

EXPO: JULY 18 - 19 | McCORMICK PLACE, CHICAGO

### UPON RECEIPT OF EXHIBITOR SERVICE KIT

- Make hotel reservations at Hyatt Regency McCormick Place (page 7)
- Booth payment is due in full
- Reserve advertising space in the *2017 Show Guide* (page 8)
- Invite current customers and prospects to see you at the show by emailing them a FREE Expo Pass
- Develop "show specials" such as discounts for attendees and product give-aways to attract traffic to your booth
- Have your sales people visit top accounts and remind them of your company's participation in this year's Expo
- Confirm that you have all pamphlets and materials needed for your booth
- Order pre-show attendee list (page 9) and begin planning a promotional mailing to potential customers who will be at the Expo

### IMPORTANT DEADLINES

- May 9** - Deadline to reserve ad space in the *2017 Show Guide*
- June 9** - Deadline to submit your company profile for the *2017 Show Guide*
- June 9** - Deadline to submit ad materials (artwork) for the *2017 Show Guide*
- June 23** - Last day to make room reservations at discounted rates (based upon availability)
- June 30** - Deadline to order pre-show attendee list from LRP Conferences (page 9)
- July 14** - Advance registration deadline for Booth Personnel, Complimentary Full Pass and Discounted Pass

### AT THE SHOW

- Select booth space for the 2018 **Campus Technology Conference & Expo**

### AFTER THE SHOW

- Prepare post-show mailing using list provided by LRP (page 8)
- Follow up on all the leads secured at the show!

### EXPO: JULY 18 - 19 | McCORMICK PLACE, CHICAGO

#### Expo Dates

Exhibits will be open Tuesday, July 18 and Wednesday, July 19. For a complete schedule, see the Expo Hall Hours & Access (page 3).

#### Location

**McCormick Place**  
2301 S. King Dr.  
Chicago, IL 60616  
Phone: 312-791-7000

#### Show Management – Sales

**Bridget Oakes, Trade Show Sales Manager**  
Phone: 720-319-4784  
Email: boakes@lrp.com

#### Show Management – Logistics

**Sam Issa, Meeting Planner**  
Phone: 561-622-6520, ext. 8601  
Fax: 561-622-2876  
Email: sissa@lrp.com

#### Official Show Vendors

Audio Visual – Freeman Audio Visual Solutions; Lead Retrieval – Convention Data Services; Services Contractor – Freeman. Some exhibitor service and audio visual companies are actively contacting exhibitors. Please be aware that LRP is not supplying these companies with any of your information and they are not affiliated with LRP in any way. Unofficial Show Vendors may be denied access to the Expo Hall.

#### Booth Payment Policy

No exhibitor will be allowed to set up until all fees are paid in full. For more information, see Rules & Regulations (pages 4 - 6).

#### Arrangement Of Exhibits

The space provided will be as shown on the floor plan insofar as possible, but LRP reserves the right to change the location if this is in the best interest of the exhibition.

Exhibits may not project beyond the space allotted or interfere with traffic to the exhibits of others. Any exhibit not meeting these requirements must be dismantled or altered upon request.

In-line exhibits must not exceed 8' in height. Any construction over 42" in height must be kept within 4' from the back of the booth. Hanging signs are not permitted over in-line booths, or booths smaller than 20' x 20'.

Island/Open Areas measuring at least 20' x 20' – Exhibits, hanging signs, banners and displays must not exceed 22' in height.

Two-storied booths must be approved by the Exhibit Facility, Fire Marshal and Show Management. No hanging signs may block the view of other exhibit aisles or booths.

For booth structures that are taller than 42" in height, care must be taken to maintain sufficient sight lines to surrounding booths, as determined by show management.

#### Floor Covering

Booth spaces are not carpeted; aisles are. All booths require carpet or floor covering and it must be ordered or provided by the Exhibitor, at the Exhibitor's expense. If a floor covering is not in place by one hour prior to show opening, Show Management will order the service and charges will appear on the exhibitor's invoice.

