

IN-BOOTH SALES MEETING INFORMATION AND RESERVATION FORM

Exhibitors that do not require a meeting room for sales meetings and prefer to have a sales meeting in their booth during non-exhibit hours with the products on display, may do so by completing the In-Booth Sales Meeting Reservation Form that follows. All invitees and Exhibitor personnel must be registered, badged, and follow all regulations. These regulations are necessary to protect the rights and booth content of all Exhibitors.

In-Booth sales meetings may be conducted any time during the following non-exhibit hours:

Wednesday, November 7:	8:00 – 11:00 AM, 5:00 – 6:30 PM
Thursday, November 8:	8:00 – 11:00 AM

Aisle carpeting maintenance, including vacuuming, will be completed prior to 8:00 AM each morning and no machinery from the general contractor should be operating, unless in an emergency situation. Vacuuming may be occurring on Wednesday from 5:00 - 6:30 PM.

Please be advised that there will be some last minute touch-up work being done by other Exhibitors on all mornings, as not all exhibitors take advantage of these meetings. Show Management will try to minimize any distractions and/or noise during the In-Booth Sales Meetings hours, but all exhibitors do have access to the exhibit hall prior to exhibits opening each day.

Please notify Show Management in the Exhibitor Service Center immediately if you do have any issues with noise during your meeting.

If you have any questions about the In-Booth Sales Meetings, contact EDspaces Exhibit Management Department at 800.395.5550, Option 5, or via email to exhibits@ed-spaces.com.

PLEASE REMEMBER THAT THE IN-BOOTH SALES MEETING RESERVATION FORM MUST BE RECEIVED BY EDMARKET ON OR BEFORE 6:00 PM EST, FRIDAY, OCTOBER 5, 2018, TO OBTAIN THE ADVANCE DISCOUNT RATE. AFTER 6:00 PM EST ON FRIDAY, OCTOBER 5, 2018, THE STANDARD OR ON-SITE RATE WILL APPLY.

Please read the following pages for the Directions and Regulations for In-Booth Sales Meetings

IN-BOOTH SALES MEETINGS: DIRECTIONS AND REGULATIONS:

- 1) You must complete the In-Booth Sales Meeting Reservation Form that follows. Send the completed form **to Show Management on or before 6:00 PM EST, Friday, October 5 to receive the advance rate.**
- 2) Space available, there is a maximum of 30 invitees allowed in your booth at one time per In-Booth Sales Meeting. (please note all attendees must fit within the confines of your booth)
- 3) ***A representative from your company must meet your group outside the exhibit hall.***
When your entire group is present, the company representative will lead your group to your Booth. ***No attendee will be allowed to enter the exhibit hall without a company representative.*** Exhibit representatives will be responsible for meeting attendees to insure that your invitees do not stray into other exhibitors' booths, nor use the furniture in the booths of others, nor roam the exhibit floor while the Show is not officially open.
- 4) Meeting Types:
 - a. **Single Meeting** =Exhibiting company holds one meeting only per day. You must escort your attendees to and from your booth for the meeting.
 - b. **Consecutive Meetings** =Exhibiting company holds multiple meetings, one after the other (not concurrently). Only one meeting is occurring at a time in the booth. You must escort your attendees to and from your booth for each individual consecutive meeting. Example: 8:00 am-8:30 am meeting (escort in at 8:00 am, out at 8:30 am), 8:45 am-9:15 am meeting, etc.
 - c. **Overlapping/Concurrent Meetings** =Exhibiting company holds multiple meetings either at the same or overlapping times (starting and/or ending at different times). ***Since these meetings overlap, each will require separate exhibitor representatives.*** You and your representatives must escort your attendees to and from your booth for each individual meeting. Example: 8:00 am - 8:30 am, 8:15 am – 8:45 am, 8:30 am – 9:00 am, etc.
 - d. **At no time can you have more than 30 attendees in your booth for any meeting type listed above.**
- 5) At the conclusion of your meeting(s), you must escort the guests out of the exhibit hall or your invitee(s) can remain in your booth with you. If an invitee is seen roaming the exhibit floor, that person will be escorted out of the exhibit area.
- 6) To protect the rights of others also having sales meetings, no P.A. system or voice enhancement will be allowed.
- 7) The Exhibitor, by signing the In-Booth Sales Meeting Reservation Form, assumes all liability for life, accident, theft of property, damage to property or any other loss due to the Exhibitor's sales meeting and holds the Education Market Association, Freeman, and the Convention Center harmless from any and all losses. It is recommended that the Exhibitor have, in effect during EDspaces, insurance to cover all property, and personal or bodily damages and claims arising from engaging in business as an exhibitor.

If you have any questions about the In-Booth Sales Meetings, contact the EDspaces Exhibit Management Department at 800.395.5550, Option 5, or via email to exhibits@ed-spaces.com.

In-Booth Sales Meeting Reservation Form

Please complete the information below and send where indicated. A confirmation of receipt of reservation form will be sent via email to the contact listed below within three days of receipt of reservation form. Please contact Education Market Association if you do not receive confirmation of receipt of form.

IN-BOOTH SALES MEETING RATES

Rate if ordered before or on October 5, 2018	Rate if ordered after October 5 Through November 1, 2018	Rate if ordered after November 1, 2018
\$150.00	\$225.00	\$300.00

PLEASE SCHEDULE AN IN-BOOTH SALES MEETING ON THE FOLLOWING DAY(S):

<u>Day(s) Requested</u>	<u>Start Time* - Morning Session</u>	<u>Start Time* - Evening Session</u>	<u>Rate</u>
Wednesday, Nov. 7	_____	_____	\$ _____
Thursday, Nov.8	_____	_____	\$ _____
Total Cost			\$ _____

*We only require the start time of your first meeting of the day/session.
The rate is for the day, not by each meeting. In-Booth Meetings can be scheduled beginning from 8 - 11 am on Wednesday and Thursday, and 5-6:30 pm on Wednesday.

Meeting type: Single meeting Consecutive meetings Overlapping meetings

Please refer to the Meeting Information for the definitions of "Meeting Type"

FULL PAYMENT BY CREDIT CARD REQUIRED WITH ORDER

Company Name: _____ Booth #: _____

Contact Name: _____

E-Mail: _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Phone: _____ Fax: _____

Form of Payment: Visa MasterCard American Express Discover

Card Number: _____ Exp. Date: _____

Name on Card: _____
(print name as it appears on card)

Auth. Signature: _____

Source Code: ONPDF

Send this completed form by email to exhibits@ed-spaces.com or by fax to 301-495-7386; or by mail to: Exhibits Manager, Education Market Association, 8380 Colesville Rd., Ste. 250, Silver Spring, MD 20910