



⚠ Please submit completed form to Kevin McDonnell at kmcdonnell@townsend-group.com.

## Application and Contract for Virtual Booth & Sponsorship

### 1 COMPANY INFORMATION (Company Information to be published)

Company Name	
Contact Name	Title
Mailing Address	
City	State/Province
Zip/Postal Code	Country
Phone	Fax
E-mail	Website

### 2 OFFICIAL EXHIBITOR CONTACT

Company Name	
Contact Name	Title
Contact Mailing Address (if different)	
City	State/Province
Zip/Postal Code	Country
Phone	Fax
E-mail	

### 3 SELECT VIRTUAL BOOTH OPTION

	Rate Per Booth
<input type="checkbox"/> Standard Booth	\$2,200
<input type="checkbox"/> School Systems / Non-Profit*	\$1,800

\*Please attach your non-profit certificate to receive the booth discount.

### 4 SELECT SPONSORSHIP(S)

<input type="checkbox"/> Mobile App Premier Sponsor \$20,000	<input type="checkbox"/> Social Media Bundle \$1,000
<input type="checkbox"/> Yes I Can Awards \$12,000	<input type="checkbox"/> Passport Contest \$1,000
<input type="checkbox"/> Leaderboard Contest \$5,000	<input type="checkbox"/> Video Placement \$500
<input type="checkbox"/> Dedicated Sponsor E-blast \$2,000	<input type="checkbox"/> Mobile App Push Announcement \$500
<input type="checkbox"/> Expo Showcase Session Promo Package \$1,000	

### 5 PAYMENT INFORMATION

☐ Check enclosed \$\_\_\_\_\_ (Checks payable to CEC)

**Mail check payments** to Council for Exceptional Children, P.O. Box 79026, Baltimore, MD 21279-0026

☐ Charge my: ☐ Visa ☐ MasterCard ☐ AMEX ☐ Discover

CEC will provide instructions on how to submit credit card payment upon receipt of signed contract.

#### Payment Policy

A 100% non-refundable payment is due with application. Virtual exhibit booth and/or sponsorship will not be held or confirmed without payment. Failure to make payment does not release the contracted or financial obligation of Exhibitor.

#### Cancellation Policy

No refunds will be given for booth or sponsorship cancellations.

### 6 COMPANY DESCRIPTION

Please provide a brief description (40 words or fewer) of your product or service to be listed in the mobile app if contract is received by February 1, 2021. If you prefer not to have a description, we will list only your company name and address.

### 7 SIGNATURE AND AGREEMENT

This application will become a contract upon acceptance with authorized signature and is based upon the virtual exhibit booth and sponsorship fees, rules governing the exposition, and general information that is included with this document.

*Note: Please also initial the Nondiscrimination clause on the next page.*

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name and Title \_\_\_\_\_

**CEC USE ONLY:** Date Rec'd \_\_\_\_\_ Total Cost \_\_\_\_\_ Accepted by CEC on \_\_\_\_\_

For more information, contact Kevin McDonnell, National Sales Manager at 202-367-1259 or kmcdonnell@townsend-group.com.

# CEC 2021 Exposition & Sponsorship Rules

These rules and regulations are a part of the agreement between **the Council for Exceptional Children (CEC) and the Exhibitor/Sponsor**. Exhibit Management reserves the right to render all reasonable interpretations and decisions, should questions arise, and to establish further regulations as may be deemed necessary to the general success and well-being of the convention. Exhibit Management's decisions and interpretations shall be accepted as final in all cases.

## 1. PURPOSE

The purpose of the CEC 2021 Convention & Expo is to further CEC's objectives by extending learning opportunities to attendees by exposing them to new companies, products and services in the expo and offering vendor sessions. Exhibitors are limited to firms, organizations and agencies whose exhibits are in harmony with the purpose of this Exposition.

## 2. LOCATION OF EXHIBITS

The Convention & Expo will be held virtually.

