

## **Exhibit Display Information Sheet for the Assessment Institute in Indianapolis**

### **Exhibit Space –**

- One 8'x8' booth with pipe and drape.
- Exhibits are located in Grand Ballrooms 2 and 3 on the second floor of The Westin Indianapolis.
- Exhibit space will be pre-assigned and identified with a placard. If you are advertising in the Institute booklet, please do not use your booth number in the ad. The booths will not have booth numbers only a placard with your company name. The participants will receive a map of the exhibits in their participant bags.
- Each space includes one 6' x 2' skirted table and one chair.
- Exhibit area is carpeted.
- Break service available during exhibit hours.
- Exhibitors agree not to post, nail, tape, or otherwise attach items to walls, floors or other parts of the building or furniture. Exhibitors are responsible for damages to the hotel if they do not comply with this request.

### **Exhibit Security –**

- Exhibitors may temporarily store valuable equipment (e.g., if an exhibitor needs to take a short break away from the table) with the Office of Planning and Institutional Improvement staff.
- Overnight locked storage is available for Monday evening. Items may be placed in storage before 5:00 p.m. on Monday, October 26 and retrieved Tuesday morning beginning at 7:00 a.m.

### **Additional Equipment –**

Arrangements for additional equipment (e.g. easels, extension cords, internet connections, projection screen rental, and computer monitors) must be made no later than **October 16, 2009**. Please contact Paul Horngren at 765-494-7219 or by email at [pghorngren@purdue.edu](mailto:pghorngren@purdue.edu) to arrange for additional equipment and payment.

### **Shipping Display Material –**

- Display materials may be shipped via a carrier of your choice. Materials should be sent to:  

The Westin Indianapolis  
50 South Capitol Avenue  
Indianapolis, IN 46204.
- Please mark package(s) with the following:  

2009 Assessment Institute  
Grand 2 and 3 – October 25, 2009 after 4:00 p.m.  
Please hold for: (list name and organization)
- To request delivery or pick-up of a package, you can call "Service Express" on any house or guestroom phone.
- Hotel staff will receive items beginning October 22, 2009

- All incoming deliveries are assessed a package handling fee determined by weight of the item listed on the FedEx, UPS, or DHL shipping label: 0-5 lbs = \$5.00; 6-20 lbs = \$10.00; 21-50 lbs = \$15.00; over 50 lbs = \$25.00; Crates = \$100.00; and Pallets = \$125.00.
- If deliveries arrive earlier than October 22 a \$25 per item/per day charge will apply.

### **Additional Exhibitor Responsibilities and Liabilities –**

#### **Property Responsibility/Insurance:**

The Exhibitor is responsible for insuring the safety of their personnel and exhibit materials from theft, damage, accident, fire or other such causes. Exhibitors who wish to carry insurance must do so at their own expense. The Exhibitor understands that neither the Westin Hotel Indianapolis nor Indiana University maintains insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

The Exhibitor agrees to accept full responsibility for compliance with local, city, and state fire, safety, and health ordinances regarding the installation and operation of equipment. This includes use of safety guards and devices where necessary to prevent personal injury to spectators. Only fireproof materials should be used in displays.

Exhibitors agree not to post, nail, tape, or otherwise attach items to walls, floors or other parts of the building or furniture. Exhibitors are responsible for damages to the hotel if they do not comply with this request.

All necessary fire precautions will be the responsibility of the exhibitor.

Exhibitor agrees to make no claim against Indiana University or the Westin Hotel Indianapolis for loss, theft, damage, or destruction of goods, or for any injury to the exhibitor or employees. No claim will be made for any damage of any nature or character, including damage by reason of failure to provide space for the exhibit, or for removal of the exhibit, or for failure to hold the institute as scheduled.

Exhibitor assumes responsibility and agrees to indemnify and defend Indiana University and the Westin Hotel Indianapolis and their respective employees and agents against any claims, damages, or expenses arising out of Exhibitor's use of the exhibition premises.