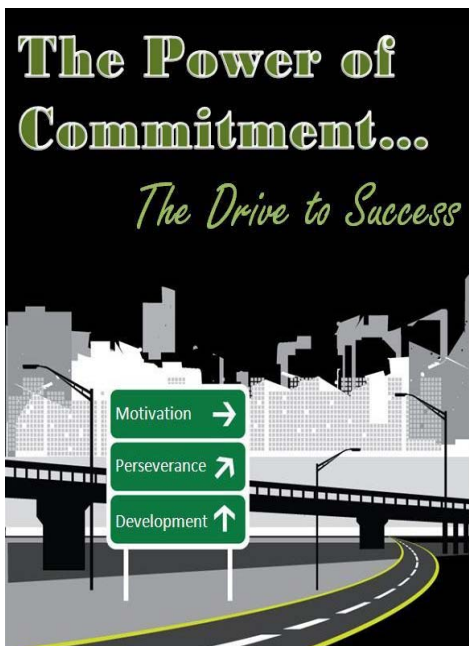


IAAP Woodlands Area Chapter
presents the



9th ANNUAL

Administrative Professional's
Recognition Breakfast
& Vendor Expo

Tuesday, April 20, 2010

The Woodlands Area Chapter of the International Association of Administrative Professionals® (IAAP-WAC) is seeking exhibitors for our 9th Annual Administrative Professional Breakfast & Vendor Expo on Tuesday, April 20, 2010 at The Woodlands Waterway Marriott Hotel. The theme for the 2010 event is "The Power of Commitment...The Drive to Success."

The Expo is your opportunity to showcase your products or services to this important audience. Business Exhibitors we would like to include are major office product manufacturers, publishers, software vendors, staffing firms, gift suppliers, paper companies, catering and event planning companies - just to name a few.

We are opening the Vendor Expo to include other types of unique businesses or services that provide our guests with shopping options such as jewelry companies, skin care services, photography, home accents, and many more. Space is limited so act soon to reserve your exhibit booth.

Administrative Professional's Week™ has become one of the largest workplace observances. Celebrated worldwide, APW brings together millions of people for community events and seminars, with individual bosses recognizing their support staff.

We look forward to hearing from you. Please send an email to wacapw2010@yahoo.com should you have any questions or need further information.

Sincerely,
Julie Waldenfels CPS/CAP and Karen Freytag CPS/CAP
2010 APW Vendor Expo Committee



Exhibit Booth Information

Location: The Woodlands Waterway Marriott Hotel and Convention Center, The Woodlands, Texas [South Town Center Ballroom]

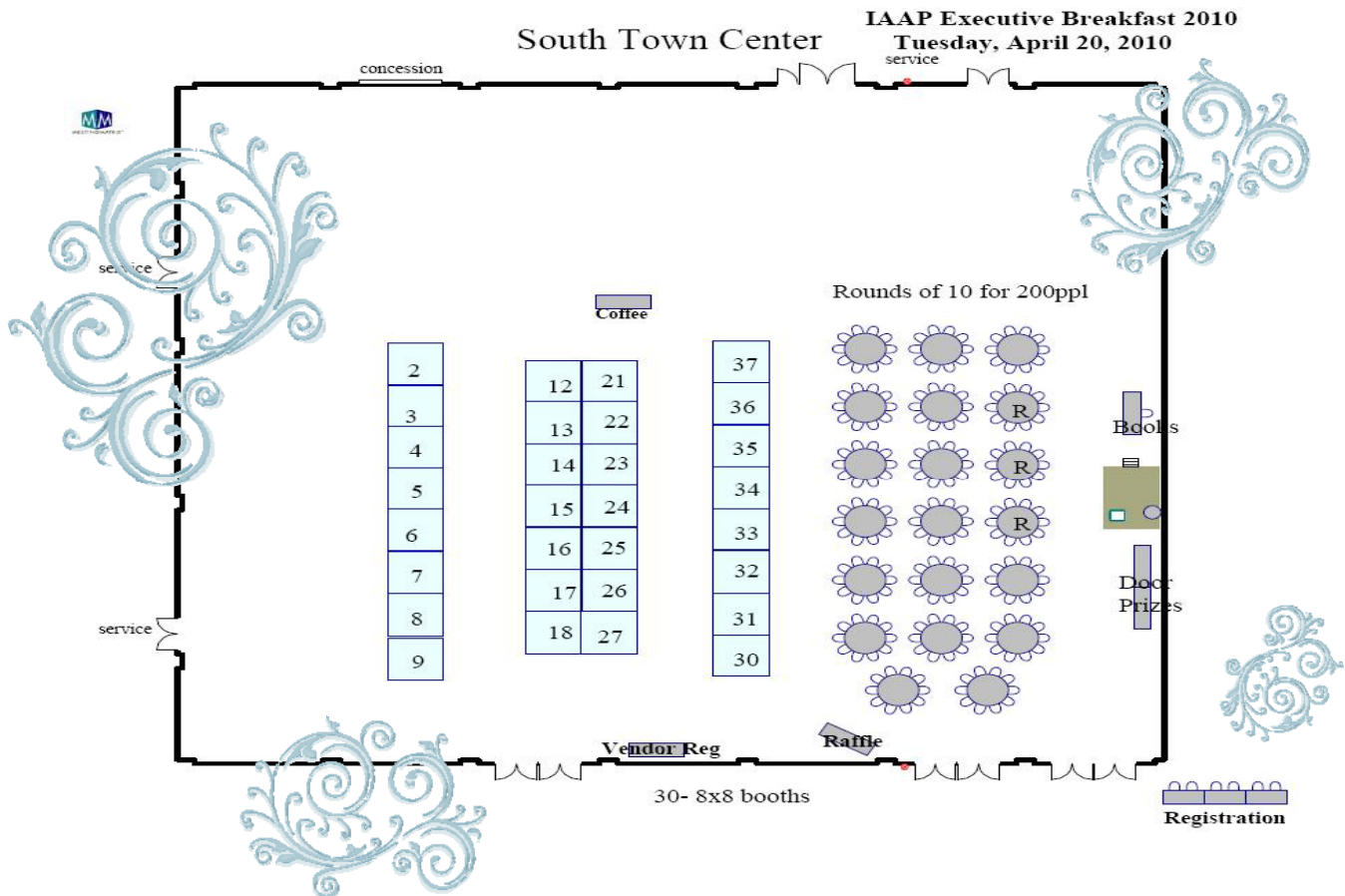
Dimensions: 8' x 8'