## 3. SUBLEASING

Exhibitor may not sublet his exhibit space, nor any part thereof, nor exhibit, offer for sale, or advertise articles not manufactured or sold by the exhibiting company, except where such articles are necessary for proper demonstration or operation of the exhibitor's display, in which case identification shall be limited to the manufacturer's normal regular nameplate. Exhibitor may not permit non-exhibiting company representatives to operate from his booth. Rulings of CEC shall, in all instances, be final with regard to use of exhibit space.

## 4. OCCUPANCY DEFAULT

Any exhibitor failing to occupy the virtual space contracted for shall not be relieved of the obligation of paying the full rental charge of such space.

## 5. ELIGIBILITY

CEC has the sole right to determine the eligibility of any company or product for inclusion in the Exposition.

## 6. NONDISCRIMINATION

As a professional association of educators dedicated to advancing the success of children with exceptionalities, CEC is committed to our core values of visionary thinking, inclusiveness and integrity. CEC values and seeks diverse and inclusive participation within the field of special education. CEC does not and shall not discriminate based on race, ethnicity, culture, language, age, (dis)abilities, family status/composition, gender identity and expression, sexual orientation, socioeconomic status, religious and spiritual values, geographic location, country of origin, or military/veteran status, nor shall it tolerate harassment based on any of the foregoing in any of our activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, vendors, contractors and clients, and provision of services. CEC is committed to providing an inclusive and welcoming environment to all of the aforementioned groups. CEC encourages and promotes involvement and access to its annual convention and expo and other professional development opportunities consistent with our nondiscrimination policy. Exhibitors (defined as company contracting space) and Sponsors (defined as an individual or organization that pays some or all the costs for an item or event in return for advertising) must adhere to CEC's core values and non-discrimination policy.

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## 7. CANCELLATION OR CHANGE OF EXPOSITION

Refunds of "Paid Exhibit Space Fees" in the event of event termination or cancellation shall be made to exhibitors at the sole discretion of CEC and in any case, will not exceed the amount of each exhibitor's paid exhibit space fee less any pro rata adjustments based on non-reimbursable direct and/or indirect event costs or financial obligations incurred by CEC through the date of exhibitors' notification of event termination or cancellation or through the completion of event termination or cancellation processes, whichever is later.

## 8. CANCELLATION/DECREASE BY EXHIBITOR

No refunds will be given for booth or sponsorship cancellations.

## 9. LIMITATION OF LIABILITY

Exhibitor agrees to make no claim for any reason whatsoever against CEC, its employees, agents, or representatives for loss, theft, damage, or destruction of goods; nor for any injury, including death, to himself, employees, agents or

representatives; nor for any damage of any nature, including damage to his business for failure to provide exhibit space; nor for failure to hold the Exposition as scheduled; nor for any action or omission of CEC. The exhibitor is solely responsible for his own exhibition material and products, and should insure exhibit and products from loss or damage from any cause whatsoever.

## 10. MUSIC

Any exhibitor using music must ensure that licensing fees have been paid to the appropriate agency, i.e., ASCAP or BMI. CEC is not responsible for any licensing fees for music played in exhibitor's booth.

## 11. WAIVER OF RIGHTS

Any rights of CEC under this contract shall not be deemed waived in any manner except as specifically waived in writing and signed by an authorized officer of CEC.

## 12. AMENDMENT AND ADDITION RULES

Any matters not specifically covered by the preceding rules shall be subject solely to the decision of CEC. CEC may, at any time, amend or add further rules to these rules, and all amendments made shall be binding on exhibitor equally with the foregoing rules and regulations.

## 13. AGREEMENT TO RULES

Exhibitor, for himself or itself, his or its personnel, employees, agents or representatives, agrees to abide by the foregoing rules and those provided and contained in the Exhibitors Manual, and by any amendments and additional rules that may be put into effect by CEC.