

24TH ANNUAL NASO SPORTS OFFICIATING SUMMIT



OFFICIATING &
TECHNOLOGY
WHAT WORKS
AFFORDABLE EFFECTIVE SUSTAINABLE

July 30 – August 01, 2006
The Peabody Memphis
Memphis, TN

EXHIBITOR SERVICE PACKET



PRESENTED BY THE NATIONAL ASSOCIATION OF SPORTS OFFICIALS
IN COOPERATION WITH THE NATIONAL FEDERATION OF STATE
HIGH SCHOOL ASSOCIATIONS



GENERAL INFORMATION

HOST HOTEL

The Peabody Memphis is an exclusive AAA Four Diamond downtown Memphis hotel, located in the heart of the city. This historic icon, home of the world-famous Peabody Ducks, opened its doors in 1925 and is listed on the National Register of Historic Places. Conveniently located in the heart of downtown, the hotel allows easy access by foot or by trolley to nearby attractions, including Peabody Place Retail and Entertainment Center, AutoZone Park, Beale Street, the Memphis Rock 'n' Soul Museum, Gibson Guitar Factory and the Fed-Ex Forum. Only a short drive away, you can enjoy a trip to Elvis Presley's Graceland, the STAX Museum of American Soul Music and many other museums. "Legendary," "charming" and "grand" are adjectives that infallibly describe this luxury Memphis hotel. The Peabody is 20 minutes from the Memphis International Airport.

NASO attendees receive a special rate of \$119/night. Please be sure to mention The National Association of Sports Officials when making your reservation to guarantee that rate. For reservations, call 1-800-732-2639 or go online to: www.peabodymemphis.com/home.cfm and enter code: 152306.

The Peabody Memphis
149 Union Ave
Memphis, TN 38103

Reservations:
Phone: 800-732-2639
Online: www.peabodymemphis.com/home.cfm
Conference Code: 152306

Tax Savings
Under the current tax law, personal expenses and the cost of travel, meals, lodging and Summit registration are fully tax deductible.

TRANSPORTATION

For service to Memphis International Airport, major carriers include:

Air Tran
Continental
Delta
America West
American Airlines
Northwest Airlines
US Airways
United Airlines

Service from Memphis International Airport to The Peabody Memphis
TennCo Express Airport Shuttle PH: 901.345.7960
\$15 one-way
\$20 round trip: to receive the discounted rate, be sure to mention the National Association of Sports Officials (NASO) when booking.

Rental Car
The following organizations are pleased to offer special rates for the NASO Sports Officiating Summit.

Avis
To reserve a car, contact Avis at 800-331-1600 and use your Avis Worldwide Discount (AWD) number A779599. Or to reserve online, go to www.naso.org/summit2006/avis and have your discount number automatically included in your reservation and receive an email confirmation.

Hertz
To reserve a car, contact Hertz at 800-654-2240 and use CV# 03UQ0001. Or to reserve online, go to www.naso.org/summit2006/hertz.

Taxi
Average fee: \$30

CONTRACT AND PAYMENT FOR SPACE

All Exhibitors must complete a contract for exhibit space with full payment. Upon receipt of contract and full payment, space will be confirmed and the exhibitor will be notified in writing.

ACCEPTANCE OF APPLICATION

Applications for exhibit space are subject to review by NASO to decide suitability for the Summit and to ensure conformity with Summit standards. NASO reserves the right to cancel or refuse rental of space to any person or company whose conduct or display of goods is incompatible with the general character and objectives of the Summit. Only those companies with a product or service directly related to sports officiating will be allowed to exhibit.

EXHIBIT SPACE

The Exhibitor will be provided one 8' table and two chairs with their exhibiting fee. Selected technology vendors will also be assigned one 20 minute demonstration session.

EXHIBITOR DIRECTORY

The Exhibitor Directory is furnished to all attendees at registration and is also online at the NASO Summit website. You must provide a company description of 65 words or less by June 2, 2006 in order to be printed in the directory. The online directory will be updated as descriptions are received and remain active until after the Summit. Please send your company description to jschmidt@naso.org.

SPACE ASSIGNMENT

Spaces will be assigned on a first-come, first-serve basis. Every effort will be made to accommodate each participant's preferred location; however, NASO cannot guarantee placement in any space selections made by Exhibitors.

SET-UP AND REGISTRATION

The Interactive Technology Showcase and vendor room will be located in grand ballrooms D, E and F. All exhibitor representatives are required to check in at Registration before entering the hall.