#### Booth Space

Each 10' x 10' booth will be set with 8' back drape and a 36"-high side divider drape. Back draperies will be black and gray. Side drapes will be black. Nothing may be attached to these drapes by order of the fire marshal. Each exhibitor will be provided with one 7" x 44" identification sign.

#### No Smoking Policy

Smoking in McCormick Place is strictly prohibited.

#### Exhibitor Registration/Hours

Exhibitor registration will be open during the following hours:

Monday, July 17: 7 a.m. - 4 p.m.  
Tuesday, July 18: 7:30 a.m. - 5:30 p.m.  
Wednesday, July 19: 8 a.m. - 2:30 p.m.

Each company will receive up to 4 booth personnel registrations for every basic exhibit booth purchased. **Additional Booth only registrations may be purchased for \$25 each and are only for your employees.** We request that all employees/representatives of exhibiting companies pre-register for the show by July 14. Pre-register online at [www.CampusTechnologyConferences.com/exhibit\\_resource.html](http://www.CampusTechnologyConferences.com/exhibit_resource.html) or using the forms on pages 10 - 15.

#### Business Services

For your convenience, McCormick Place offers a FedEx Office located on Level 2 in Lakeside Center, and a FedEx Office on Level 2.5 of the Grand Concourse in the South Building.

Please contact the FedEx Office at 312-949-2100 for a full listing of products and services or for further assistance.

Open:  
8:30 a.m. - 5 p.m. Monday - Friday  
[usa5020@fedex.com](mailto:usa5020@fedex.com)

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### 2017 EXPO HALL HOURS

#### Monday, July 17

Exhibitor Move-In	7 a.m. - 4 p.m.
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#### Tuesday, July 18

*(Exhibitors may enter the Expo Hall starting at 8 a.m. and may stay no later than 6 p.m.)*

Exhibitor Move-In	8 - 9 a.m.
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Expo Open	10 - 2 p.m.
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Refreshment Break	10 - 11:15 a.m.
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Lunch	12 - 1:30 p.m.
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Welcome Reception	4 - 5:30 p.m.
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#### Wednesday, July 19

*(Exhibitors may enter the Expo Hall starting at 8 a.m.)*

Expo Open	9:45 a.m. - 2:30 p.m.
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Refreshment Break	9:45 - 10:45 a.m.
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Lunch	11:30 a.m. - 1 p.m.
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Refreshment Break	1:45 - 2:30 p.m.
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Exhibitor Move-Out	2:30 - 7:30 p.m.
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#### Important Notes!

Exhibits not set up by 9 a.m. on Tuesday, July 18, may be set up by the official contractor and the work must be paid for by the exhibiting company.

Please read carefully the Decorator Service Kit provided by Freeman. **The dock will be under Freeman's control at all times.**

Registered exhibitors may enter the Expo Hall upon showing their badge to security personnel.

For access to the Expo Hall before and after the hours listed, requests must be made to trade show management in advance. Security will not let anyone on the show floor without prior approval from show management.

#### Exhibitor Lounge

An exhibitor lounge with complimentary coffee and soda will be available to booth personnel during set-up and expo hall hours.

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**“LRP” shall refer to LRP Publications and “Exhibit Facility” shall refer to McCormick Place, Chicago.**

### Eligibility

LRP shall have the sole right to determine the eligibility of exhibits, including, but not limited to: companies, products, systems, services, booth graphics, printed matter distributed at the conference, souvenirs and give-aways, costumes and booth personnel attire, and all other exposition features and activities.

### Use Of Music

Due to ASCAP and BMI regulations, any exhibitor who uses copyrighted music as part of, or in conjunction with, any function connected with this Conference & Expo, may be subject to a music license fee.

### Video and Photography

The taking of videos inside general sessions and breakout sessions is strictly prohibited without prior written approval of LRP. The taking of videos within the Expo Hall by exhibitors is permitted, only as long as the video is shot from, and contains only footage within, the confines of the exhibitor's booth area. All other video is strictly prohibited. Still photography in general session and breakout rooms is strictly prohibited without the prior written approval of LRP.

