



Invitation to Exhibit
at the
2009 Conference
of the
**Teacher Education Division/
Council for Exceptional Children**

**Omni Charlotte Hotel
132 E. Trade Street
Charlotte, NC 28202**

November 11 – 14, 2009

For more information contact:

2009 TED Conference
c/o Dr. Lee Sherry
Department of Special Education and Child Development
University of North Carolina at Charlotte
9201 University City Blvd.
Charlotte, NC 28223-0001
704-687-8186
Fax: 704-687-2916
lee.sherry@uncc.edu



You are cordially invited to Exhibit at the Teacher Education Division Conference, Charlotte, North Carolina, November 11-14, 2009

Why Should You Exhibit?

- To respond to the growing need for new products and services for students with disabilities.
- TED offers your company a unique opportunity to share its expertise with professionals in a learning environment that will enhance your message.

Where/ When?

- Charlotte, North Carolina, November 11-14-2009. The event will be held at the Omni Charlotte Hotel, 132 E. Trade Street, Charlotte, NC 28202; Ph 704-414-4806
- Exhibits will be “table top” in format and will be located in the central foyer of the conference area.

Who Will Attend?

Between 400 – 500 professionals – college/ university faculty, public/ private school staff development personnel, administrator, teachers, researchers, and others.

Need Housing?

Housing information may be accessed at [http:// www.tedcec.org](http://www.tedcec.org)

How to Reserve Exhibit Space?

Access <http://www.tedcec.org> and click on exhibits. Complete the exhibit contact and return it today with full payment. This is all it takes. Space will be assigned on a “first come, first served” basis. TED retains the right to accept/ reject all exhibits

What’s the Conference Schedule?

Wednesday, November 11, 2009	-- Preconference Sessions
Thursday, November 12, 2009	-- 8:00 a.m. - 5:00 p.m.
Friday, November 13, 2009	-- 8:00 a.m. - 5:00 p.m.
Saturday, November 14, 2009	-- 8:30 a.m. - 12:30 p.m.

Sponsorship of Events(s) at the Conference of the Teacher Education Division/ Council for Exceptional Children (TED)

November 11-14, 2009
Omni Charlotte Hotel

Please complete this form and mail, along with your payment (make check payable to the Teacher Education Division), to;

Dr. Lee Sherry, Conference Chairperson
University of North Carolina at Charlotte
9201 University City Blvd.
Charlotte, NC 28223-0001

We would like to sponsor one or more events at the TED conference. We are indicating the events(s) that we would like to sponsor by placing the dollar amount in the blank by the event.

\$ _____ Continental Breakfasts(s)
\$ _____ Luncheon (Friday)
\$ _____ Thursday Keynoter
\$ _____ Friday Luncheon Keynoters/ RTI Panel
\$ _____ Presidents Reception (Thursday evening)
\$ _____ Undesignated Conference Activities

Name/ Address of Sponsor: _____

Sponsor of any event will be recognized in the conference program. In case of food events, sponsor will also be recognized with signs(s) in a strategic location to allow attendees to know you sponsored the event.

In addition to sponsorships, Institutions/ Agencies who would like to purchase an exhibit table may do so (see website: <http://tedcec.org> for forms).

TED is also accepting donations of items which may be "given away" during special "drawings" at the conference. For more information, please contact Dr. Lee Sherry at 704-687-8186 or at lee.sherry@uncc.edu

Thank you for your sponsorship of this great event scheduled for November 2009!

Travel Information?

Fly into the Charlotte International Airport. The airport is easily accessible to the Omni Charlotte Hotel and downtown.

What's the Cost?

\$ 425.00 per table (\$800.00 for 2 tables). Each "tabletop" exhibit includes:

- One 6' draped table
- Two chairs
- One wastebasket
- One identification sign

Need Electricity?

If electricity is required, please check the appropriate box on the exhibit form. If you will need multiple outlets and extension cords please bring your own.

Who Will Secure Exhibits?

There is a full time security guard available at the hotel who will check the exhibit area on a periodic basis; however, exhibitors should arrange to secure valuables when the exhibit is not open.

Shipping in Advance?

If exhibitors ship materials to the hotel, because of limited hotel storage space, arrange for the materials to arrive no earlier than 72 hours prior to the conference. Use the example provided when shipping materials, follow the sample box below for the shipping label. In addition, include your company phone number, and the number of boxes being sent. Whenever you are ready for the materials to be delivered to your tables(s), inform the hotel staff. Hotel does not have storage space for crates.

To:	Tracy Douglas, Convention Services Manager Omni Charlotte Hotel 132 E. Trade Street, Charlotte NC 28202
Attn:	Dawn Patterson, Exhibits Coordinator
Group:	Teacher Education Division/ Council for Exceptional Children
Arriving:	Monday, November 9, 2009

If you have Questions???

