

SCHOOL OF THE 21ST CENTURY NATIONAL CONFERENCE
JULY 14-16, 2008 AT THE OMNI NEW HAVEN HOTEL AT YALE

EXHIBIT TABLE
(Terms and Conditions)

- Location:** Omni New Haven Hotel, 2nd floor – Mezzanine Level
155 Temple Street
New Haven, CT 06510
- Time:** Exhibit tables will be open for general viewing from:
Monday, July 14th - Tuesday, July 15th – 7:30 AM – 4:20 PM
Wednesday, July 16th - 7:30 AM – 12:00 PM
Participants will visit exhibit tables during registration, breaks, and meals (see the conference program at <http://www.yale.edu/21c/program.html>). We will announce to participants that during registration, breaks and meals they can visit the exhibitors. Also, there will be a list of exhibitors in our final conference program that will be handed out at registration.
- Table:** Each Exhibitor will receive one skirted 6' by 30" table and two chairs. Banners, signs or other hanging material may be displayed on the front of the table, but there are no accommodations for hanging signs above or behind the display space. We reserve the right to refuse any exhibit. Exhibitors must arrange their exhibits so that they do not obstruct other exhibits. We are not responsible for missing or stolen property and we do not insure exhibitor property.
- Exhibit Fees:** The fee for a table is \$500. Tables will be reserved for 2 1/2 days, **Monday, July 14th - Wednesday, July 16th**. Lunch will be provided for two representatives only.
- Registration:** Exhibitors must register on the 2nd floor (Mezzanine Level) of the Omni New Haven Hotel before setting up their table. Once registered, a 21C staff member will show you to your table.
- Shipping:** If you would like to ship display materials prior to the conference, all arrangements must be made in advance with the Omni New Haven Hotel Convention Services Manager, Shannon LeGault (203-974-6727). The School of the 21st Century is not responsible for receiving or storing any packages. Please see the attached sheet with the Omni's shipping policy.
- Application:** Complete and return the enclosed application/contract with full payment. Tables will be assigned on a first-come, first-served basis at our discretion after payment has been received. Cancellations must be submitted in writing to the Zigler Center in Child Development and Social Policy. No refunds will be available for cancellations after check is received and processed.



Omni New Haven Hotel

Package Deliveries/ Shipping Information

Delivery Arrivals:

Special arrangements must be made in advance with the Convention Services Manager, Shannon LeGault (203-974-6727), for the shipment of any equipment, goods, displays or other materials, which will be delivered or brought into the hotel. Failure to do so may result in deliveries that are refused. We reserve the right to refuse any packages that appear damaged. The Omni New Haven Hotel at Yale will not assume any liability for the condition of the contents of any package.

The receiving entrance is open from 7:00 a.m. until 3:00 p.m., Monday through Friday. After hours and weekend deliveries are accepted by our Security Department and/or Concierge Desk.

The Omni New Haven Hotel at Yale agrees to store your packages, however, due to limited storage space, we request that shipments do not arrive earlier than 48 hrs prior to the start date of your first event. A storage fee of \$10.00 per box/ per day will apply for any boxes received under the following circumstances:

- Prior to 2 days of your first event.
- Boxes weighing more than 50 lbs.
- Each box exceeding 20 boxes.

Shipping Packages to the Hotel:

Any packages sent to the hotel MUST be marked as follows:

Shannon LeGault, Convention Services Manager
Omni New Haven Hotel at Yale
Yale University School of the 21st Century Conference July 14th – 16th, 2008
Attn: (Your Name and Organization)
155 Temple Street
New Haven, CT 06510

If you are sending several packages to the hotel, please mark them "1 of 5", "2 of 5" etc. We prefer that you know the exact number of packages that you are sending and the tracking numbers for each. Without this information, we cannot assist you if a package is lost in transit.

Shipping Packages from the Hotel:

In order to ship your packages from the hotel, you must box, seal and label your own packages. Please understand that the hotel is not responsible for boxing, sealing or labeling your packages. Any materials that are improperly boxed, sealed or labeled will not be shipped and will be held for 30 days in Lost & Found.