### Promotional Material

Sample articles, premiums, novelties, publications, souvenirs, printed educational and promotional materials may be distributed from the confines of the exhibitor's booth only. All such materials must be made available to all exhibition attendees so long as the materials are offered. Exhibitors may not solicit attendees or distribute promotional materials in public space. Placement of promotional materials in locations such as food and beverage areas or meeting rooms is strictly prohibited without prior approval from LRP. Prizes, contests or drawings are permitted with the permission of LRP. Samples of hand-out materials other than literature pertaining to exhibitor's products and services must be approved in advance. LRP may withdraw permission to distribute any material it considers objectionable. Any food or beverage distribution must be approved in advance.

### Conflicting Events

In the interest of the success of the entire conference and exposition, the exhibitor agrees not to extend invitations, call meetings, or otherwise encourage absence of attendees or exhibitors from the conference or exhibit hall during the official posted hours of the conference and exposition except as approved by LRP. All sponsor or exhibitor events, parties, gatherings or dinners of 25 or more people within a 5-mile radius of McCormick Place, Chicago during the conference dates of July 17 - 20, 2017, must be approved in advance by LRP conference staff.

### Hospitality Suites & Meeting Rooms

All hospitality suites and meeting rooms must be approved by LRP and arranged through the Exhibit Facility or Conference Hotel. Only confirmed, fully paid exhibitors will be allowed to use hospitality suites and meeting rooms. Approved use of hospitality suites and meeting rooms is limited to your company's staff meetings and one-on-one meetings with attendees. All other uses of meeting rooms must be approved in advance by show management. Demos and sales presentations are prohibited in hospitality suites and meeting rooms. Cancellation of exhibit space will result in automatic cancellation of any and all hospitality suites and/or meeting rooms. If cancellation occurs within 60 days of event, all rental fees paid to LRP will be non-refundable.

### Conduct & Restrictions

LRP reserves the right to restrict exhibits which because of noise, odors, methods of operation or any other reason become objectionable or otherwise detract from or are out of keeping with the character of the exposition as a whole. This reservation includes persons, things, conduct or printed material. LRP reserves the right to alter or close any exhibit which does not conform to the provisions of this contract. No refund shall be due under such circumstances. LRP also reserves the right to exclude any nonconforming party from exhibiting at any future LRP program or to give lowest priority for future exhibit space. These actions do not constitute exclusive remedies, and LRP may avail itself of any remedy in laws or equity in addition to these actions.

### Booth Staffing

Exhibit booths must be staffed during all posted Expo Hall hours. No exhibit or portion thereof may be removed from the exhibit hall during the conference without the written consent of LRP. Any infraction may result in the exhibitor being prohibited from exhibiting at future expositions.

### Admission

LRP shall have sole control over admissions policies at all times. Any person visiting the exhibits is required to wear an appropriate badge while in attendance. All exhibitor personnel must wear an exhibitor's badge or appropriate conference registration badge at all times.

### Sub-leasing

Exhibitor shall not allow any other corporation or firm or its representatives to use the space allotted to the exhibitor, nor shall the exhibitor display articles not manufactured or normally sold by the exhibitor. Co-participation by any other corporation or firm or its representatives in space assigned to the original applicant must be authorized by written permission from LRP, and shall incur an additional charge of 25% of the total cost for exhibit space for each additional participant.

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### Cancellation Policy

Written notice of cancellation must be received by LRP at least 120 days in advance of the scheduled exhibition date or exhibitor will be held liable for total booth rental irrespective of the reason for the cancellation, including cancellation due to failure of an exhibit to arrive. Exhibitors who have paid in full and who notify LRP of cancellation prior to the 120-day deadline will receive a refund of rental fees equal to 50% of the total booth rental. LRP shall not be held responsible for shipping charges, construction costs, labor charges, expenses for preparation of exhibits or any other expenses or indemnity in the event that the materials fail to arrive. Exhibitor shall not be entitled to a refund of the booth rental if the exhibition is cancelled by LRP as a result of strike, riot, civil disorder, act of terrorism, act of war, act of God or any other reason whatsoever not within the control of LRP. Any refunds due by LRP will be paid no later than 60 days after the close of the conference.

