



Exhibit/Product Theater/Sponsorship Application

Deadline: September 8, 2015

Exhibit Dates: September 17-19, 2015

A deposit of 50 percent of the total fee must be remitted with submission of this application, with the remaining balance due by September 8, 2015. Applications received after September, 2015, must be submitted with full payment. Incomplete applications or applications received without deposit (including those with declined credit cards) will not be processed. This application and agreement may be cancelled at any time by CAEP with written notice. This application will serve as your invoice for payment.

In order to have your complimentary listing in the final program, your request must be received by August 4, 2015.

CONTACT INFORMATION:

Company/Organization Name (as it will appear in the final program)

Brief description of company, product, and/or services to be exhibited

Contact Person, Title (all exhibit material will be forwarded to contact)

Company Street Address

City State/Province Postal Code Country

Phone E-mail Website

PAYMENT:

If paying by check, please make payable to CAEP. If paying by credit card, please complete the information below.

Applications will not be processed in the case of declined credit cards.

CAEP's federal ID number is 27-4701474.

VISA MasterCard

Amount to Charge: \$ _____

Credit Card # _____

Exp Date CSV/CSN # _____

Signature _____

Printed Name on Card _____

FOR INTERNAL CAEP USE ONLY:

Date Received _____

Space Assigned _____

Date Assigned _____

Exhibit Booth

September 17-19, 2015: \$3,500

List up to three competitors with whom you do not wish to be placed in close proximity. (cannot be guaranteed)

Product Theater

Product Theater: \$950

Product Theater session topic (if selected, provide brief session outline, topic, and speaker)

Time slots are assigned by CAEP and are awarded on a first-come, first serve basis. In order to help maximize the experience for the Product Theater's sponsoring organizations and attendees, CAEP reserves the right to limit competing topics/products in the same time slot. During any given 60-minute time slot, there is the possibility to run five concurrent Product Theaters. Please rank you desired date/time slot. Note: times are subject to change.

Fri., September 18, 7:00 – 7:45 am Sat., September 19, 7:00 – 7:45 am

Fri., September 18, 12:00 – 1:00 pm

Sponsorship Item(s)

Networking reception: \$50,000/\$10,000 (Exclusive or Multiple Opportunities)

Hotel Room Key Cards: \$3,500

Conference Portfolios: \$6,500

Lanyards: \$3,800

Pens: \$2,350

Registration Inserts: \$500

Final Program

Inside Front Cover: \$1,450 Outside Back Cover: \$1,700 Inside Back Cover: \$1,200

Full-page Ad: \$800 Half-page Ad: \$400 Quarter-page Ad: \$250

	Payment Method	Amount
Total Due		
Deposit		
Balance		
2nd Payment		
Refund		
Reason: _____		

AGREEMENT: All correspondence will be with the person listed above, and this contact person will be responsible for forwarding all materials to agents and/or representatives hired by the exhibiting company. The below signed acknowledges receipt of, and agrees to, abide by policies and exhibitor rules and regulations as posted online at www.caepnet.org and any correspondence from CAEP or its agents(s), and to all conditions under which exhibit space at the Washington Hilton Hotel is leased to CAEP. Unless CAEP is notified in writing within 15 days of space assignment, the below signed agrees that the space assigned is acceptable, and further certifies that the product/services listed on this contract are those to be exhibited.

Authorized Exhibitor Representative Signature

Date