Furnishings: Back and side draping, 6' draped table, 2 chairs

Cost: \$125.00** [see Official Application and Contract for Space]

Space: Booths will be assigned on a first-come, first serve basis. Every effort will be made to honor your booth choices.

Vendor Exhibit Layout



Booth Package & Information

Your booth purchase includes:

- 8' x 8' booth with back and side draping, 6' draped table and 2 chairs
- One complimentary breakfast ticket to the breakfast/program portion of the event.
- Exhibitor listing in the Event Program.

NOTE: Vendors will be able to set up their booths prior to the start of the event. If available, booths will be set-up the prior evening after notification from the Marriott that the room is open for our use.

As the guests arrive, they will have the opportunity to see you prior to the breakfast and after the program portion.

Your registration includes **ONE** free breakfast ticket so that you may join the recognition portion and be able to sit and network with the attendees.

Extra breakfast tickets are available for purchase online at the event registration.

The Expo will close after all attendees have left and the vendors will be able to start their tear downs.

If you require special equipment or needs at the event, please send an email with the details so that we can make every effort to accommodate your needs. There is an additional \$66.00 charge by the hotel for electrical hook-up.

Special requests must be placed well in advance of the event in order to assure proper set-up. Additional costs for any special equipment or set-up will be charged to the exhibitor.

Event Schedule

<i>6:30 am—7:30 am</i>	<i>Vendor Set-up</i>
<i>7:30 am—8:30 am</i>	<i>Check-In/Expo Open</i>
<i>8:30 am—10:30 am</i>	<i>Breakfast/Program</i>
<i>10:30 am</i>	<i>Expo Re-Opens</i>



Next Steps

- Complete the Application and Contract for Space and sign the Exhibitions and Regulations Form and mail them to:

IAAP-WAC 2010 APW
P.O.Box 9202
The Woodlands, Texas 77387

- Register and pay at <http://apw2010iaap.eventbrite.com> for the booth, extra breakfast tickets and electrical if needed.
- Upon notification of acceptance, your application becomes a contract subject to the Regulations and Terms and the contents of the brochure.

Contact Information

Questions may be directed to: wacapw2010@yahoo.com

Julie Waldenfels CPS/CAP, APW Vendor Expo Committee

Karen Freytag CPS/CAP, APW Vendor Expo Committee



www.iaap-wac.org



IAAP-WAC 2010 APW VENDOR EXPO

Official Application and Contract for Space

We hereby make application for exhibit space(s) as indicated below, for use in IAAP-WAC 2010 APW VENDOR EXPO, scheduled for April 20, 2010, during the IAAP-WAC Ninth Annual Administrative Professional's Recognition Breakfast & Vendor Expo at The Woodlands Waterway Marriott in The Woodlands, TX. Online payment for this application is required at <http://apw2010iaap.eventbrite.com>. No refunds will be made if a cancellation by an exhibitor is made after April 1, 2010. A 50% cancellation fee will be charged if received prior to April 1st.