### Default

Any exhibitor failing to occupy space contracted for but not cancelled by 7 a.m. on the first show day, is not entitled to any rebate. Management shall have the right to use said space to suit its own convenience, including selling the space to another exhibitor without any rebate of allowance to the defaulting exhibitor and without incurring any obligation of any kind to said prospective exhibitor.

### Shipping

The exhibitor agrees to ship, at its own risk and expense, all articles to be exhibited and agrees to conform to the rules for shipping as contained in the Decorator Service Kit. The Exhibit Facility has no facilities for receiving and storing materials prior to the set-up day of the exposition. DO NOT ship equipment or displays directly to the Exhibit Facility, or to the hotel in which exhibit personnel are housed.

### Labor

Skilled and unskilled labor for unpacking, setting up and re-packing of exhibits will be supplied by the decorating contractor. Rates for this service will be quoted by the decorating contractor. Extra or unusual labor for any action affecting the Exhibit Facility will be charged directly to the exhibitor based upon time and materials factors. Exhibitors must make arrangements for this type of activity as specified in the Decorator Service Kit.

### Utilities

McCormick Place is the exclusive service provider of internet, telecom, and food and beverage services. Freeman is the exclusive provider of: gas, electricity, water, air, drains, cleaning, and rigging services. Exhibitors who anticipate needing these services should order online through McCormick Place or Freeman.

### Audio Visual

Computer, printer, video and audio equipment rental services are available from the official audio visual vendor, Freeman. Rates are quoted in the Exhibitor Service Kit.

### Installation & Dismantling

Set up and tear down times are listed on the Expo Hall Hours & Access sheet (page 3). All exhibit materials must be removed from the Exhibit Facility promptly at the close of the exhibit. Organizer reserves the right to take proper action or dispose of the display materials if the exhibitor does not promptly remove the materials from the facility or if the area is needed by the facility. Children under the age of 18 are specifically prohibited from being on the Expo floor during move-in and move-out hours.

### Fire Regulations

All booth decorations and construction must conform to the regulations of the Chicago Fire Marshal. Cloth or other flammable materials must be flame-proof. Packing containers, excelsior, wrapping and similar material must be removed from the exhibit area and not stored under tables or behind displays.

### Protection Of Property

Nothing shall be pasted, tacked, nailed, screwed or otherwise affixed to columns, walls, floors or other parts of the building or furniture. Gasoline driven vehicles must be drained of gasoline prior to moving into the premises. A drip pan must be placed under each vehicle. Gasoline driven motors must not be operated in the exhibit area. Batteries must be disconnected and gas caps locked. If the premises are defaced or damaged by an act of negligence by any exhibitor, its agent/s or guest/s, the exhibitor will pay for any and all expenses incurred by damages to physical property, caused by exhibitors, riggers, haulers or other contractors engaged for the purpose of moving exhibits and equipment into and out of the building.

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### Liability

Exhibitor agrees to protect, save and keep LRP and the Exhibit Facility forever harmless for any damages or charges imposed for violation of any law or ordinance whether occasioned by the negligence of exhibitor or those holding under the exhibitor, as well as to strictly comply with the applicable terms contained in the agreement between LRP and the Exhibit Facility regarding the exhibition premises; and further, exhibitor shall at all times protect, indemnify, save and keep harmless LRP and the Exhibit Facility against and from any and all loss, cost, damage, liability, injury or expense (including attorney's fees) arising from, out of, or by reason of any accident or other occurrence to anyone, including the exhibitor, its agents, employees and business invitees, which arise from or by reason of said exhibitor's occupancy and use of the exhibition premises or part thereof. The exhibitor understands that neither LRP nor the Exhibit Facility maintains insurance covering the exhibitor's property and it is the sole responsibility of the exhibitor to obtain coverage at their expense against personal injury, property damage, fire and theft in such an amount as the Exhibit Facility requires.

