

Exhibit Display Information Sheet for the Assessment Institute in Indianapolis

Exhibit Space –

- Exhibits are located in public access hallways on the second floor of the hotel.
- Exhibit space will be pre-assigned and identified with a placard.
- Each space includes one 6' x 2' skirted table, pipe and drape, and one chair, with total exhibit area 8X8.
- 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.
- Please **do not set up prior to 7:00 a.m. on Monday, October 30**. The continental breakfast begins at 7:30 a.m. on Monday, please feel free to set up at 7:00 a.m. in anticipation of this.

Exhibit Security –

- Exhibitors may temporarily store valuable equipment (e.g., if an exhibitor needs to take a short break away from the table) in the Senate 1 room with the staff of the Office of Planning and Institutional Improvement.
- Overnight locked storage is available for Monday evening. Items may be placed in storage before 5:00 p.m. on Monday, October 30 and retrieved Tuesday morning beginning at 7:00 a.m.

Additional Equipment –

Arrangements for additional equipment must be made no later than October 23, 2006. Please contact Heather Fuller at (317) 274-3280, hfuller@iupui.edu to arrange for additional materials and payment. All the prices listed are a one time charge.

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| ▪ Easels - | \$15.00 |
| ▪ Electrical Extension Cords - | \$10.00 |
| ▪ Projection Screen Rental - | \$30.00 |
| ▪ 20" Flat Panel Computer Monitor - | \$125.00 |
| ▪ Wireless Internet Connection - | \$100.00 |
| ▪ Wired Internet Connection - | \$150.00 |

Shipping Display Material –

- Display materials may be shipped via the 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 information:

2006 Assessment Institute (October 29-31)
Please hold for: (list your name and company/organization)
- Hotel staff will receive items beginning Thursday, October 26th. If items arrive earlier than October 26th, the following storage fees per item, per day will apply: Letter \$2.00; Box \$5.00; Crate \$100.00; Pallet \$150.00.
- To request delivery or pick-up of a package, you can call "Service Express" on any house or guestroom phone.

Additional Exhibitor Responsibilities and Liabilities –

Property Responsibility/Insurance:

The Exhibitor is responsible for insuring the safety of own 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 accident to spectators. Only fireproof materials should be used in displays.

Any necessary fire precautions will be a 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 the 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.