

# 2017 Exhibit Reservation Form

**49<sup>th</sup> Annual  
Central States Conference  
on the Teaching of Foreign Languages (CSCTFL)  
in conjunction with the  
Illinois Council on the Teaching of Foreign Languages (ICTFL)**

*Performance + Proficiency = Possibilities*

**March 9-11, 2017 – The Palmer House Hilton, Chicago, IL**

## **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 materials	<input type="checkbox"/> language/multimedia centers	<input type="checkbox"/> software
<input type="checkbox"/> materials, realia	<input type="checkbox"/> fund-raising	<input type="checkbox"/> other (specify: _____)

## **C. Exhibit Information**

### 1. Exhibit Location, Schedule and Decorator

Booths will be located in Exhibit Hall of The Palmer House Hilton. 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 Fern Exposition early in 2017.

<b>Exhibit Set-up:</b>	<b>Thursday, March 9, 2017</b>	<b>9:00 a.m. – 5:00 p.m.</b>
<b>Exhibit Hours:</b>	<b>Thursday, March 9, 2017</b>	<b>7:00 p.m. – 9:00 p.m.</b>
	<b>Friday, March 10, 2017</b>	<b>8:00 a.m. – 5:00 p.m.</b>
	<b>Saturday, March 11, 2017</b>	<b>8:00 a.m. – 2:00 p.m.</b>
<b>Exhibit Dismantle:</b>	<b>Saturday, March 11, 2017</b>	<b>2:00 p.m. – 6:00 p.m.</b>

## 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 9, 2017.
- 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](http://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 2016.

## 3. Hotel Room Reservations

Hotel sleeping room reservations should be made directly with the hotel. Hotel information can be found at [www.csctfl.org](http://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](http://www.csctfl.org) under Exhibitors. Please adhere to the due date of February 13, 2017, to ensure a smooth registration process. Representatives in addition to the three per booth must each pay the regular conference registration fee of \$140. Exhibitor badges will be issued only for registered exhibitor representatives.

## 5. Sponsorships and Raffle

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, 2016, if you are still interested in presenting an exhibitor session, please contact Patrick Raven, CSCTFL Executive Director, at [CSCTFL@aol.com](mailto: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, mail or scan/email **all four pages** to the addresses 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.** Please indicate below your preferred booth location using the booth numbers from the exhibit hall floor plan found online. Your location will be confirmed via e-mail beginning in December 2016.

1<sup>st</sup> choice: \_\_\_\_\_ 2<sup>nd</sup> choice: \_\_\_\_\_ 3<sup>rd</sup> 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 9, 2017.
- 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 and Raffle**

If you are interested in sponsoring an event, or contributing to the exhibitor raffle, please indicate those interests 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: \_\_\_\_\_

\_\_\_\_\_ 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 Palmer House Hilton, Chicago, IL, 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 Illinois Council on the Teaching of Foreign Languages (ICTFL), The Palmer House Hilton, Chicago, IL 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 Illinois Council on the Teaching of Foreign Languages (ICTFL), and The Palmer House Hilton, Chicago, IL, 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 Palmer House Hilton, Chicago, IL, 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 2017, along with all other pertinent information.

*Exhibitor signature*

Date \_\_\_\_\_

**MAIL, SCAN & EMAIL OR FAX TO:**

**Patrick T. Raven, CSCTFL Executive Director  
7141A Ida Red Road  
Egg Harbor, WI 54209-9566**

**Phone: 414-405-4645  
E-mail: CSCTFL@aol.com  
Fax: 920-868-1682**

**FOR CSCTFL OFFICE USE ONLY:**

Reservation received: \_\_\_\_\_ Payment postmarked: \_\_\_\_\_ Amount paid: \_\_\_\_\_ Amount due: \_\_\_\_\_  
Booth number(s) assigned: \_\_\_\_\_