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American Society



- of -

Questioned Document Examiners

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 Executive Assistant
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2017 ASQDE MEETING EXHIBITOR SHOW

Westin San Diego Gaslamp Quarter, San Diego, California
 Exhibitor Show – Wednesday and Thursday, August 30-31, 2017

*Please submit this form and deposit payment, along with your signed Exhibitor Agreement, to be received on or before **June 1, 2017** to reserve your space. Spaces are assigned in order of level and receipt.*

ASQDE Use Only: Exhibitor # _____ Date Received: _____

NEW! You may secure your space conveniently by paying your deposit AND uploading your scanned agreement ONLINE at asqde.org/AGM/exhibitors.html

Company Name: _____

Contact Name: _____ Tel: _____ + _____

Street Address: _____

City / State / Zip _____

Email (please print clearly): _____

Who is attending (so we may prepare nametags)? _____

EXHIBIT AREA Consists of 8' x 8' Display Area (6' draped table & 2 chairs) <i>Sponsor receives TWO display areas</i>	TOTAL FEE My company wishes to participate as a(n):	LESS DEPOSIT DUE NOW Nonrefundable Deposit Due 6/1/17	BALANCE DUE 7/22/17
	<input type="checkbox"/> Exhibitor: \$850	\$250	\$600
	<input type="checkbox"/> Supporter: \$1500	\$750	\$750
	<input type="checkbox"/> Sponsor: \$5000	\$1000	\$4000

I understand that the nonrefundable deposit paid now will go towards securing my exhibit space and providing the benefits of the level of support indicated. I am submitting the signed contract AND the Level of Benefits with my selections initialed. (ASQDE is a 501(c)(3) nonprofit organization (Tax ID 23-7169765). Payments over the \$850 exhibitor fee may be tax-deductible. Please consult your tax advisor.) I agree to pay the balance of the exhibitor fee as stated on or before 7/22/17.

_____ Date _____ Signature of Authorized Company Representative

PAYMENT OF DEPOSIT (due 6/1/17)

Check payable to "ASQDE"
 (mail with form to P. O. Box 6140, Lakewood, CA 90714)

Paid by credit card via Paypal (no account required)
 at: <http://www.asqde.org/AGM/exhibitors.html>
 (Please scan your completed contract and upload it when you make your payment online through the link above.)

METHOD OF PAYMENT OF BALANCE (due 7/22/17)

I will mail a check to the address above for the balance of \$_____ to be received **on or before 7/22/17**

I will pay the balance of \$_____ via Paypal (Paypal account not required) on Exhibitors page <http://www.asqde.org/AGM/exhibitors.html> by 7/22/17

President Jason L. Miller	Vice-President F. L. "Jim" Lee	Secretary Todd Welch	Treasurer Lisa Hanson	Director Diane M. Kruger	Director Charles Haywood
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2017 ASQDE MEETING EXHIBITOR AGREEMENT

This represents the terms and conditions of an Agreement between the American Society of Questioned Document Examiners (“ASQDE”), and _____ (“Exhibiting Participant”) for participation in the ASQDE Exhibitors Show August 30-31, 2017 at the Westin San Diego Gaslamp Quarter, 910 Broadway Cir, San Diego, CA 92101. In consideration of the mutual covenants and agreements herein contained, and subject to the terms and conditions set out, the parties hereto agree as follows:

1. **Participation level:** EXHIBITOR (\$850) SUPPORTER (\$1500) SPONSOR (\$5000)

Display Areas: The ASQDE agrees to supply Exhibitors and Supporters with ONE 8' x 10' display area, one extension cord with powerbar attached, and one 6' draped table with 2 chairs at the Hotel in the designated Exhibitor Show display area. Sponsors will be supplied with TWO 8' x 10' display areas, two extension cords with power bar attached, and TWO 6' draped tables with 2 chairs each. Exhibit booth locations will be assigned according to participation level (Sponsors have first choice, then Supporters, then Exhibitors) and by date of receipt of deposit with signed contract and Level of Benefits form.

