

## EXHIBITING RESERVATION FORM

NATIONAL COUNCIL FOR HISTORY EDUCATION

2018 CONFERENCE

SAN ANTONIO, TX

### EXHIBITOR REGISTRATION

Booth Type	Number of Booths or Attendants	Cost	Total
For-Profit	X	\$900	
Not For-Profit	X	\$500	
Additional Attendant	X	\$150	

10% Past Exhibitor (2016 or 2017) Discount:

**Exhibits Total:**

*We will donate the following items to the 2018 Raffle Drawing:*

### CONTACT INFORMATION

Company Name:  
*(As it should appear on signs)*

Main Contact:  
*(To receive confirmations)*

Billing Address:

City: State: ZIP Code:

Phone: Fax: E-mail:

### Payment Type

Check (Payable to NCHE)  P.O. (Govt. Only)  Card

Card Type: Account number:

Expiration Date: CVV #: Billing Zip Code:

*BY SUBMITTING THIS FORM I AUTHORISE THE NATIONAL COUNCIL FOR HISTORY EDUCATION TO MAKE CHARGES FOR THE TOTALS ON ACCOUNTS LISTED ABOVE.*

Print Name Signature Date

*Applicable terms and conditions can be found on the reverse.*

National Council for History Education  
13940 Cedar Rd. #393  
University Heights, OH 44118  
Phone: 240-696-6612 Fax: 240-523-0245  
[John@NCHE.net](mailto:John@NCHE.net) - [www.nche.net](http://www.nche.net)

## Terms and Conditions

1. ACCEPTANCE of advertising, exhibit booths and sessions are dependent solely on the discretion of the NCHE Conference Committee.
2. CANCELLATION POLICY. All cancellations must be submitted in writing to NCHE. Cancellations will be assessed a processing fee: \$100 if cancelled before January 1 and \$150 if cancelled after January 1, but before February 15. No refund will be issued after February 15, 2018.
3. EXHIBIT BOOTH ASSIGNMENTS are determined by reservation order and/or availability. All assignments are made in the best interest of the exhibit hall. Show Management reserves the right to change an exhibitor's assigned space if it is in the best interest of the exposition. Show Management will consult with the exhibitor before any changes are made.
4. DAMAGE TO PROPERTY caused by an exhibitor will be paid for by that exhibitor. Exhibitors may not paint, tape, nail, screw, drill or tack anything to the walls, columns, floor or ceiling of the exhibit hall, any adjoining exhibits or the official decorator's display materials.
5. COMPETING meetings, sessions or events that are not part of the official conference program are prohibited.
6. EACH EXHIBITING COMPANY OR ORGANIZATION assumes the entire responsibility and liability for losses, damages and claims arising out of the exhibitor's activities on the conference center premises and will indemnify, defend and hold harmless the conference center, the National Council for History Education, Inc and the expo company, their owners and management companies as well as their respective agents and employees, from any and all such losses, damages and claims.
7. MOVE-IN, SHOW AND MOVE-OUT hours and dates are those specified by NCHE. Removal or packing of exhibits prior to the close of the exposition is prohibited. Each exhibitor shall be responsible for all storage and handling charges if exhibit materials are not removed by the designated time.
8. All Exhibitors and contractors working in the exhibit hall must have LIABILITY AND PROPERTY INSURANCE.
9. REASONABLE CHANGES to the above rule and regulations may be made by Show Management. Any changes, amendments or additions shall be binding on the exhibitor. The ruling of Show Management shall be final in all instances with regard to use of any exhibit space.