



Opening doors to college opportunities for adults with
intellectual and developmental disabilities.

ACT EXHIBITOR APPLICATION

DUE JANUARY 6, 2017 BY 5 P.M.

Company/Agency/Nonprofit: _____

Contact Person: _____

Address: _____

City, State, & Zip: _____

Phone: _____ Fax: _____

Email: _____

Website: _____

BOOTH DESCRIPTION

Name for Booth Sign: _____

Brief Description of Agency _____

Products or Services: _____

Specify Any Accommodations Needed: _____

Will You Donate an Item for Our Conference Door Prizes? (Yes or No) _____

Description of Donation: _____

LIABILITY AND INSURANCE

The exhibitor shall be fully responsible to pay for any and all damages to property owned by Houston Community College its owners or managers, which results from any act of omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless Houston Community College its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates from any damages or charges resulting in the Exhibitor's use of the property.

Exhibitor's liability shall include all losses, costs, damages or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees and business invitees which arise from or out of Exhibitor's occupancy and use of the exhibition promises, or any part thereof.

Exhibitors wishing to insure their exhibits, materials, goods, and/or wares on exhibit against theft, damage by fire, accident, or loss of any kind must do so at their own expense. Upon move out, exhibitors must take all their materials and leave the area in the same condition as it was given. All cancellations must be submitted in writing. Refunds of 50% will be made only if a written cancellation notice is received no later than the conference registration deadline. No refunds can be made for cancellations received after the conference registration deadline.

I agree with the above Liability and Insurance clause for this Conference.

Electronic Signature:

Date: _____

A confirmation letter will be sent to you upon receipt of your *signed* application form and payment on our website: hccsfoundation.org/2017actconference

HOUSTON COMMUNITY COLLEGE, 1301 ALABAMA, HOUSTON, TX 77004 , ATTN: ANA CALVO

ANA.CALVO@HCCS.EDU | FAX - 713.718.6815

Please note that signed applications must be received before exhibit space can be assigned (you may fax or email your application to reserve a space and follow up with a signed hard copy mailed to the address shown above.)

Exhibitor Registration: November 22, 2016 - January 6, 2017 - \$30

Non-Profit attendees and vendors - \$30

Booth fees include one 6' table, two chairs, and breakfast and lunch for two attendees. Setup begins at 8 a.m. on Saturday, February 25, 2017. Booth take down may begin at 4 p.m.

Should you have questions, please email Ana Calvo, ana.calvo@hccs.edu or call 713.718.6297 .