Nonrefundable Deposit: The nonrefundable deposit (submitted with the *Exhibitor Payment Form-Page 1*) is due on the signing of this Agreement. The Agreement must be received by the ASQDE **no later than June 1, 2017** and the balance is due or before **July 22, 2017**. The amounts of each deposit are as follows:

EXHIBITOR: \$250 nonrefundable deposit due by June 1, 2017; \$600 balance due July 22, 2017

SUPPORTER: \$750 nonrefundable deposit due by June 1, 2017; \$750 balance due July 22, 2017

SPONSOR: \$1000 nonrefundable deposit due by June 1, 2017; \$4000 balance due July 22, 2017

Payment may be made by check (complete and mail with Exhibitor Payment Form and contract) OR by credit card via Paypal through our online form at asqde.org/AGM/exhibitors.html.

Additional Benefits of Participation for Supporters and Sponsors: The ASQDE agrees to supply the display area detailed above as well as the additional benefits detailed on the *Level of Benefits* according to participation at either the *Supporter* or *Sponsor* level. Please review the Level of Benefits page, and select and initial the choices according to the level of participation desired. As many of the benefits will be provided in advance of the meeting, the nonrefundable deposit detailed above is required.

2. **Exhibitors of all levels are welcome to attend the meeting at no charge during exhibitor show days only (August 30-31), as well as those social events explicitly listed in the Level of Benefits. General meeting registration is not available to exhibitors unless the individual representative would meet the qualification for a guest invitation pursuant to the ASQDE bylaws.** Exhibiting Participants must wear their Exhibitor nametags at all times. Sponsors choosing a breakfast lecture must have their presentation vetted by the program committee. The lecture must be educational rather than commercial in nature. Contact Program Chair Linton Mohammed at lamqde@gmail.com for more information.
3. The Exhibiting Participant will be responsible for his/her own display area signs and auxiliary lighting. Other services and phone lines needed are available for an additional fee.
4. Additional services for display booths: For additional audio-visual needs, please contact Brian Kennett of PSAV at 619-239-7084, email bkennett@psav.com. A complete list of services is available upon request.

5. Items shipped to the hotel must arrive **no sooner than August 26, 2017. The hotel charges box-handling fees.** Please note the charges: \$5.00 per box (up to 5 pounds), \$10 per box (6-20 pounds) \$15 per box (21-50 pounds), \$25.00 per box (over 50 pounds). There is also a \$50 per crate or \$75 per pallet fee. Outbound fees are \$10 per box and \$25 for crates or pallet. If storage exceeds three days, a \$25 per item/day fee will be added. **Please complete the Excel shipping form you will receive upon receipt of your deposit and email it to lindsey.beltz@westin.com.** Items must be ready to ship back **no later than September 1, 2017.**
6. The Exhibiting Participant will be responsible for the set-up and take-down of his/her own display equipment and/or materials. Set-up may be done between 6:00 p.m. and 11:30 p.m. Tuesday, August 29, and take-down must be done between 12:30 a.m. and 11:00 a.m. on Friday, September 1.
7. The ASQDE will provide a secure area, but will not be responsible for any liability due to theft, loss or damage to the Exhibiting Participant’s property or equipment. The Exhibiting Participant assumes the entire responsibility and liability for losses, damages, and claims arising out of injury to persons or damage to Exhibiting Participant’s displays, equipment, or other property brought upon the premises of the Hotel, and agrees to indemnify, defend and hold harmless the ASQDE, the Hotel, and its owners, servants, agents, and employees against all claims or expenses for such losses, including reasonable attorney's fees, arising out of the use of the Hotel premises, excluding any liability caused by the negligence of the ASQDE or the Hotel, or its owners, servants, agents and employees. The Exhibiting Participant understands that neither the ASQDE nor the Hotel maintains insurance covering the Exhibiting Participant’s property or lost revenue, and it is the sole responsibility of the Exhibiting Participant to obtain such insurance.
8. It is the ASQDE's responsibility to adhere to local fire codes and to have the proposed floor plan approved by the local Fire Marshall.
9. The Exhibiting Participant may cancel this Agreement by giving the ASQDE written notice on or before July 22, 2017. Cancellation shall be subject to forfeiture of the non-refundable deposit.
10. The ASQDE will not be responsible for any failure to comply with this Agreement due to causes beyond its control.
11. The ASQDE agrees to provide all benefits detailed in the Level of Benefits for the level purchased.

The parties hereto have executed this Agreement on the date first written below.

For: _____ Exhibitor For ASQDE: _____
 (Company Name) Supporter Signature of ASQDE Officer
 Sponsor

 (Signature) Date: _____ Date: _____

NOTE: If paying deposit by credit card, complete and scan pages 2-4 as PDF and upload file through online payment form at asqde.org/AGM/exhibitors.html.