If you have questions, please contact Lee Sherry at 704-687-8186 or at lee.sherry@uncc.edu or contact Dawn Patterson at drpatter@uncc.edu.

EXHIBIT Contract Deadline August 15, 2009

Limited Space Available & Assigned as Requests are Received

**Conference of the Teacher Education Division of the Council for Exceptional Children
November 11-14, 2009**

(Complete and send to Dr. Lee Sherry, TED Conference Chairperson, Department of Special Education & Child Development, University of North Carolina at Charlotte, 9201 University City Blvd., Charlotte NC 28223-0001; Ph.: 704-687-8186)

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1. Number of tables requested: Single table is \$425.00; 2 or more tables, \$400.00 each
No. _____ X \$ _____ = \$ _____
 2. Do you require Electricity? Yes No
 3. Do you need a Telephone Line? Yes No (\$50.00+)
 4. Do you need High-Speed Internet Access? Yes No (\$295-\$395+ Per connection)

5. Please complete and return the form below.

6. Please list the name of the representative who will be in charge of the exhibit:

Name: _____ Phone: _____ Email: _____

7. Please describe (in 15 words or less) your company and or product for listing in the official conference program:

8. Your identification sign will read as "COMPANY NAME" describe below unless indicated differently here. (Booth sign will be 7" X 36" with your company's name, city and state).

***** COMPANY IDENTIFICATION *****

9. Name: _____ Phone: (____) _____ Fax: (____) _____
Email: _____

Company Name: _____

Address: _____

City: _____ State/ Province/ Country: _____

For TED Use ONLY

Tables(s): _____ Date contract received: _____ Payment: _____

Location Assigned: _____

Services Requested: _____

TED Exhibiting Rules and Regulations

Exhibit Criteria: The Teacher Education Division of the Council for Exceptional Children (TED) limits exhibiting to those firms who provide services, products, or publications that are applicable to students with special needs. TED's Exhibit Manager or designee, in the sole judgment of TED, may restrict, prohibit or evict any exhibitor whose exhibit does not comply with the rules and regulations, is misleading or deceptive, is in poor taste or unsuitable to exhibitor, or whose exhibit, because of noise, method of operation, materials or otherwise, may detract from the general charter of the professional development activity (e.g., Conference). In such event Exhibitor shall restrict its exhibit or forfeit the exhibit space and immediately dismantle, remove and vacate the exhibit space upon demand as ordered by the Conference Chairperson.

Sales: Direct over the counter sales will be permitted.

Exhibit Arrangement: Exhibit shall be so arranged as not to obstruct the general view nor hide other exhibits. No exhibits will be permitted to interfere with the use of other exhibits to impede access to them or free use of aisles. All exhibits will be "Table top" formats.

Backwalls: Unless otherwise approved, all exhibits will be "table top."

Exhibit Dimensions: The standard exhibit display dimensions will be a 6' table. If other type of display is needed, it must be approved in advance and at the time the contract is submitted.

Decoration: The hotel staff will provide the 6' draped tables(s). No decorations will be provided.

Exhibit Restrictions: (a) Circulars, advertising matter, etc, may be distributed and patronage solicited only within the space assigned to the Exhibitor presenting the material. (b) Exhibit space may not be occupied by any firm other than the firm which originally contracted for said space. (c) Exhibitors are prohibited from using amplifying equipment of any nature without permission from the Exhibit Manager, and if permission is granted, the use of such equipment must not interfere with adjacent exhibits or other activities in the exhibit hall. (d) Nothing will be used within the hotel that will injure, mar, or in any manner deface any surface or any equipment contained herein. The exhibitor, its agents, members, or guests shall not attach nails, hooks, tacks, or screws into any part of the surfaces of the hotel. The exhibitor shall not make or allow to be made any alterations of any kind to the hotel exhibit area or equipment contained herein, and will not affix or permit to be affixed on any surface adhesives, tapes, signs posters, notices, or graphics of any description. The surfaces shall include but not be limited to glass doors, meeting room doors, columns, walls, ceiling, floors, windows, elevators, and restroom areas. Painting of any kind in the hotel is prohibited. If the premises are defaced or damaged by an act or omission of Exhibitor, its agents, or guests of the Exhibitor; the Exhibitor will pay the sum deemed necessary for complete restoration of previous conditions.

Exhibitor's Representative: The exhibitor will name ONE individual as its duly authorized representative, to have charge of the exhibit, and hereby accepts and assumes responsibility for such representative, or alternates, being in attendance at its exhibit throughout exhibit periods.

