(check one of the following)

Participation

- Sponsor \$1350
 Advertising Only \$500

Demonstration

- Monday
 Tuesday
 No Preference

I agree to be a sponsor or advertiser at the 2010 Texas A&M University Annual Assessment Conference in College Station, Texas as indicated above and to forward the necessary monies to the Office of Institutional Assessment. I have read and concur with the Cancellation Policy and Exhibitor Responsibilities and Liabilities section.

Sponsor's Authorized Signature

Date

Print Name

PAYMENT INFORMATION

Important: Whether you pay by credit card or check, you will need to submit this form, completed AND signed, to our office. See the shaded box to the right for more information.

- To pay by CREDIT CARD, visit our website at <http://assessment.tamu.edu/conference> and click the Sponsors tab.
- To pay by CHECK, make your check payable to:

Texas A&M University
Memo: Assessment Conference

TWO COMPLIMENTARY REGISTRATIONS

Name Email

Name Email

Cancellation Policy

- Sponsorships cancelled **before February 1, 2010**, will be refunded \$725 (non-refundable marketing plus booth fee of \$625).
- Sponsorships cancelled **after February 1, 2010** will not be eligible for a refund.

Exhibitor Responsibilities & Liabilities

The Exhibitor is responsible for insuring the safety of their personnel and exhibit materials from theft, damage, accident, fire, or other such causes. Exhibitors who wish to carry insurance must do so at their own expense. The Exhibitor understands that neither the Hilton College Station nor Texas A&M University maintains insurance covering the Exhibitor's property. It is the sole responsibility of the Exhibitor to obtain such insurance.

Exhibitor agrees to accept full responsibility for compliance with local, city, and state fire, safety, and health ordinances regarding the installation and operation of equipment. This includes use of safety guards and devices where necessary to prevent personal injury to spectators. Only fire-proof materials should be used in displays.

Exhibitors agree not to post, nail, tape, or otherwise attach items to walls, floors or other parts of the building or furniture. Exhibitors are responsible for damages to the hotel if they do not comply with this request.

All necessary fire precautions will be the responsibility of the exhibitor.

Exhibitor agrees to make no claim against Texas A&M University or the Hilton College Station for loss, theft, damage, or destruction of goods, or for any injury to the exhibitor or employees. No claim will be made for any damage of any nature or character, including damage by reason of failure to provide space for the exhibit, or for removal of the exhibit, or for failure to hold the Conference as scheduled.

Exhibitor assumes responsibility and agrees to indemnify and defend Texas A&M University and the Hilton College Station and their respective employees and agents against any and all claims, damages, or expenses arising out of Exhibitor's use of the exhibition premises.

RETURN FORM AND PAYMENT TO:

Rhonda Gray
Office of Institutional Assessment
Texas A&M University
1157 TAMU
College Station, TX 77843-1157

Fax: (979) 862-2919
Email: assessment@tamu.edu
Phone: (979) 862-2918