

TABLETOP CONTRACT

*Exhibiting Company: _____

*Contact Person: _____

*Address: _____

*City: _____ State: _____ Zip: _____

*Office Phone: _____ Cell: _____

*Fax: _____ E-Mail: _____

*Official Name for Tabletop (i.e., Acme Widgets): _____

*Tabletop Description (i.e., Energy efficient, sustainable designed exterior solutions for residential & light commercial construction) _____

*Tabletop Location Preference: 1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

Available tabletop spaces may be viewed at www.csicincinnati.org/exhibitors

***List of Attendees for Name Badges:**

Name: _____ Name: _____

Name: _____ Name: _____

*Will your tabletop require electricity? Yes _____ No _____ (101, 102, 103, and 104 do not have electricity)

*Items marked with an asterisk are required.

Item	Qty.		Cost		Total
Tabletop (CSI Member) includes 1 lunch and 2 drink tickets <i>(CSI Member may be from any chapter, but member must staff tabletop)</i>		x	\$250.00	=	\$
Tabletop (Non-member) includes 1 lunch and 2 drink tickets		x	\$350.00	=	\$
Food and Beverage Sponsorship			\$100.00	=	\$
	Total Amount Enclosed				\$

MAIL YOUR CHECK (Made Payable To "CSI Ohio Valley" along with this form to:

CSI Ohio Valley
P.O. Box 42161
Cincinnati, OH 45242

If also sponsoring, send logo in jpeg or png format to dsp-csi@cinci.rr.com

QUESTIONS – CONTACT:

David Proudfit, FCSI, AIA
Educon Chair
513-607-2030
Dsp-csi@cinci.rr.com

THE FINE PRINT:

By purchasing a tabletop, exhibitors agree to the following:

1. **Promotion by Non-Exhibitors:** With respect to Exhibitors and/or Vendors who have purchased tabletop space, the promotion of companies and/or products by those who are not participating as Exhibitors will not be permitted.
2. **Late Payment:** No exhibitors will be permitted to setup tabletop if not paid in full by the day of the show.
3. **Cancellation:** Cancellation must be no later than one week prior to the show date or payment will be forfeited.
4. **Set-Up Times:** Tabletops may be set up between 10:30 AM and 12:00 PM. Please do not set up tabletops during the first education session from 12:00 - 1:00 PM. Tabletops that are set up before 11:30 AM will provide the opportunity for attendees to browse tabletops before the first education session begins.
5. **Exhibitor Door Prizes:** It is encouraged that exhibitors provide door prizes to award to attendees. This can be done by business cards in a fish bowl or any other method the exhibitor desires. Door prizes will be awarded throughout the Expo sessions. Prize cards will be distributed to exhibitors to fill out. Cards will indicate prize winner name and company, prize, and exhibiting company. Please return cards to Expo MC at any time during the expo sessions. MC will announce the winner, company providing prize, and tabletop location. Winner will go to tabletop to receive prize. Do not bring prize to MC.
6. **Education Sessions:** The Product Expo will be closed during the education sessions. Exhibitors are encouraged to listen in on the sessions during this time. If you want to make business calls, or just relax during the education sessions, an exhibitor lounge will be provided for that purpose.
7. **Tear-Down Times:** It is requested that Tabletops be torn down at 5:00 PM after the last education session (this will also give you some time to talk to attendees after the last education session). If you must tear down tabletop before 5:00 PM, please do so from 3:45 PM to 4:00 PM so as not to disturb the 4:00 PM education session.

**The Ohio Valley Chapter of the Construction Specifications Institute
thanks you for your participation in Educon.**