Exhibit Reservation, Payment, & Cancellation: All reservations must be made on the enclosed reservation form and submitted with full payment for all space requests. Assignment of space will be made in the order contracts are received and will be assigned at the discretion of the Exhibit Manager. Any cancellations desired by Exhibitor must be submitted in writing to the Exhibit Manager. If the cancellation desired by Exhibitor is received by September 1, 2009, TED will reimburse 80% of the amount paid. Cancellation after September 1, 2009, obligates Exhibitor to payment of the full rental amount and no refunds will be made. In order to reserve exhibit space, full payment must accompany the request for space. The deadline for requesting space is August 15, 2009. No exhibitor will be permitted to erect a display until space rental is paid in full. Make checks payable to the Teacher Education Division/ CEC and mail to Dr. Lee Sherry, University of North Carolina at Charlotte, 4201 University City Blvd., Charlotte, NC 28223-0001.

Failure to Occupy Space: Any space not occupied in time for the exhibit hours on Thursday, November 12, 2009, will be forfeited by Exhibitor, and its space may be resold, reassigned, or used by Exhibit Manager without refund of rental price, unless arrangements for delayed occupancy have received with prior written approval by Exhibit Manager. It is mutually agreed that it is the duty and responsibility of each Exhibitor to install its exhibit before the opening of the exhibition and to dismantle the exhibit immediately after the close of the exhibition.

Cancellation of Conference: In the event of cancellation or postponement of the conference due to fire, strikes, government relations, or other causes beyond the control of the Teacher Education Division/ Council for Exceptional Children, TED will refund as large a portion of the exhibit fee as it deems consistent with the expenditures and commitments already made.

Liability Insurance: Neither the Teacher Education Division/ CEC the employees thereof, the Omni Charlotte Hotel, nor their officers, agents, employees, assigns and contractors, the employees there of, nor any member of TED local arrangements of program advisory committee will be responsible for any injury, loss, or damage that may occur to the Exhibitor or the Exhibitor's employees or property, prior, during, or subsequent to the period covered by the exhibit contract, provided said injury, loss or damage is not caused by the gross negligence or willful misconduct of one or more of the aforementioned parties. The Exhibitor expressly releases the foregoing named associations, individuals, committees, and firms from any agreement to indemnify same against any and all claims for such loss, damage, or injury. It is agreed expressly that neither the Teacher Education Division/ CEC nor the Omni Charlotte Hotel shall be held liable or accountable for any losses, damages, or injuries which may be sustained or incurred by any person whomsoever, who may be on the premises leased by or assigned to any Exhibitor, including (but not limited to) any agent, employee, or representative of the Exhibitor. The Exhibitor expressly agrees that he will hold, keep, save harmless, and indemnify the Teacher Education Division/ CEC and the Omni Charlotte Hotel from any and all claims.

The Exhibitor agrees to protect, save and keep the Teacher Education Division/CEC and the Omni Charlotte Hotel forever harmless from any damage or charges imposed for violation of any law or ordinance whether occasioned by the negligence of the Exhibitor or those holding under the Exhibitor. The Exhibitor shall at all times protect, indemnify, save and keep harmless the Teacher Education Division/CEC and the Omni Charlotte Hotel against and from any and all loss, cost, damage, liability, or expense arising from or out of or by reason of said Exhibitor's occupancy and use of the exhibition premises of part thereof.

The Exhibitor hereby assumes entire responsibility and hereby agrees to protect, defend, indemnify and save Hotel, its owners, its operator, and each of their respective parents, subsidiaries, affiliates, employees, officers, directors, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by its installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding such liability caused by the sole gross negligence of Hotel and its employees and agents.

Combustibles: Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner. No flammable liquids are allowed in the building. Painting or spraying of toxic or flammable materials is prohibited. Smoking is prohibited in all areas except those designated by the Omni Charlotte Hotel.

Fire, Safety, and Health: Exhibitor assumes all responsibility for compliance with all federal, state, and local regulations and ordinances, including but not limited to those covering fire, safety, and health. All exhibit equipment and materials must be located within the booth and be protected by safety guards and devices where necessary. Only fireproof materials may be used in displays and necessary fire precautions shall be taken by the Exhibitor.

Electrical: Electrical wiring must conform to all federal, state and local government requirements, including the National Electric Code safety rules.

Shipping & Storage: The Omni Charlotte Hotel has limited facilities for the storage of exhibits or exhibit materials. All shipments for an exhibit must be directed to the Omni Charlotte Hotel. Shipping instructions will be included in the Exhibitor's Service Kit to be disseminated following your space confirmation.

Power: It is understood that the Omni Charlotte Hotel is solely responsible for supplying power for exhibits. Proper and reasonable care shall also be taken to prevent the interruption of power services during the conference. The Exhibit Manager shall not be held responsible for late installation or interruption of any services that may occur.

Security: The Omni Charlotte Hotel has a security guard on duty during the evening hours; however, it is recommended that all materials be carefully secured at the end of each exhibit day. TED expressly disavows any responsibility for any theft or other damage to Exhibitor's equipment or property.

Amendment: Exhibit Manager shall have the power to amend these rules and regulations. Exhibitor agrees to abide by reasonable rules and regulations that may hereafter be adopted by Exhibit Manager, which shall be as much a part hereof as though fully incorporated herein.