

2019 Exhibit Reservation Form

51st Annual
Central States Conference
on the Teaching of Foreign Languages (CSCTFL)
meeting jointly with the
Ohio Foreign Language Association (OFLA)

Breaking Barriers – Building Bridges – Promoting Performance

March 14-16, 2019 – Hilton Downtown Columbus (OH)

Please mail, or scan and e-mail, this form to:

Anne Nerenz, CSCTFL Executive Director

239 Tonkin Drive
Ishpeming, MI 49849

Phone: (906) 486-6545

E-mail: csctfl.exec.director@gmail.com

A. Exhibitor Contact Information

Company Name _____
(as it should appear on booth sign)

Contact Person _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ E-Mail _____

B. Type of Exhibit

_____ texts, publisher	_____ travel/study abroad	_____ A/V, computer
_____ imported materials	_____ language/multimedia centers	_____ software
_____ materials, realia	_____ fund-raising	_____ other (specify: _____)

C. Exhibit Information

1. Exhibit Location, Schedule and Decorator

Booths will be located in Bellows Ballroom of the Hilton Downtown Columbus hotel. Decorating & drayage will be provided by Fern Expo & Event Services. Exhibitor packets, which will include costs for additional services and instructions for exhibit shipping, will be provided by Fern Expo in early February 2019.

Exhibit Set-up:	Thursday, March 13, 2019	9:00 a.m. – 5:00 p.m.
Exhibit Hours:	Thursday, March 14, 2019	7:00 p.m. – 9:00 p.m.
	Friday, March 15, 2019	8:00 a.m. – 5:00 p.m.
	Saturday, March 16, 2019	8:00 a.m. – 2:00 p.m.
Exhibit Dismantle:	Saturday, March 16, 2019	2:00 p.m. – 6:00 p.m.

2. Booth Prices and Payment Policy

- Piped and draped booths are 8' x 10' and include a 6 ft. table and two chairs.
- The price is \$850 for each booth.
- Orders will be processed on a first-come, first-served basis by mail, FAX, or scanned & emailed **with priority given to our sponsors**. No phone orders will be accepted.
- A minimum payment of 50% of the total amount due must be postmarked no later than two weeks following the receipt of this Exhibit Reservation Form to confirm the booth reservation. Check, money order, Visa, MasterCard and Discover are accepted.
- The final payment is due January 13, 2019.
- Refunds cannot be given unless a written request is received no fewer than 60 days prior to the start of the conference. A \$250 cancellation service fee will be charged.
- The exhibit hall floor plan is found on the website at www.csctfl.org under Exhibitors. Booth location selection will be based on the order in which reservations are received and confirmed with a 50% deposit. **Priority will be given to our sponsors**. Your location will be confirmed via e-mail beginning in December 2018.

3. Hotel Room Reservations

Hotel sleeping room reservations should be made directly with the hotel. Hotel information can be found at www.csctfl.org. CSCTFL asks that each exhibitor stay at the conference hotel. Hotel rates that CSCTFL has negotiated include many benefits. If CSCTFL is unable to meet its room-block commitment because exhibitors are making reservations at other hotels, the hotel will charge CSCTFL an attrition fee to make up the hotel's lost revenue. If this were to occur, CSCTFL would be forced to increase the exhibitor fees and cut conference services. Please let the reservation agent know that you are associated with CSCTFL.

4. Conference Registration

Conference registration is complimentary for three exhibitor representatives per booth, however each exhibitor representative must register by name for the conference. A Booth Personnel Registration Form is found at www.csctfl.org under Exhibitors. Please adhere to the due date of February 18, 2019, to ensure a smooth registration process. Representatives in addition to the three per booth must each pay the regular conference registration fee of \$150. Exhibitor badges will be issued only for registered exhibitor representatives.

5. Sponsorships

If you are able to sponsor an event during the conference or participate in the conference raffle, please indicate your willingness on the appropriate line on page 4 of this form. Sponsors are acknowledged in a number of places throughout the conference **and given priority in booth location selection**. All sponsors will also have their website linked on the CSCTFL website.

6. Exhibitor Sessions

Although the deadline for session proposals was April 15, 2018, if you are still interested in presenting an exhibitor session, please contact Patrick Raven, CSCTFL Executive Director, at CSCTFL@aol.com **immediately**. Exhibitors can present a session only if they reserve a booth in the Exhibit Hall.

D. Order Summary

Complete this reservation form and fax or mail **all four pages** to the address or number shown on page 4.

<i>Quantity of booths</i>	<i>Total Amount Due</i>
_____ 8' x 10' booth @ \$850 each	\$ _____

Booth location selection will be based on the order in which reservations are received and confirmed with a 50% deposit. **Priority will be given to our sponsors**. Please indicate below your preferred booth location using the booth numbers from the enclosed exhibit hall floor plan. Your location will be confirmed via e-mail beginning in December 2018.

1st choice: _____ 2nd choice: _____ 3rd choice: _____

Reminder:

- A minimum payment of 50% of the total amount due must be postmarked no later than two weeks following the receipt of this Exhibit Reservation Form to confirm the booth reservation. Check, money order, Visa, MasterCard and Discover are accepted.
- The final payment is due January 13, 2019.
- Refunds cannot be given unless a written request is received no fewer than 60 days prior to the start of the conference. A \$250 cancellation service fee will be charged.

E. Indicate Method of Payment:

_____ **Check or money order enclosed payable to: Central States Conference**

_____ **Visa/MasterCard/Discover:** **Account #** _____

Expiration date _____

Name on card _____

V-Code (last three digits of the number found on the back side of the card in the signature block)

Credit card billing address, if different from above:

Authorized signature _____

Date _____

F. Sponsorships

If you are interested in sponsoring an event, please indicate that interest below. (Sponsors are acknowledged in a number of places throughout the conference **and given priority in booth location selection**. All sponsors will also have their website linked on the CSCTFL website.)

_____ We are interested in sponsoring: _____

Website address: _____

G. Please Read and Sign Below

The Exhibitor shall be fully responsible to pay for any and all damages to property owned by the Hilton Downtown Columbus hotel, its owners or managers that results from any act or omission of the Exhibitor. Exhibitor assumes entire responsibility and agrees to defend, indemnify and hold harmless the Central States Conference on the Teaching of Foreign Languages (CSCTFL), the Ohio Foreign Language Association (OFLA), the Hilton Downtown Columbus hotel and their owners, managers, employees, officers, directors, agents, subsidiaries and affiliates from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from or out of or by reason of any accident or bodily injury or of other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the hotel or any part thereof. In addition, the Exhibitor acknowledges that the Central States Conference on the Teaching of Foreign Languages (CSCTFL), the Ohio Foreign Language Association (OFLA), and the Hilton Downtown Columbus hotel do not maintain insurance covering Exhibitor's property and that it is the sole responsibility of Exhibitor to obtain business interruption and damage insurance covering such losses by Exhibitor. Finally, the Exhibitor understands that the Hilton Downtown Columbus hotel will not accept direct freight shipments of any kind and that all exhibit materials or products must be shipped to the show's contracted drayage firm, i.e., Fern Exposition & Event Services and/or its representative. The shipping details will be sent to each Exhibitor in February 2019, along with all other pertinent information.

Exhibitor signature

_____ Date _____

Please mail, or scan and e-mail, this form to:

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