

Dear Vendor,

Please join us at the National Storytelling Network's (NSN) 2007 Conference and Trade Show. This year the conference will be held in St. Louis, July 12 – 15. This year will commemorate the 20th anniversary of the first time the conference was held outside of Tennessee.

Booth space is larger this year yet our pricing remains the same. To participate in the trade show, sign and return the attached contract before June 15, 2007, with full booth payment.

NSN sincerely appreciates all our vendors. Every effort is made to provide you with a quality space location on the vendor floor.

If you have any questions, please call 1-800-525-4514. We look forward to seeing you in St. Louis in July.

Sincerely,

Betty

Betty Smith

Events Coordinator
National Storytelling Network
132 Boone St., Suite 5
Jonesborough, TN 37659
1-800-525-4514
1-423-913-8201
www.storynet.org

Vision: *The world enriched through storytelling*

Meet me in St. Louis July 12-15, 2007 for the National Storytelling Conference. For more info go to:
<http://www.storynet.org/Events/Conference/2007/>

National Storytelling Conference 2007 - Trade Show Contract

Westport Sheraton Hotel

St. Louis, MO

July 12 - 15, 2007

1. AGREEMENT: Each EXHIBITOR/VENDOR and its employees agree to abide by the following rules and regulations and by any amendments or additions that may hereafter be established, added, or put into effect by National Storytelling Network.

2. SPACE ASSIGNMENTS: The Trade Show Coordinator shall assign all table space prior to the Trade Show. EXHIBITORS/VENDORS may not sub-let their space. Selling and exhibition privileges are limited to the EXHIBITOR/VENDOR only. Space assignments are on a first come-first serve basis with the Trade Show Coordinator reserving the right to move anyone. Preference will be given to vendors that had a space in the previous year if the contract is received by May 30, 2007 and paid in full.

3. SPACE SIZE AND PRICES:

8'x10' space, 1 table (6') & 2 chairs - Nonmember \$250.00

8'x10' space, 1 table (6') & 2 chairs - Member \$200.00

Additional Chair @ \$10 per chair

1 Credit Card phone line hook-up \$100.00

Electrical Hookup (1) @ \$40.00 per booth

Multiple spaces are available. Tables are box clothed. Electrical hook-ups are not included. Internet connections are not available through this contract. Internet service is available through the hotel at a charge of \$250.00 per day for the first user and \$25.00 a day for each additional user. Please contact the Sheraton Westport at 314-878-1500 for more information

5. HOURS: The exact hours will be announced at a later time:

- **Set-up:** Wednesday, July 11, 2007, after 12 noon.
- **Days of operation:** Thursday, July 12th through Sunday, July 15th
- **Breakdown:** Sunday noon, July 15th Breakdown must be complete by 5:00 pm. NO EXCEPTIONS.

EXHIBITORS/VENDORS have the option of extending or shortening the hours by consulting with the Trade Show Coordinator prior to the conference. Tables should not be removed prior to Breakdown without prior permission of the Trade Show Coordinator. Tables must be properly staffed during open hours.

6. EXHIBITOR BENEFITS:

Personal attention from an Exhibit Committee to take care of special needs and requests
A secure exhibit space
A public marketplace for 3 days
Opportunity to advertise in our program, add promo literature to attendee Welcome Bags, to place your logo and company information on our conference web site
Attend up to 2 workshops of your choice at no cost, only for NSN members

7. INSURANCE AND LIABILITY: All EXHIBITORS/VENDORS will follow the rules and regulations of this Trade Show and see that members of their firm, attending on their behalf, are familiar with the rules and regulations. EXHIBITORS/VENDORS shall comply with the rules and regulations of Sheraton Westport Chalet Hotel regarding care and use of the exhibit area. The EXHIBITORS/VENDORS shall assume the entire responsibility and liability for losses, damages and claims arising out of EXHIBITORS'/VENDORS' activities during the Trade Show and shall indemnify, defend and hold harmless National Storytelling Network, its agents, servants, volunteers

and employees from any and all such losses, damages and claims.

8. REJECTED DISPLAYS: National Storytelling Network reserves the right to judge the appropriateness of any exhibit and to decline to permit an EXHIBITOR/VENDOR to conduct or maintain an exhibit if, in any aspect, it is deemed unsuitable. This reservation relates to personal conduct, articles of merchandise, printed matter, souvenirs, catalogs, and all other things, without limitation, which might negatively affect the character of National Storytelling Network. If an EXHIBITOR/VENDOR is rejected for violation of these rules, no return of fees will be made.

