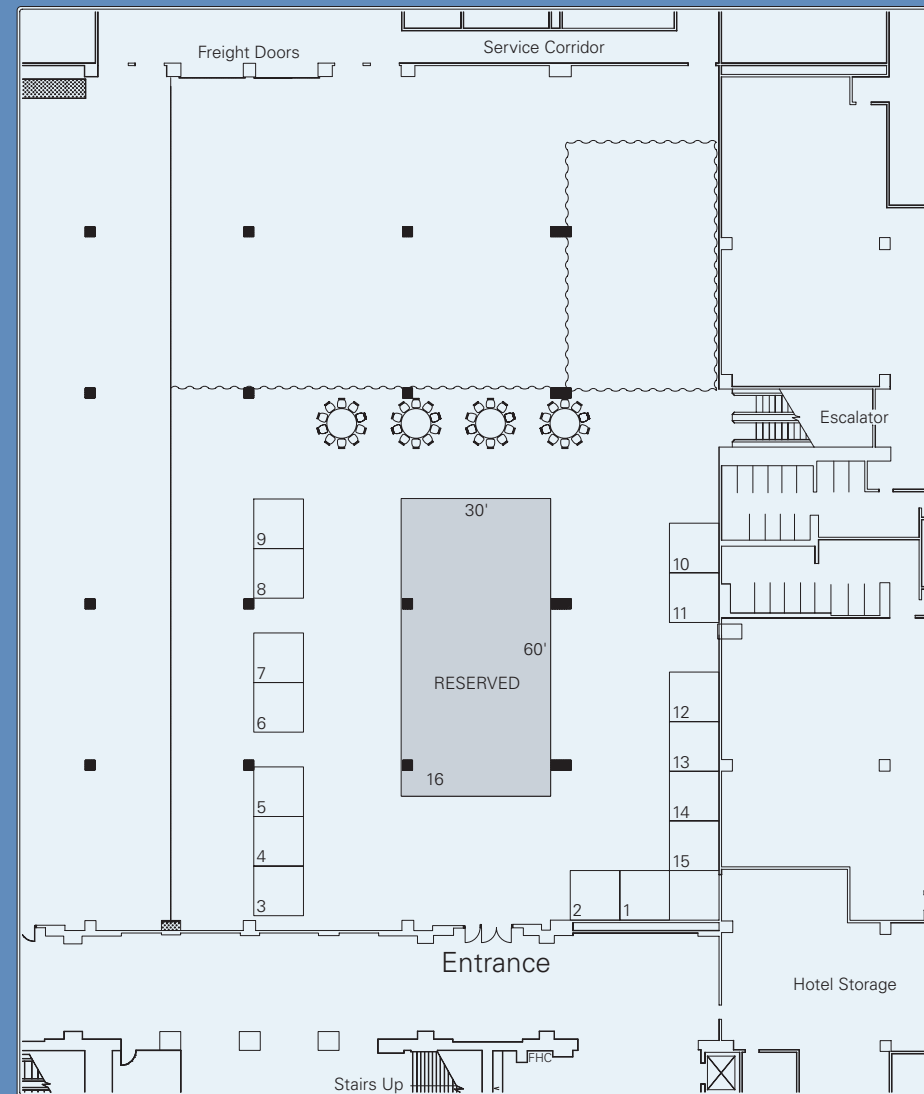




# FLOOR PLAN AND SCHEDULE

www.ictcm.com/exhibitors

ORLANDO 2012



# CALL FOR EXHIBITORS

REGISTER BY FEBRUARY 15, 2012

www.ictcm.com/exhibitors

## ICTCM

TWENTY-FOURTH ANNUAL

## International Conference on Technology in Collegiate Mathematics

March 22–25, 2012

Orlando, Florida

Walt Disney World Dolphin Resort



ORLANDO 2012

### INSTALLATION

- » Thursday, March 22, 9:00 AM–4:00 PM
- » All exhibits must be in place by 4:00 PM on Thursday, March 22

### EXHIBITS

- » Thursday, March 22, 4:00 PM–7:30 PM
- » Friday, March 23, 9:30 AM–5:00 PM
- » Saturday, March 24, 9:00 AM–12:00 PM

### DISMANTLING

- » Saturday, March 24, 12:00 NOON–2:00 PM
- » Dismantling will begin at 12:00 NOON on Saturday, March 24, and must be completed by 2:00 PM.