If you require electrical power at your exhibit booth, please complete the following form and fax it back to 203-974-6780, attention Shannon LeGault.



Electrical Power & Equipment Order Form

| | |
|--|-----------------------|
| Event Name: | Event Date(s): |
| Company Name: | |
| Onsite Contact Name: | |
| Address: | |
| City/State/Zip: | |
| Phone Number: | Fax Number: |
| Booth Number / Room: | |
| Start Date / Time: | |
| End Date / Time: | |
| Convention Services Contact: Shannon LeGault (203)974-6727 Fax (203)974-6780 | |

| Quantity | Description | Price |
|----------|---|-----------------|
| | Booth Power (Extension Cord, 6 Outlet Power Strip and Labor) | \$25 each |
| | Banner Hanging | \$50 each |
| | 120V/1200W/10amps – Subject to Labor Rates | \$25 each |
| | 120V/2400W/20amps – Subject to Labor Rates | \$50 each |
| | 120V/3600W/30amps – Subject to Labor Rates | \$100 each |
| | 208V/1 Phase/20amps – Subject to Labor Rates | \$150 each |
| | 208V/1 Phase/30amps – Subject to Labor Rates | \$150 each |
| | 208V/3 Phase/20amps – Subject to Labor Rates | \$300 each |
| | 208V/3 Phase/30amps – Subject to Labor Rates | \$300 each |
| | Items not Listed | Call for Rates |
| | Standard Labor Rates (7:30am – 4:00pm Monday – Friday) | \$75 p/hour |
| | Overtime Labor Rates (4:01pm – 7:29am, Weekends and Holidays) | \$150 p/hour |
| | Phone Line (Analog) | \$125+ usage |
| | High Speed Line | \$350 each |
| | Each Additional High Speed Line (at same booth) | \$100 each |
| | Total | Total \$ |

Payment Information

Check Number: (Please reference the event date) _____

Credit Card Number: _____ **Exp. Date:** _____

Name as it appears on Credit Card _____

(Please send a copy of the front and back of the credit card along with this form)

Amount Total: _____





IMPORTANT CONDITIONS AND REGULATIONS

All charges, including late requests, must sent in with completed form 14 days in advance.

Special equipment requiring private engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "House Electrician"; however, all service connections must be made by "House Electrician" or designee ONLY.

Under no circumstances shall anyone other than "House Electrician" or designee make electrical connections.

All materials used must be non-flammable to conform to New Haven, Connecticut Fire Regulations. Electrical wiring and equipment installation must conform to appropriate Connecticut and National Electrical Codes. Unauthorized material not conforming with such regulations shall be removed immediately at client's expense.

Voltage is 120/208. The Omni New Haven Hotel cannot be held responsible for voltage variations or "brown-out" conditions caused by United Illuminating. Clients having special voltage requirements should contact the Omni New Haven Hotel in advance.

Clients using computers or other equipment sensitive to power drop-outs should order exclusive circuits. All non-exclusive circuits may be shared by other clients. The Omni New Haven Hotel assumes no responsibility for their actions.

The Omni New Haven Hotel cannot be held responsible for any damage that occurs to the client and/or equipment through operator negligence or any act of nature.

No nails, screws or bracing wires used in erecting displays may be attached to the building without written approval of Hotel engineer. All property destroyed or damaged by clients must be replaced to its original condition by client or at client's expense. No credit will be issued on outlets installed as ordered even though not used.

Clients and/or set up crew must provide all tools and ladders necessary. The Omni New Haven Hotel does not provide/lend tools, ladders or any other equipment.

A Certificate of Insurance, naming The Omni New Haven Hotel as an Additional Insured, is required for all clients having set up(s) performed within the Hotel.

By signing below, I agree to follow all Conditions and Regulations listed above.
I agree to pay the total amount above 14 days in advance of the event's start date.

Signature

Date

Please mail this form, along with a check payable to the Omni New Haven Hotel at Yale.
155 Temple Street, New Haven, CT 06510.

Credit Card payments may be faxed, along with this form to the attention of
Shannon LeGault at (203) 974-6780.