



## Early Bird Exhibition Contract

Deadline January 18, 2019

We hereby apply for exhibit space at the Kansas Association of Counties Annual Conference Expo, November 13, 2019 at Century II Convention Center, Wichita, 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 Mobile App or 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 \$725 Early Bird exhibit fee for one booth at the exhibit session of the 2019 KAC Annual Conference & Expo. (Make check payable to the Kansas Association of Counties.) Exhibit fee includes: One 10'x10' booth with 8'-high back drapes and 3'-high side dividers, one 6' table and two chairs, up to three full conference registrations. Exhibit fee does not include any special equipment needs. These items must be handled through Helgerson Company, Inc., official drayage firm of the KAC.
- Enclosed is payment for extra booth space for equipment. Each booth is 10'x10' and Vendor must purchase enough space to accommodate equipment.

Contact Dana Wethington at [wethington@kansascountries.org](mailto:wethington@kansascountries.org) to verify space availability for large equipment.

**Cancellation Fee** – A \$100 administrative fee will be assessed for all exhibit booth cancellations. NO refunds will be given for cancellations received after September 30, 2019. NO telephone cancellations will be accepted.

**Booth Staff** – List the names and titles of the three representatives who will be staffing your booth. Please limit the number of representatives to three people. Each will receive Expo and Conference access.

Name \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Additional tickets needed for: Name \_\_\_\_\_ Registration \$370

We agree to comply with all rules and regulations as provided by the prospectus.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

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.