### EXHIBIT PROGRAM

#### Exhibit Hours

- » Thursday, March 22, 4:00 PM–7:30 PM (Welcome Reception, 5:30 PM–7:30 PM)
- » Friday, March 23, 9:30 AM–5:00 PM
- » Saturday, March 24, 9:00 AM–12:00 NOON

#### Highlight on Exhibits

- » Friday, March 23, 9:30 AM–10:30 AM
- » Friday, March 23, 2:30 PM–3:00 PM (Meet the Authors)
- » Saturday, March 24, 9:45 AM–10:30 AM

### HOSTED BY

University of Central Florida  
Valencia College

### CONFERENCE CO-CHAIRS

Tammy Muhs,  
University of Central Florida  
Russell Takashima, Valencia College

### SPONSORED BY

Pearson

### ENCLOSED

- » Exhibitor Contract
- » Final Program Advertising Contract
- » Dedicated Professional Session Contract
- » Registration Packet Flyer Insertion
- » Hotel Reservation Form
- » Electronic versions of these forms are available at [www.ictcm.com/exhibitors](http://www.ictcm.com/exhibitors)

PEARSON



# RULES GOVERNING EXHIBITS

www.ictcm.com/exhibitors



ORLANDO 2012

## INDEMNITY AND LIMITATIONS OF LIABILITY

Exhibitor agrees to protect, save, and hold the 2012 ICTCM, Pearson Education, Inc., University of Central Florida and Valencia College and its venturer's agents and employees, and the Walt Disney World Dolphin Hotel and its employees forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the exhibitors or those holding under the exhibitor. Furthermore, the exhibitor shall at all times protect, indemnify, save, and hold harmless the indemnities against and from any and all losses, cost, damage, liability, or expenses (including attorney fees) 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 that arises from or out of or by reason of said exhibitor's occupancy and use of the exhibition premises, the hotel or any part thereof, excepting such liability caused by the sole negligence of the Walt Disney World Dolphin Hotel or its employees and agents.

## TERMINATION OR MODIFICATION OF EXHIBITS

If, because of war, fire, strike, exhibit facility construction, or renovation project, government regulation, public catastrophe, act of God or the public enemy, or other cause beyond the control of the 2012 ICTCM, the exhibit or any part thereof is prevented from being held, is canceled by the 2012 ICTCM, or the exhibit space becomes unavailable, the 2012 ICTCM in its sole discretion, shall determine and refund to the exhibitor its proportionate share of the balance of the aggregate exhibit fees received that remain after deducting expenses incurred by the 2012 ICTCM. In no case shall the amount of the refund to the exhibitor exceed the amount of the exhibit fee paid. The 2012 ICTCM reserves the sole discretion to ask an exhibitor to alter or remove their exhibit if the 2012 ICTCM feels that the exhibit is in any way inappropriate.

## INSURANCE

Exhibitors shall affect coverage for all exhibit merchandise at site and in transit inclusive of business interruption insurance, if applicable; the 2012 ICTCM, Pearson, Inc., and the Walt Disney World Dolphin Hotel shall not be responsible for any loss or damage incurred. The exhibitor shall carry his own fire insurance and public liability insurance.

## ARBITRATION

Any controversy or claim arising out of or relating to this contract or the breach thereof, shall be settled by arbitration in the city, county, and state of Orlando, Florida, in accordance with the Commercial Arbitration Rules of the American Arbitration Association, and the Judgment upon the award rendered by the Arbitrator(s) may be entered in any court having jurisdiction thereof.

## DISPLAYS AND DECORATIONS

Exhibitors may not use signs, banners or decorations that exceed 10' in height. The exhibitor must keep all exhibit materials within their own contracted booth space. Merchandise, signs, decorations, or display features shall not be pasted, taped, nailed, or tacked to walls.

## EXHIBITOR CANCELLATION

All exhibitor registration fees (booth or additional personnel registration) are nonrefundable.

## BOOTH INFORMATION

Each booth will consist of a 10' x 10' space draped in beige and green and a 7" x 44" identification sign. The exhibit hall is carpeted. Exhibits should not exceed 10' in height. If you need additional furniture, electricity, or electronic connections, you must request it through GES Exposition Services, the general services contractor. An exhibitor kit will be mailed to you approximately two months before the show date.

## CONFERENCE DATES

March 22 - 25, 2012

## EXHIBIT DATES AND HOURS

### Installation

» Thursday, March 22, 9:00 AM–4:00 PM

### Exhibits

» Thursday, March 22, 4:00 PM–7:30 PM

» Friday, March 23, 9:30 AM–5:00 PM

» Saturday, March 24, 9:00 AM–12:00 NOON

### Dismantling

» Saturday, March 24, 12:00 NOON–2:00 PM

### Note

All exhibitors must leave their exhibits in place until the show is over and they must be removed by 2:00 PM, Saturday, March 24. Show hours are subject to change prior to show, and will be confirmed at the time booth assignments are sent out. No reassignment of booth space will be made without written approval from the exhibit chair.

