



42nd Annual Conference & Exhibition

November 14-16, 2017 Overland Park Convention Center

Exhibition Contract

We hereby apply for exhibit space at the Kansas Association of Counties Annual Conference Expo, November 15, 2017 at the Overland Park Convention Center ~ Overland Park, KS

Company Name _____ Industry/Service _____
(As it should appear on your booth sign)

Contact Person for Booth Details _____ Title _____

Address _____ Email _____
(All future Expo correspondence will be sent to this address)

City _____ State _____ Zip _____ Phone _____

Contact Person listed in Conference Program _____ Same as Contact Person for Booth Details
(As it will appear in the KAC Conference Vendor Listing)

City/St _____ Phone _____ Email _____

No booth(s) will be held nor booth selection be open for potential exhibitors without written contract. Exhibitor contract accepted on a first-come, first-served basis. Payment must be included with signed contract. Space will not be held without full payment.

Enclosed is the **\$800 (less if sponsor-see Sponsorship Form)** exhibit fee for one booth at the exhibit session of the 2017 KAC Annual Conference & Expo. Make check payable to the Kansas Association of Counties. Exhibit fee includes: Three conference registrations for staff, one 10'x10' booth with 8'-high back drapes and 3'-high side dividers, one 6' table and two chairs. Exhibit fee does not include any special equipment needs; these items must be handled through Helgerson Company, Inc., official drayage firm of the KAC.

For equipment larger than 10 feet, contact Dana Wethington at wethington@kansascounties.org to verify space availability.

Booth Staff - List the names and titles of the three representatives who will be staffing your booth. Each will receive Expo and Conference access.

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

Additional tickets needed for: Name _____ Full Registration \$370

Date Fee & Cancellations - A \$100 administrative fee will be assessed for all exhibit booth cancellations. NO refunds will be given for cancellations received after September 15, 2017. NO telephone cancellations will be accepted.

Entertainment & Hospitality Policy: Entertainment or hospitality is limited to those companies, organizations or individuals who are sponsors or exhibitors at the annual conference, at a time when no conference meetings or conference-wide social events are planned.

The exhibitor, on signing the contract for exhibit space, expressly releases the Kansas Association of Counties, and its members and representatives, from any and all claims of injury, loss or damage that may occur to the exhibitor, the exhibitor's employees, or the exhibitor's property from any cause whatsoever. The exhibitor also agrees, by signing this contract, to abide by all rules and regulations of the KAC Annual Conference & Expo.

Signature _____ Title _____ Date _____