### Interpretation

These regulations become a part of the contract between exhibitor and LRP. Exhibitors or their representatives who fail to observe the conditions of the contract or who, in the opinion of LRP, conduct themselves unethically may be dismissed from the exhibition without refund.

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### General

All matters and questions not covered by the Rules & Regulations are subject to the discretion of LRP. The Rules & Regulations may be amended or supplemented at any time by LRP, and all such amendments or additions shall, upon reasonable notice, be as equally binding on all parties affected as the original Rules & Regulations.

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Registrants are responsible for making their hotel reservations, and reservations should be made in the attendee's name. Please contact the hotel's reservation department directly and be sure to identify yourself as a **Campus Technology Conference & Expo** registrant. A limited number of rooms are being held until 5 p.m. Eastern Time on June 23, 2017, or until they are sold out. Please contact the hotel for deposit and cancellation policies. If you require an ADA accessible hotel room, we strongly encourage you to make reservations early and communicate your needs to the hotel. If you reserve more than 10 rooms, you may be required to sign a contract. For online booking, please visit: [www.CampusTechnologyConferences.com/travel.html](http://www.CampusTechnologyConferences.com/travel.html)



### Hyatt Regency McCormick Place

2233 S. King Drive  
Chicago, IL 60616  
Phone: 888-421-1442

CT Group Rate: \$249 single/double + taxes

Cut-Off Date: June 23 at 5 p.m. ET

Please be aware that some convention housing and expo travel agencies are fraudulently representing themselves as our "housing vendor" and contacting individuals in the Campus Technology 2017 community, soliciting business. Specifically, they will offer to make hotel reservations within the Conference block on your behalf, or even offer you a discount from the Conference's rate.

Campus Technology 2017 is not utilizing the services of any housing service for the Conference. Hotel reservations for the Conference should be made directly with the hotel, either by phone or via our web reservation link. The official conference hotel with guaranteed rates is listed above, in the official conference brochure and on the conference website. If you provide your credit card information to any of these unauthorized vendors, your card may be charged but you may not have a reservation when you arrive in Chicago.

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To make the most of **Campus Technology 2017**, it's important for your company to keep its name on the minds of our attendees. This means making a serious effort to put your name in front of them before, during and after the show. LRP's advertising and promotional programs help you do just that!

## BEFORE THE SHOW

### List Rental

Did you know that conference attendees really do like to receive pre-show mailings? It's true. So be smart – use our pre-show mailing list to invite attendees to your booth and target those people who will be most interested in what you have to offer. To order, use the form on page 9 or contact your sales representative.

### Show Guide Advertising

At the conference, the *Show Guide* is attendees' one-stop source of information. This translates into a high-visibility means of promotion for exhibiting companies. Your ad in the *Show Guide* will be seen again and again – not only at the show, but also for many months to follow. Our attendees turn to this valuable reference guide throughout the year and share it with their colleagues who did not attend. Visit [www.CampusTechnologyConferences.com/advertise.html](http://www.CampusTechnologyConferences.com/advertise.html) or contact your sales representative for details.

Space Deadline: May 9, 2017  
Materials Deadline: June 9, 2017



### Sponsorships

There are still sponsorships available that will leave your company in attendees' minds long after the show ends. For a complete list, visit <http://www.campustechnologyconferences.com/sponsorship.html>, then contact your sales representative for availability and more details.

## AFTER THE SHOW

### Complimentary Post-Show Mailing List

Get the people you missed at the show by mailing them a special promotion with this complete list! At the show we will provide you with information about receiving your complimentary attendee list. Lists will only be released to exhibitors who submit a signed List Usage Agreement to LRP.