If paying deposit by check, please make payable to ASQDE and send with completed and signed forms in this entire package and mail to:

Nanette Davis, ASQDE, P. O. Box 6140, Lakewood, CA 90714

President Jason L. Miller	Vice-President F. L. “Jim” Lee	Secretary Todd Welch	Treasurer Lisa Hanson	Director Diane M. Kruger	Director Charles Haywood
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LEVEL OF BENEFITS – PLEASE SUBMIT WITH PAYMENT, FORM & SIGNED CONTRACT

Benefit	<input type="checkbox"/> Exhibitor Level	<input type="checkbox"/> Supporter Level	<input type="checkbox"/> Sponsor Level
Display area	ONE 8' x 10' area with 6' draped table (2 chairs)	ONE 8' x 10' area with 6' draped table (2 chairs)	TWO 8' x 10' areas with 6' draped table (4 chairs)
Program Visibility	Listing in program	Half-page (7.5" wide x 5" high) ad (artwork due in TIF, JPG or PDF format by July 11, 2017 to asqjournal@gmail.com) PLUS Ad on flashdrive distributed to attendees	Full-page (7.5" wide x 10" high) ad (artwork due in TIF, JPG or PDF format by July 11, 2017 to asqjournal@gmail.com) PLUS Ad on flashdrive linked from the main menu for increased visibility
Introduction at conference	Introduction by ASQDE Officer and 5-minute time slot to describe company/services	Introduction by ASQDE Officer and 10-minute time slot to describe company/services (scheduled by Program Chair)	Introduction by ASQDE Officer and 15-minute time slot to describe company/services (scheduled by Program Chair)
Addresses of attendees	Email addresses of registered attendees provided 2 weeks prior to conference	Email addresses of registered attendees provided 2 weeks prior to conference PLUS Excel file of attendee addresses provided 2 weeks after conference	Email addresses of registered attendees provided 2 weeks prior to conference PLUS Excel file of attendee addresses provided 2 weeks after conference
Link from ASQDE website	Link from 2017 conference page to exhibitor's website from date deposit/contract received through 9/30/17	Link from 2017 conference page to exhibitor's website from date deposit/contract received through the end of the conference PLUS Logo on ASQDE Exhibitors Page (with link to optional ad in PDF format) from receipt of deposit/contract through 9/30/17	Link from 2017 conference page to exhibitor's website from date deposit/contract received through the end of the conference PLUS Logo on ASQDE Exhibitors Page (with link to optional ad in PDF format) from receipt of deposit/contract through 9/30/17 PLUS Sponsor's logo on the ASQDE home page with a link to the sponsor's website from receipt of deposit through 6/1/18
Sponsorship Choices (please mark your choice) <i>All sponsorships are acknowledged in the printed program and announced at the meeting, as well as indicated by signage posted at the event</i> <i>Example: President's Reception Sponsored by Foster + Freeman</i>	N/A	Please initial your selection Choice of: Initial	Please initial your selection: Choice of: Initial
		ASQDE Printed Program	President's Reception 8/29/17 AND 20-min Breakfast Lecture* on __ Wed 8/30 OR __ Thu 8/31
		Enhanced Mid-Morning Break ____ 8/30 (Wed) ____ 8/31 (Thu)	Welcome Reception 8/27/17 AND 20-min Breakfast Lecture* on __ Wed 8/30 OR __ Thu 8/31
		Enhanced Afternoon Break ____ 8/30 (Wed) ____ 8/31 (Thu)	*Breakfast Lecture is limited to 20 minutes and must be educational, not commercial. Please submit abstract to Program Chair Linton Mohammed via the online abstract submission form at http://www.asqde.org/AGM/abstract.html
		Note: All selections sponsored are announced in the printed program, verbally in the meeting, and in signage.	
Social Functions	President's Reception (with nametag) Tuesday, 8/29/17	President's Reception Tuesday, 8/29/17 PLUS 2 tickets to ASQDE Banquet Thursday, August 31, 2017	President's Reception Tuesday, 8/29/17 PLUS 4 tickets to ASQDE Banquet Thursday, August 31, 2017

President
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Vice-President
F. L. "Jim" Lee

Secretary
Todd Welch

Treasurer
Lisa Hanson

Director
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Director
Charles Haywood