Exhibitor Set-up
Sunday, July 30 8:00a – 4:00p

Exhibitor Hours
Monday, July 31 8:00a – 5:30p
Tuesday, August 1 8:00a – 5:30p

Exhibitor Move-out
Tuesday, August 1 5:30p

DISPLAY CONSTRUCTION AND LIMITATIONS

All Exhibitors are entitled to an 8'x8' space for the duration of the event. All display material must be confined to the limits of the Exhibitor's purchased space. Exhibitors are not permitted to erect displays or other materials on the sides of their space (measuring five feet from the front to the rear of the exhibit space) that would limit the view of neighboring displays. Any trash or debris scattered into the booth from the installation of any exhibit is the exhibitor's responsibility to clean.

REPRESENTATION OF EXHIBITOR

Exhibitors agree to provide at least one representative to staff their exhibit space during all exhibit hall hours of operation. Exhibitors agree that a maximum of three persons per 8'x8' exhibit space purchased will be allowed in the booth at any one time. Exhibitors agree to be responsible for wearing badges and having proper identification at all times while inside the exhibit hall.

GENERAL CONDUCT

We will not permit exhibits that interfere with the use of other exhibits or impede access to them or impede the free use of the aisle. NASO strictly prohibits attention-getting devices as live/mechanical entertainment or amusement. Any booth

equipment such as lights or sound equipment that interferes with other exhibits or attendees will be covered or removed at the exhibitor's expense. NASO requires that booth personnel confine their activities within the booth space. Apart from the specific display space for which an exhibitor has contracted with the Summit, other entities may not use any part of the exhibit hall and its grounds, except NASO, for display purposes. Exhibiting companies will modestly attire representatives, models and employees of exhibitors to maintain the professional and businesslike climate of the Summit. Whatever supplies are necessary to properly protect the building, equipment or furniture will be at the expense of the exhibitor. Exhibitors are liable for any damage they cause to the exhibit hall property.

AUDIOVISUAL COMPONENTS OF EXHIBITS

Audiovisual equipment as part of a display is acceptable. It is the responsibility of the exhibitor to regulate the sound level, lighting and spectators so they do not disrupt nor obstruct neighboring exhibitors. NASO reserves the right to decide when sound levels, lighting and spectators are interfering with other exhibitors and request for equipment adjustments or removal at the exhibitor's expense.

Telephone and Internet connection service is available exclusively through Swank Audio Visuals at The Peabody Memphis. Order forms are included with this packet. Materials provided for the Interactive Technology Showcase demonstrations include one 9' x 12' screen, projector, all cabling, extension cords, etc. Materials required for individual booth spaces are the sole responsibility of the exhibitor.

ELECTRICITY

Exhibitors will need to obtain electrical services from The Peabody Memphis. The credit card authorization form and electrical details are included with this packet.

SHIPPING

Direct shipments will not be accepted at The Peabody Memphis at any time. Hicks Convention Services has been selected as the designated drayage and decorator services company. Hicks will receive exhibits and deliver to The Peabody prior to set-up on Sunday, July 30. An onsite customer service representative will be available during set-up and tear-down. See detailed instructions in the Hicks Convention Services material.

RULES AND REGULATIONS

EXHIBITING POLICY

Exhibitors agree that the rules and regulations of NASO printed in this packet are part of the contract and will be observed by the exhibitor's company and representatives.

SHARING EXHIBIT SPACE

No exhibitor will assign, sublet or share the whole or any part of purchased exhibit space, nor display any products or services other than those manufactured or handled in the normal course of business, or permit any agent or any exhibiting firm to solicit business in its space. Exhibits should be installed so that they do not project beyond the space allotted.

SOLICITATION

Any firm or organization not assigned space in the exhibit hall will not be permitted to solicit business during the NASO Summit.

NON-ENDORSEMENT

The exposition of products and services at the NASO Summit does not constitute an endorsement by NASO of any product or service exhibited. An Exhibitor is not permitted to represent in any manner that NASO has endorsed its goods or services.

EXHIBIT CHARACTER

As it is the intention of NASO to provide exhibitors with optimum exposure to its attendees, it is also its intention to provide the best possible atmosphere to discuss the services and products displayed. As such, each Exhibitor agrees to exhibit only products of their own manufacture or supply in a tasteful manner. In keeping with a 'good neighbor' policy, exhibitors are prohibited from operating noise-creating devices (i.e. bells, sirens, public address systems, etc.) Summit management reserves the right to determine the acceptable sound level for working exhibits in the event of complaints from other exhibitors.