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### CONTACT INFORMATION:

EXHIBITOR:		
CONTACT NAME:		
STREET ADDRESS:		
CITY:	STATE:	ZIP:
EMAIL:		
PHONE: (    )	FAX: (    )	

### PAYMENT INFORMATION:

CHARGE MY CREDIT CARD: <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMEX <input type="checkbox"/> DISCOVER		
CARD #:	EXP. DATE:	
SECURITY CODE: (3-digit code on back of Visa, MasterCard, Discover or 4-digit code on front of AmEx)		
NAME: (as it appears on card)		
CREDIT CARD BILLING ADDRESS: / STREET: <small>(If different from above)</small>		
CITY:	STATE:	ZIP:
CARDHOLDER'S PHONE:	CARDHOLDER'S SIGNATURE:	



**List Rental Price: \$500**

Sponsors who are entitled to a complimentary pre-show mailing list may return this agreement without payment.

*To order after June 30 please contact your sales representative.*

You will receive the list approximately 4 weeks prior to the show from conferences@lrp.com.

No updates will be provided.

The list will include name, title, company and mailing address fields.

No email addresses or phone numbers will be supplied.

#### BY SIGNING THIS AGREEMENT, YOU:

- Agree the list is for one-time postal mailing use only in conjunction with this event.
- **AGREE TO REFRAIN FROM COMPILING PHONE NUMBERS AND EMAILS OF THE ATTENDEES ON THE LIST TO BE USED FOR SOLICITATION.**
- Agree that all names and addresses furnished by LRP remain the property of LRP.
- Guarantee that the names and addresses will not be copied or retained in any way, or reused, resold, disclosed to, or used by anyone other than you.
- Agree that the names may be merged and purged with other lists only for the purpose of eliminating duplicate names and will not be enhanced or tagged without the written permission of LRP.
- Understand that the list is monitored by decoy names and agree not to employ any method to detect and eliminate decoy names.
- Understand that any violation of these restrictions will result in additional billing, suspension of privileges and possibly litigation.

Signature: \_\_\_\_\_

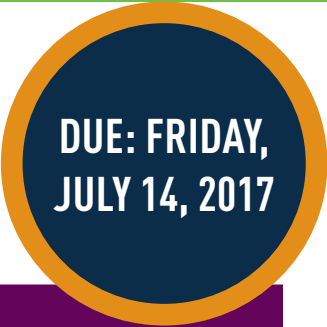
Date: \_\_\_\_\_

### Fax List Rental Agreement to:

**Campus Technology**  
**Attn: Customer Service**  
**Fax: 561-622-2423**

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Thank you for exhibiting at **Campus Technology 2017**. Your company is entitled to ONE FREE Full Conference Pass for each booth. The designated complimentary registrant for your booth is invited to attend general sessions and breakout sessions. **Complimentary Exhibitor Registrations are only for your employees.**



### 2 Easy Ways to Register



Online:  
[www.CampusTechnologyConferences.com/exhibit\\_resource.html](http://www.CampusTechnologyConferences.com/exhibit_resource.html)



Fax completed form to: 561-622-2423

#### Registration Policies and Procedures

- Do NOT register as an Exhibitor any representatives from your company who are speaking at this conference.
- Your Complimentary Exhibitor Badge(s) may be picked up on-site at the registration counter.
- Each request for substitutions, additions or changes after Friday, July 14, 2017, may be subject to a \$25 nonrefundable administrative fee.
- A \$25 nonrefundable administrative fee may be charged to replace any lost badge.

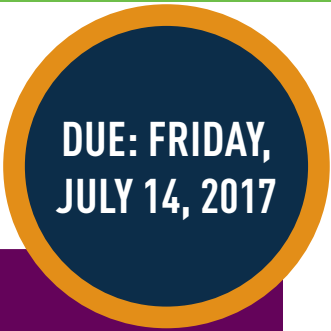
**Questions? Please call 1-800-727-1227 or email [conferences@lrp.com](mailto:conferences@lrp.com).**

Please type or print clearly all requested information.