We have read and agree to comply with and be bound by all provisions contained in the exhibit regulations on the reverse of this application and contract form. It is our understanding that rental includes, an 8' x 8' booth set up with 6' covered table and two chairs, recognition in the event program and one free breakfast ticket to attend the recognition portion of the event. Booth set up is the responsibility of the exhibitor. IAAP will not be held responsible for any cost incurred related to this licensing.

Print or type: (All correspondence will be sent to the contact person and address provided below.) Mail to: IAAP-WAC, c/o 2010 APW Vendor Expo, P.O. Box 9202, The Woodlands, TX 77387. Please enclose a business card.

Exhibitor Firm Name _____ Date _____

Address _____

City/ State/ Zip _____

Tel _____ Email _____

Authorized by (sign) _____ Contact Person _____

Number of Booths _____ x \$125.⁰⁰ each = \$ _____

Recruited by:

**** Door Prize Discount = - (\$15.00)**

IAAP Member Name _____

Additional Breakfast Tickets _____ x \$35.⁰⁰ each = \$ _____

Total Amount Due [paid online] = \$ _____

Yes, our booth will need electrical hook-up and understand that this is an additional \$66.00 charge by the hotel.

Yes, we would like to donate a door prize and receive our discount.

Our Booth Choices: 1st _____ 2nd _____ 3rd _____ 4th _____

To help us in assigning your booth location, please list names of competitors you would prefer not to be near (no guarantees are made in respect to location). _____

**** During our breakfast, door prizes are given away to participants. If you would like to donate a door prize to be given away, you will receive a discount towards the cost of your booth. This will be refunded to you after the event.**