## OFFICIAL SERVICE CONTRACTOR

GES Exposition Services is the official service contractor. Complete shipping instructions as well as information regarding furniture, electrical work, drayage, and booth installation and dismantling will be included in an exhibitor kit that will be sent to you approximately two months before the conference dates. Any questions regarding decorator services should be directed to a GES Exposition Services Representative.

## SHIPPING, MOVING, AND STORAGE

The exhibitor is responsible for shipping exhibits to and from Orlando, Florida, and paying for the cost of shipping. The exhibitor is also responsible for all storage and labor costs.

Please do not ship your exhibit or materials to the hotel, as they do not have adequate storage facilities. Any shipments directed to the hotel will be refused and a handling charge will be imposed. Shipping information will be included in the exhibitor kit that will be sent to you from GES Exposition Services. Exhibitors will not be permitted to store packing crates and/or boxes in the booth or the exhibit hall during the exhibit; however, when marked with the booth number(s), name, and address of the exhibitor, they will be stored and returned to the booth by the general services contractor. It is the exhibitor's responsibility to mark and identify all crates and boxes.

## LABOR

Labor will be available from GES Exposition Services to set displays from 9:00 AM to 4:00 PM on installation day, Thursday, March 22.

## ELECTRICITY

An electrical service form will be enclosed in your exhibit kit. The exhibitor is responsible for contracting for power; please do not neglect this item.

## CARPETING

The exhibit hall is carpeted. If you desire a specific color carpet for your booth, you should order this through the general services contractor, GES Exposition Services.

## PROGRAM ADVERTISING

Advertising space may be purchased for the final version of the conference program. Please see the enclosed Advertising Contract for more information. You must be a registered exhibitor at the 2012 conference in order to advertise in the conference program. All submissions should be received by February 24, 2012, for inclusion in the final program.

## FINAL PROGRAM ADVERTISING SPACE

Full page 7½" x 10" \$800

Half page 7½" x 4¾" \$500

All ads should be submitted as high-resolution press-ready PDFs. Native packaged files (QuarkXPress®, InDesign®, etc.) will not be accepted. All fonts should be embedded. All ads must meet additional requirements listed on the enclosed Advertising Contract. No film will be accepted. Any additional production costs will be billed to you. Advertising fees are nonrefundable.

All advertisements are subject to the approval of the 2012 ICTCM Executive Steering Committee. If the committee deems the proposed ad is not in the best interest of the conference, the contract will be void and all monies will be refunded. Please see the enclosed Advertising Contract for more information.

## CONFERENCE ACCOMMODATIONS

The conference will be held at the Walt Disney World Dolphin Hotel, Orlando, Florida, 1-800-227-1500. A block of rooms is being held at the special convention rate of \$185 for single/double plus tax. These rooms will be released on February 29, 2012, or when the block fills after which reservations will depend on availability, and the rates listed above may not be in effect. We urge you to make your reservations using the enclosed form as soon as possible. Refer to the Hotel Reservation form for additional details.

## PARKING

Paid self-parking at the Walt Disney World Dolphin Resort is located near the Resort entrance.

Valet parking is also available for a nominal fee.

### Self Parking

\$11.00 for each exit, registered guest\*\*

\$12.00 for each exit, non-registered guest\*

### Valet Parking Fees (Non-Registered Guest\*, Registered Guest \*\*)

\$15.00 + tax per day, registered guest\*\*

\$18.00 + tax per day, non-registered guest\*

\* A non-registered guest is a guest who is visiting the hotel to use the facilities and services, but is not staying over night.

\*\* A registered guest has a room reservation to spend one or more nights at the hotel.

## AIRPORT/TRANSPORTATION

Choose from rental cars, taxis, buses and shuttle services. For rates on ground transportation to and from the airport, [http://www.orlandoairports.net/transport/local\\_transport.htm](http://www.orlandoairports.net/transport/local_transport.htm)

The resort is approximately 23 miles from the airport and will be a 35 – 40 minute drive. For directions from the airport to the hotel, <http://www.swandolphin.com/aboutus/maps.html>

## ADDITIONAL INFORMATION

Visit [www.ictcm.com/exhibitors](http://www.ictcm.com/exhibitors) for more information.