



Americans for the Arts  
National Assembly of State Arts Agencies  
2001 Joint Annual Convention  
July 28-31, 2001  
New York Marriott Marquis  
New York, NY

**Application for Table-Top Exhibit Space**

Company name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/State/ZIP: \_\_\_\_\_  
Telephone/FAX: \_\_\_\_\_  
E-mail/Web: \_\_\_\_\_

Twenty-five (25) word description of products or equipment to be displayed. Please note, the final program will read exactly as you have listed below. All caps and punctuation will be so printed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Table-Tops Needed: \_\_\_\_\_

**Table-top Price: \$750 for one six (6) foot table** *(price includes one (1) conference registration)*

Please sign and return this form with your full payment for your table-top display space. **Please make check payable to AMERICANS FOR THE ARTS.** No reservations will be accepted without full payment. Full payment must be received by May 31, 2001.

We hereby make application for table-top display space at the Americans for the Arts and National Assembly of State Arts Agencies 2001 Joint Convention. We agree to abide by the terms and conditions set forth by AFTA and NASAA on the reverse side of this form.

\_\_\_\_\_  
Name Title Date

Payment: \_\_\_\_\_ Check Enclosed

\_\_\_\_\_ Please Charge my AMEX, MC, VISA (circle card) in the amount of \$ \_\_\_\_\_  
Card # \_\_\_\_\_ Exp Date: \_\_\_\_\_  
Signature \_\_\_\_\_

**Please return this form to:**

Sharon Gee, Meetings/Events Manager  
National Assembly of State Arts Agencies  
1029 Vermont Avenue NW, 2<sup>nd</sup> Floor

Washington, DC 20005  
T: 202-347-6352 x112 F: 202-737-0526  
E: [sharon.gee@nasaa-arts.org](mailto:sharon.gee@nasaa-arts.org)

***TERMS and CONDITIONS for Table-top Display Space at the  
Americans for the Arts and National Assembly of State Arts Agencies 2001 Joint Convention***

1. **APPLICATIONS AND ELIGIBILITY:** Application for table-top space must be made on the printed form provided by Americans for the Arts (AFTA) and the National Assembly of State Arts Agencies (NASAA), contain the information requested, and be executed by an individual who has authority to act for the applicant (exhibitor). Any such exhibitor/producer or supplier or equipment and other products or services whose proposed exhibit will enhance the business of local arts management and purposes of the convention, and facilitate those purposes may apply for table-top display space. AFTA/NASAA reserves the absolute right to reject any such application.
2. **AGREEMENT TO CONDITIONS:** Each exhibitor, for himself and his employees, agrees to abide by these conditions, it being understood and agreed that the sole control of the display area rests with AFTA/NASAA.
3. **ASSIGNMENT OF SPACE:** Classification of table-top displays and assignment of space will be determined by AFTA/NASAA based upon the character of the proposed display and individual requirements and preferences as to the location for each exhibitor. Once the space has been approved by AFTA/NASAA, no exhibit will be moved except by the mutual consent of the parties.
4. **PAYMENT:** Full payment must accompany this application. All applications must be received by AFTA/NASAA no later than May 31, 2001.
5. **INSURANCE:** In all cases, exhibitors wishing to insure their goods must be done at their own expense. AFTA/NASAA holds no responsibility for table-top area security, nor for the value of any goods. All materials supplied by the exhibitor are displayed at their own risk and liability.
6. **BOOTHS:** Each table will be six feet in length and skirted with two chairs. No other materials will be provided by AFTA/NASAA. If any additional equipment is needed (electrical, signage, etc.) it is the responsibility of the exhibitor to work with and arrange payment for all related activities.
7. **CARE OF SPACE:** The exhibitor is responsible for, at his own expense, maintaining, cleaning the area of the exhibit space.
8. **PROTECTION OF EXHIBIT SPACE:** Nothing shall be nailed, tacked, screwed or otherwise attached to any building structure. If any damage occurs it is at the responsibility of the exhibitor to pay any damages.
9. **DEFAULT OCCUPANCY:** Space must be filled and completed with set-up by 9:00 am on Saturday, July 28, 2001. If space is not occupied by the designated time, AFTA/NASAA has the right to use the space as necessary and no refund will be granted to the exhibitor.
10. **PERSONNEL:** Booth personnel must confine their activities to their designated space. Exhibitors that are Convention attendees should make necessary arrangements to have their booth space covered when they deem necessary.
11. **DISTRIBUTION OF PRINTED MATTER:** Exhibitor shall not distribute materials, souvenirs outside of their exhibit space.
12. **CONFLICTING MEETINGS & SOCIAL EVENTS:** In the interest in the success of the annual meeting, no exhibitor shall extend invitation, call meetings or otherwise encourage absence of attendees during the hours of the convention.
13. **CANCELLATION:** No refunds shall be given for any cancellation.
14. **AFTA/NASAA's RIGHT TO REMOVE PROPERTY:** AFTA/NASAA reserves the right to remove from the hotel any and all property if the exhibitor violates any conditions of this agreement.

15. **LIABILITY:** AFTA/NASAA undertakes no duty to exercise care, nor does it assume any responsibility for the protection and safety of the exhibitor and its property used in connection to the exhibit, from theft to damage or destruction by fire. The exhibitor should remove small and easily removed articles during non-peak convention hours. No security of goods will be provided by AFTA/NASAA.