Signature Also Required on Reverse

Exhibition Regulations for IAAP-WAC Vendor Expo

1. **DEFINITION OF TERMS:** the term "Exhibit Management" or "Management" used herein shall mean the International Association of Administrative Professionals, its agents, or employees acting for it in the management of the exhibit. The term "Exhibit Hall" used herein shall mean the premises and location as stated on the reverse of this Application and Contract for Exhibit Space.
2. **TYPE AND LOCATION OF EXHIBITS, CARE OF SPACE:** Exhibits must include only new machines, furniture equipment, and other items of particular interest to administrative professionals. The Exhibitor shall care for and keep in good order space occupied by him and must surrender the space occupied by him, in the same condition as it was at the commencement of occupation, ordinary wear expected. If the space occupied by the Exhibitor shall be damaged by act of negligence of the Exhibitor, or the Exhibitor's agents, employees, patrons, or guests, the Exhibitor, on demand, shall pay such sum as shall be necessary to restore said space to the same condition as it was when first occupied by the Exhibitor.
3. **SPACE:** The Management will make assignments of space guided by requirements of individual Exhibitors and their choice of locations, maintaining a proper classification of exhibits and a uniform appearance of displays. Management reserves the right to rearrange floor plans and relocate any exhibit. Letters, wires, personal messages, or telephone calls cannot be accepted as application for space. Only Official Application forms will be honored. Management reserves the right, should any rented Exhibitor's space remain unoccupied on opening day or space be forfeited due to failure to make proper payments to rent such space to another Exhibitor without making any refund; and this clause shall not be construed as releasing an Exhibitor from his obligations to pay the full amount of rent specified in his contract whether or not management relets the space pursuant to this paragraph. Exhibitor agrees not to assign or sublet any space allotted to him, not to advertise for sale goods other than those manufactured or sold by him in the regular course of business, and not to use for demonstrations purposed or place name signs or courtesy cards on any equipment unless the supplier of such equipment is also an Exhibitor in this exhibit. Circulars or advertising matter in conformity with the foregoing sentence may be distributed from the Exhibitor's space.
4. **SETUP AND DISMANTLING:** Times stated in the Exhibitor Prospectus specify when Exhibitor setup and dismantling will occur, with exhibit to remain intact until official closing stated in show hours. To insure orderly and on-time move-in/move-out, and to maintain adequate insurance protections, rules and regulations as formulated by the National Association of Exposition Managers and the Exposition Service Contractors Association.
5. **REGISTRATION:** All Exhibitor registration information will be mailed to booth contact. Exhibitor personnel MUST register at the event and wear their identification badges to be admitted to Exhibit Hall and to work in the Exhibitor's booth.
6. **BUILDING RULES:** By signing the Application and Contract for Exhibit Space, the Exhibitor assumes all responsibility for compliance with local city and state ordinances and regulations covering fire, safety, and health. Only fire-proof materials may be used in display and necessary fire precautions should be taken by exhibitors.
7. **GENERAL ADMISSION:** Management reserves the right to refuse to admit and to eject from the Exhibit Hall any objectionable or undesirable person or persons, and upon the exercise of their authority, the Exhibitor, for himself, his employees, and agents hereby waives any right and all claim for damages against the Management.
8. **IRREGULAR ACTIVITIES:** No person, firm, or organization not having regularly contracted with the Management for the occupancy of space in the Exhibit Hall will be permitted to display or demonstrate its products, processes, or services or distribute advertising materials in the exhibit building. Any infringement of the rule will result in the prompt removal of the offending persons. The Management reserves the right to restrict Exhibitors who, because of noise or any other reason, shall interfere with the best interest of the exhibit as a whole.
9. **LIABILITY-GUARD AND INSUREANCE:** Neither the Management nor Exhibit Hall assumes any responsibility for destruction, loss, or damage to the Exhibitor's property or property in his care or custody from any cause whatever. The Exhibitor hereby agrees to indemnify and hold harmless both the Management and Exhibit hall against any and all liabilities and expenses for death, personal injury, property damage, an loss of whatsoever kind or nature, by whomsoever suffered, arising from or out of the use by the Exhibitor of exhibit space or it's activities in connection therewith. Each Exhibitor is responsible for his own equipment and must keep and attendant in his display during the hours listed under "Dates and Hours of Exhibit." In all cases, an Exhibitor desiring to insure his exhibit and display materials against fire, theft, etc., must do so at his own expense. It is suggested that the Exhibitor contact the Insurance broker, who for a nominal cost will secure an exhibit rider policy, which will provide all risk insurance covering his exhibit property while it is absent from its home premises. In addition, your organization acknowledges that neither the Hotel, its owners and operator, maintain insurance covering exhibitor's property and that it is the sole responsibility of your organization to obtain business interruption and property damage insurance insuring any losses by your organization.
10. **CANCELLATION:** If the Management finds it necessary to cancel the Exhibit because the premises are destroyed by any cause, or in case circumstances beyond its control shall make it impossible for the Exhibitor or Exhibitors to occupy space contracted for, it is agreed by the Exhibitors that each will pay a proportionate share of the direct expense incurred by the Management in connection with the exhibit.
11. **MUSIC-SOUND DEVICES:** Any music, live or recorded, to be used in the exhibit space must be reported in the contract for space for Management to comply with the requirements of the licensing agreement. Sound devices, ghetto-blasters, megaphone, loud speakers, side show tactics, or undignified methods of attracting attention are prohibited. Films or videos must be confined to products, techniques, or applications with educational or informative value.
12. **BUILT-UP DISPLAYS:** No construction in excess of 8 feet in height, including signs and/or equipment shall be permitted, and any portion of displays more than 4 feet in height shall not extend more than half the distance from the back line of space toward the front line. All exposed parts of exhibits must be finished so as not to be objectionable to other Exhibitors or the Management.
13. **END BOOTHS:** End booths may not obstruct adjacent booths from the view of exhibit attendees at any angle.
14. **SHIPPING-STORAGE:** Due to lack of storage space and because of fire department regulations it is impossible to handle the storage of empty crates. It is necessary that the Exhibitor make arrangements with the designated Expo representative to handle the storing of shipments received prior to the setup date, to remove on the dismantling date, and to handle the storage of crates and packing items during the show. All shipments to the Expo should bear the name of company, booth number if available, International Association of Administrative Professionals.
15. **VIOLATIONS:** In case of any violation of the terms and conditions of these Regulations on the part of any Exhibitor, the Management shall have the right, as its option, to terminate such Exhibitor's lease to occupy exhibit space, whereupon all rent paid shall be forfeited, and the Management may re-enter and take possession of the space occupied by such Exhibitor and remove all person, display, goods, and other property at the Exhibitor's sole risk. The Exhibitor shall pay all expense in connection with such removal and all damage which the Management may incur, forfeit all monies paid, and remain obligated for all monies due to the Management in connection with such exhibit space. The Exhibitor waives the service of written notice to re-enter and terminate.
16. **GENERAL:** All matters and questions not covered by these Regulations are subject to the decision of the Management. These Regulations may be amended at any time by the management, and all amendments that may be so made shall be as equally binding, upon publication, on all parties by them as the original Regulations. The use of the masculine singular pronoun to refer to an Exhibitor herein shall be deemed a proper reference even though the Exhibitor may be an individual (male or female), a corporation, a partnership firm or association, or a group of two or more individuals, corporations, partnership firms, or associations, and the necessary grammatical changes in all instances be assumed as though in each case fully expressed. Additional or special requirements not outlined in these Regulations or the application on the reverse of these Regulations shall be at Exhibitor's expense. Such requests should be directed to the designated Expo representative.

Authorized Signature: _____ Print Name: _____