

## CONTRACT APPLICATION FOR EXHIBITORS

Please print all responses legibly; Applications may be rejected if illegible. All exhibits are table-top. Please submit all documents and payments together. **Final payment Due: June 1, 2012**

### Royal Circle Foundation Consciousness Conference

Date(s) of Event: August 23 – 26, 2012 Location: UCLA – Los Angeles, CA

Applicant's Name \_\_\_\_\_

Institution Name \_\_\_\_\_

Address (complete) \_\_\_\_\_

Daytime Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_ Requested # of tables \_\_\_\_\_

**EXHIBITOR PACKAGE REQUESTED – Checks payable to: Royal Circle Foundation**

- Regular Package - \$800.00 (#1 skirted table with 2 chairs, signage and wastebasket)  
 Extra exhibit table: \$350.00 per table  
 Deluxe Exhibitor Package: (\$950.00)  
(Includes “Regular Package” plus a full-page advertisement in official program booklet)

Total Amount Due \$ \_\_\_\_\_  Requesting electrical outlet for exhibit

Payment Method: (Money Order) (Bank Draft) (Check) (Credit Card) (Wire Transfer)

Credit Card Type: (Visa) (MasterCard) (American Express) (Diners)

Credit Card Number \_\_\_\_\_ Exp \_\_\_\_\_

Security Code \_\_\_\_\_ Authorized Signature \_\_\_\_\_

*Applicant certifies that he/she is the responsible person for the exhibit and further agrees to comply with all of the rules, regulations, requirements, restrictions and obligations as stated in the “Guidelines for Exhibitors”.*

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

*Signature of Person Responsible for Account*

Send Application & Full Payment To:

*Newton-Thoth, Inc.  
Royal Circle Foundation Consciousness Conference Committee  
4100 N. Charles Street – Ste 507  
Baltimore, MD 21218-1028  
(410) 752-2943/ 9410) 637-5474 – Fax (410) 752-2222  
E-mail: newtonthothinc@netscape.net*

**Royal Circle Foundation Consciousness Conference**  
**GUIDELINES & STANDARDS FOR EXHIBITORS**

1. All payments must be received by due dates as specified in the exhibitors contract. There will be no on-site registration for exhibit booths or tables.
2. Each exhibition space will include one skirted table with two chairs, one wastebasket and signage per space rented. Only tabletop exhibits are permitted.
3. Each exhibitor will be assigned two (2) badges, guest exhibit hall passes, and invitations to special event functions.
4. Fire codes prevent any cooking on the premises. Exhibitors are permitted to have wrapped food products, candy, etc., promotional products, and give-a-ways for attendees visiting their respective table displays.
5. All exhibitors will be assigned space on a first come basis contingent upon receipt of full payment by date and time of receipt.
6. Exhibition hours, set up and breakdown times will be strictly adhered to without exception. Hours for set up are as follows:

**Exhibitor Registration & Set Up:**

Thursday, August 23, 2012 (3:00pm – 05:00pm)

Friday, August 24, 2012 (8:30 am – 9:30am)

**Exhibit Hours:** Friday, August 24, 2012 – (9:00am – 8:00pm)

Saturday, August 25, 2012 – (9:00am – 5:00pm)

Sunday, August 26, 2012 – (9:00am – 12:00noon)

**Exhibitor Breakdown:** Sunday August 26,2012 – (12:00 noon – 2:30pm)

7. Exhibits must be in good taste and exhibitors are responsible for keeping their areas clean and neat. Exhibitors are responsible for the removal of all trash and debris from their exhibit areas. Wastebaskets are provided in rental fee.
8. All exhibitors must insure that their respective exhibits do not block hallways nor impede the ability of conference participants from walking freely.
9. Exhibitors are free to attend the conference sessions and all special functions except for awards banquet at no extra charge. Separate ticket required for awards banquet..

*NOTATION: The organizers reserve the right to cancel exhibition space and refund all or part of paid monies for any exhibitor not in compliance with the rules and regulations or for failure to adhere to the exhibit hours of operation, set up and breakdown times.*

**Thank You!**

**Wells-DuBois Institute HBCU Conference**  
**EXHIBITOR APPLICATION INSTRUCTIONS**

1. Please print or type application. Illegible writing will result in return of application.
2. Exhibitors who are selecting more than one exhibit space should indicate request for two tables in exhibit hall area. Requests for additional tables are handled on a first come basis and must be paid in advance.
3. Please note final payment deadline date. There will be strict adherence to this date and assignments will be made on a first come basis only.
4. If you have selected the “Deluxe Exhibitor’s Package” attach your original camera-ready ad copy and submit it with your Exhibitor’s Application Form along with your full payment by the deadline date.
5. Advertisements are in black and white and should be submitted in jpeg or pdf formats only. No photocopies or fax copies will be accepted.
6. Requests for electrical outlets require an additional fee contingent upon the type of display needed and approved. Billing will be separate for the electrical outlets.
7. Payment must accompany application along with advertisement copy, if applicable. Payment may be in the form of a check, credit card, money order, or wire transfer. Contact (410) 752-2943 for wire transfer instructions when making payment via wire transfer from one financial institution to another.
8. Purchase orders will not be accepted as a form of payment
9. Cancellation requests must be made in writing and received at least two weeks (14 days) prior to the opening day of the event. Cancellation approval is made on a “case by case” basis.
10. Refunds are made less and administrative fee of \$50.00 at least sixty (60) days after an approved cancellation.
11. There will be no refunds for any cancellation request made within thirteen (13) days of the opening day of the event.
12. All Exhibitors will be given “Priority Status” rating and a discount coupon for exhibiting at the 2013 Royal Circle Foundation Consciousness Conference.

**Thank You!**



## **WHY YOUR ORGANIZATION SHOULD EXHIBIT AT THE ROYAL CIRCLE FOUNDATION CONSCIOUSNESS CONFERENCE**

1. Provides an exciting opportunity to showcase your business and market to a cross section of attendees
2. Provides an excellent ROI (return on investment dollars), i.e. very cost effective and high yielding marketing approach
3. Provides an opportunity for effective networking and collaboration
4. Provides exposure to a wider and more broadly based consumer population on a regional and national level
5. Provides FREE admission to exhibitors to attend the conference sessions and activities
6. Provides FREE coffee breaks during the conference for exhibitors
7. Provides media exposure for your organization and/or business
8. Provides a listing of conference and exhibit attendees for future reference and marketing endeavors
9. Provides “Exhibitor Discounts” for all future Royal Circle Foundation conferences and programs based on a rating point system.
10. Gets you out of the office (smile)

**ROYAL CIRCLE FOUNDATION  
EXHIBITORS DISCOUNT POINT GRADING SYSTEM**

<b><u>Rating Description</u></b>	<b><u>Point Rating*</u></b>
One (1) Table Exhibit	5 points (5% discount)
Two (2) Table Exhibit	7 points (7% discount)
Deluxe One (1) Table Exhibit	10 points (10% discount)
Deluxe Two (2) Tables Exhibit	15 points (15% discount)

- **Point Grading System Applies To Repeat Year Exhibitors Only**
- **Discounts Do Not Apply For 2012 Calendar Year**