9. RESTRICTIONS: All samples, catalogs, publications, and other displays etc. shall be limited to assigned table area. Aisles and sight lines shall not be obstructed by displays or exhibits. Vendors with clothing racks will be assigned to spaces with walls. Such racks must not extend past the 10'x10" space assigned to the vendor. Mechanical reproduction of sound and video will be of a volume that will not overwhelm neighboring tables. Sale of food is prohibited. There will be no smoking in accordance with Sheraton Westport Chalet Hotel regulations. No exhibits containing any type of fuel will be allowed. Adhering items to the wall is allowed providing that Sheraton Westport Chalet Hotel staff assists you and blue painter's tape is used.

All books and tapes must be sold through the Conference Bookstore. Publishers and booksellers are welcome to "display only" to promote their business. If you have titles you would like represented at the Conference, please contact Betty Smith, Events Coordinator at betty@storynet.org or 800-525-4514 for more information.

10. CANCELLATION POLICY: Written notice of cancellation must be received by the NSN office, Attention: Trade Show Coordinator.

- Notification by June 15, vendor will receive 50% payment refund. Vendor will receive payment within 15 days of notification being received.
- Notification after June 15, vendor will receive no payment refund

11. DEFAULTS: Unless the Trade Show Coordinator has granted prior arrangement and permission, space reserved for the EXHIBITOR/VENDOR shall be set up on July 11, 2007 after 12 noon. Failure to do as stated in this agreement will cause the agreement to be cancelled and the rental fee will be forfeited.

12. PUBLICITY: EXHIBITOR/VENDOR agrees to allow the use of its trade name by National Storytelling Network in advertisements or press releases for promotion of the Conference at no expense to either party for the use of the trade name or for any expense incurred in running advertisements and producing press releases.

13. LITIGATION: If suit of action is filed on this contract, the EXHIBITOR/VENDOR agrees to pay National Storytelling Network's costs and reasonable attorney's fees in such amount as fixed by the Court.

14. GENERAL: Resolutions of all matters and questions not covered by the above-stated rules and regulations of National Storytelling Network and/or those of Sheraton Westport Chalet Hotel, shall be made by the Trade Show Coordinator and National Storytelling Network.

NATIONAL STORYTELLING CONFERENCE 2007- TRADE SHOW CONTRAC

We hereby make application for exhibit space at the National Storytelling Conference, July 11-15, 2007.. Trade show exhibit dates will be July 12-15, 2007. We agree to comply with the attached **National Storytelling Conference 2007 - Trade Show Contract** governing the Conference as well as the rules and regulations of Sheraton Westport Chalet Hotel.

Returned contract with full payment will guarantee table reservation. Space will be filled on a "first come, first served" basis. **Deadline for table reservation is Friday, June 15, 2007.**

Please return this contract with payment to: National Storytelling Network, Conference Trade Show, 132 Boone Street, Suite 5, Jonesborough, TN 37659. Make checks payable to **National Storytelling Network.**

EXHIBITOR / VENDOR INFORMATION

Contact: _____
Company _____
Address _____
City _____ State _____ Zip _____
Phone _____
E-mail Address: _____
Website Address _____
Description of Products and/or Services to be exhibited which will be used NSN website and Program Book (25 words or less)

Note: All books and tapes must be sold through the Conference Bookstore. Publishers and booksellers are welcome to "display only" to promote their business. If you have titles that you would like to have represented at the Conference, please contact the Events Coordinator, Betty Smith at betty@storynet.org or 800-525-4514 for more information.

Silent Auction Contribution

Check here if you wish to donate item(s) for the NSN Conference Silent Auction supporting attendee scholarships.

Booth Sign

Please indicate how you would like your booth sign to read (2 lines only)

Example: ABC Storytelling
Jonesborough, TN

Line 1 _____

Line 2 _____

VENDOR FEES

Booth Fee includes one (1) 8' x 10' booth with one (1) 6' box covered table, two (2) chairs. Please note below if you do not need a table. There is no fee reduction if a table is not needed.
NSN Member \$200.00 x _____ 8' x 10' booth = _____
Non- NSN Member \$250.00 x _____ 8' x 10' booth = _____
I do not need a 6' table in my booth(s) () please check
One (1) credit card phone line hookup @ \$100.00 per hook up _____
One (1) electrical hookup@ \$40.00 per hook up _____
Total amount enclosed _____
() MasterCard () Visa () Discover () American Express
() Check
Credit card number _____
Expiration Date _____ Security Code _____
Cardholder Signature _____

For Office Use Only

Date Received	Payment Amount	Table Assienment
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