

2012 Exhibit Reservation Form

44th Annual
Central States Conference
on the Teaching of Foreign Languages (CSCTFL)
meeting in conjunction with the
Wisconsin Association For Language Teachers (WAFLT)

Touch the World
March 8-10, 2012 - Hyatt Regency Milwaukee

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

<input type="checkbox"/> texts, publisher	<input type="checkbox"/> travel/study abroad	<input type="checkbox"/> A/V, computer
<input type="checkbox"/> imported teaching materials, realia	<input type="checkbox"/> language/multimedia centers	<input type="checkbox"/> software
	<input type="checkbox"/> fund-raising	<input type="checkbox"/> other (specify)

C. Exhibit Information

1. Exhibit Location, Schedule and Decorator

Booths will be located in the Regency Ballroom and Foyer of the Hyatt Regency Milwaukee. Decorating and drayage will be provided by Fern Exposition & Event Services. Exhibitor packets, which will include costs for additional services and instructions for exhibit shipping, will be provided by the Fern Exposition & Event Services early in 2012.

Exhibit Installation:	Thursday, March 8, 2012	9:00 a.m. – 5:00 p.m.
Exhibit Hours:	Thursday, March 8, 2012	7:00 p.m. – 9:00 p.m.
	Friday, March 9, 2012	8:00 a.m. – 5:00 p.m.
	Saturday, March 10, 2012	8:00 a.m. – 2:00 p.m.
Exhibit Dismantle:	Saturday, March 10, 2012	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 table and two chairs.
- The price is \$850 for each booth.
- Orders will be processed on a first-come, first-served basis by fax or mail **with priority given to our sponsors**. No phone or e-mail 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 8, 2012.
- Refunds cannot be given unless a written request is received no fewer than 60 days prior to the start of the conference. A \$200 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**. Booth assignments will begin in late September 2011. Your location will be confirmed via e-mail.

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 reservations agent know that you are associated with CSCTFL. It is only by registrants telling the hotel they are attending the Central States Conference that CSCTFL receives credit. Please ensure that whoever is making your reservation tells the agent that you are attending CSCTFL 2012.

4. Conference Registration

Conference registration is complimentary for three exhibitor representatives per booth, however each exhibitor representative must register by name for the conference. Representatives in addition to the three per booth must each pay the regular conference registration fee of \$120. Exhibitor badges will be issued only for registered exhibitor representatives. A Booth Personnel Registration Form is found at www.csctfl.org under Exhibitors. Please adhere to the due date of February 13, 2012, to ensure a smooth registration process.

5. Sponsorships and Raffle

If you are able to sponsor a special 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, 2011, 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.

Quantity of booths

Total Amount Due

_____ 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.** Booth assignments will begin in late September 2011. 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 in late fall 2011.

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 8, 2012.
- Refunds cannot be given unless a written request is received no fewer than 60 days prior to the start of the conference. A \$200 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 and Raffle

If you are interested in sponsoring a special event, or contributing to the exhibitor raffle, please indicate those interests below. All sponsors will have their website linked on the CSCTFL website.

_____ We are interested in sponsoring: _____

Website address: _____

_____ We are willing to participate in the exhibitor raffle.

G. Please Read and Sign Below

The Exhibitor shall be fully responsible to pay for any and all damages to property owned by the Hyatt Regency Milwaukee, 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 Wisconsin Association For Language Teachers (WAFLT), the Hyatt Regency Milwaukee 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, Exhibitor acknowledges that the Central States Conference on the Teaching of Foreign Languages (CSCTFL), the Wisconsin Association For Language Teachers (WAFLT), and the Hyatt Regency Milwaukee 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 Hyatt Regency Milwaukee 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 early 2012, along with all other pertinent information.

Exhibitor signature

_____ Date _____

MAIL OR FAX TO:

**Patrick T. Raven, CSCTFL Executive Director
P.O. Box 251
Milwaukee, WI 53201-0251**

**Phone: 414-405-4645
E-mail: CSCTFL@aol.com
Fax: 414-276-4650**

FOR CSCTFL OFFICE USE ONLY:

Reservation received: _____ Payment postmarked: _____ Amount paid: _____ Amount due: _____

Booth number(s) assigned: _____