FOOD & BEVERAGE DISTRIBUTION

Exhibitors shall not dispense or distribute any food, beverage or throwaway items unless ordered from The Peabody Memphis with permission from NASO.

THE PEABODY MEMPHIS

All Exhibitors must remove all materials that obstruct fire exits or create a hazard to the event.

LIABILITY

The exhibitor is solely responsible for the safeguarding of materials, equipment and displays at all times. NASO, The Peabody Memphis and Hicks Convention Services are not responsible for any loss, theft, damage, injury or destruction of exhibitor's property or the property of its agents or employees, by or from any cause whatsoever. The exhibitor expressly releases NASO, The Peabody Memphis and Hicks Convention Services and their respective officers, employees, members and agents from any and all claims for such loss, theft, damage, injury or destruction, or for loss of goodwill (whether or not in relation to any property).

It is suggested that Exhibitors obtain insurance covering losses, such as theft and damage to property. The exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and hold NASO, The Peabody Memphis and Hicks Convention Services and their respective officers, employees, members and agents harmless from and against any and all claims, losses, injuries and damages to persons or property, governmental charges or fines and attorney's fees arising out of or cause by exhibitor's installation, removal, maintenance, occupancy or use of Salons D, E and F, or any part thereof, or arising out of or caused by exhibitor's participation in activities throughout the 2006 Sports Officiating Summit.

SMOKING

Smoking is strictly prohibited in the exhibit hall.

VIOLATION OF RULES AND REGULATIONS

Violation of any of these regulations by the exhibitor, employees, or agents will annul the right to occupy space, and such exhibitors will forfeit to the Summit all money that they may have paid. NASO may reenter and take possession of the space and remove all persons and goods at the exhibitor's expense. Any damages incurred by NASO to the exhibit will be the responsibility of the exhibitor. The exhibitor expressly waives the service of written notice to reenter and terminate. Exhibitors reserve the right to refuse assignment of exhibit space at any or all NASO events for one year or more following a rule violation. These rules and regulations become a part of the contract between the exhibitor and NASO. We have formulated them for the best interests of the exhibitors. NASO respectfully asks the full cooperation of the exhibitors in their observance. All points not covered are subject to the decision of NASO.

CANCELLATION POLICY

All cancellations must be submitted in writing prior to June 12, 2006. No refunds will be issued for space canceled after June 12.



24th Annual NASO Sports Officiating Summit
 July 30 – August 1, 2006
 The Peabody Memphis
 Memphis, TN

Fax or mail completed form to:
 NASO
 Attn: Jodi Schmidt
 2017 Lathrop Ave., Racine, WI 53405
 PH: 262.632.5448; FX: 262.632.5460
 Email: jschmidt@naso.org

2006 EXHIBIT AGREEMENT

CONTACT INFORMATION

All correspondence relating to the exhibits should be directed to:

Company _____

Contact _____

Contact Title _____

Address 1 _____

Address 2 _____

City _____ St _____ Zip _____

Phone _____

Fax _____

Email _____

PAYMENT OPTIONS

By credit card

Please bill my: MasterCard VISA

Total Amount: \$ _____

Account Number

_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|

Exp. Date

_____|_____|

 Name (exactly as it appears on card)

 Signature

By check (make payable to NASO)

By money order

Please reserve one 8'x8' space to be used solely by our organization during the 2006 Sports Officiating Summit in Memphis, Tenn.

Space cost: \$500 Booth fees include:
 Rental of space for (3) consecutive days
 (1) Table
 (2) Chairs

THIS APPLICATION BECOMES AN AGREEMENT UPON ACCEPTANCE BY NASO. IF ACCEPTED, THE UNDERSIGNED AGREES:

- Full payment must accompany agreement.
- We have read, understand and agree to be bound by the rules, regulations and exhibit hours contained in the 2006 Exhibitor Service Packet and in subsequent information distributed.
- Exhibiting Company agrees to hold NASO, The Peabody Memphis and Hicks Convention Services and their respective officers, employees, members and agents harmless from any liability, loss or claim during the 2006 Sports Officiating Summit.
- The undersigned declares to be authorized to sign on behalf of the Exhibiting Company.

Authorized Signature _____

Company _____

Print Name _____

Title _____

Date _____



The Peabody Grand Ballroom

All exhibits are located in grand ballrooms D, E and F