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Booth #: \_\_\_\_\_

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Each 10' x 10' booth rental entitles your company to register up to 4 employees to staff your booth. **Booth Personnel Registrations are only for your employees.** Booth Personnel Badges permit entrance to the Expo Hall only, and not to general sessions or breakout sessions.

### 2 Easy Ways to Register



Online:  
[www.CampusTechnologyConferences.com/exhibit\\_resource.html](http://www.CampusTechnologyConferences.com/exhibit_resource.html)



Fax completed form to: 561-622-2423

### Registration Policies and Procedures

- Do NOT register any representatives from your company who are speaking at the conference or who you are registering as a Complimentary Exhibitor.
- Booth personnel may pick up their badges on-site at the registration counter.
- Each request for substitutions, additions or changes after Friday, July 14, 2017, may be subject to a \$25 nonrefundable administrative fee.
- A \$25 nonrefundable administrative fee may be charged to replace any lost badge.

### Please type or print clearly all requested information.

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Booth #: \_\_\_\_\_

See next page ►

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Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ Booth #: \_\_\_\_\_

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If more than 4 Booth Personnel will be staffing your booth, you will need to purchase additional Booth Personnel Badges (\$25 each) for those employees. These badges permit entrance to the Expo Hall only. **Additional Booth Personnel Badges are only for your employees.**

**DUE: FRIDAY,  
JULY 14, 2017**

### 2 Easy Ways to Register



Online:  
[www.CampusTechnologyConferences.com/exhibit\\_resource.html](http://www.CampusTechnologyConferences.com/exhibit_resource.html)



Fax completed form (pages 13 - 14)  
to: 561-622-2423

### Registration Policies and Procedures

- Do NOT register any representatives from your company who are speaking at the conference or who you are registering for a Complimentary or Discounted Exhibitor Full Conference Registration Pass.
- Booth personnel may pick up their badges on-site at the **registration counter**.
- Each request for substitutions, additions or changes after Friday, July 14, 2017, may be subject to a \$25 nonrefundable administrative fee.
- A \$25 nonrefundable administrative fee may be charged to replace any lost badge.

**Questions? Please call 1-800-727-1227 or email [conferences@lrp.com](mailto:conferences@lrp.com).**

**Please type or print clearly all requested information.** Please photocopy this form for any additional booth personnel.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Booth #: \_\_\_\_\_

**Complete the  
next page**



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Name: \_\_\_\_\_  
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 Organization: \_\_\_\_\_  
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 Email: \_\_\_\_\_

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_

### Additional Booth Personnel Fee:

Rate	No. of Registrants	Total Due
<b>\$25 each</b>		
<b>CHARGE MY CREDIT CARD:</b> <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMEX <input type="checkbox"/> DISCOVER		
CARD #:		EXP. DATE:
SECURITY CODE: (3-digit code on back of Visa, MasterCard, Discover or 4-digit code on front of AmEx)		
NAME: (as it appears on card)		
CREDIT CARD BILLING ADDRESS: / STREET:		
CITY:	STATE:	ZIP:
CARDHOLDER'S PHONE:	CARDHOLDER'S SIGNATURE:	

### Credit Card Processing Policy:

Credit card payments are processed upon receipt. ANY CREDIT CARD PAYMENT CHANGES will result in an administrative fee.

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Booth #: \_\_\_\_\_

EXPO: JULY 18 - 19 | McCORMICK PLACE, CHICAGO

**DUE: FRIDAY,  
JULY 14, 2017**

As a thank you for exhibiting at the **24th Annual Campus Technology Conference & Expo**, your company is entitled to the lowest available conference registration rates for your staff to attend sessions. Your Full Conference Pass gives you access to all general sessions and breakout sessions. **Discounted registrations are for your employees only.**

### 2 Easy Ways to Register



Online:  
[www.CampusTechnologyConferences.com/exhibit\\_resource.html](http://www.CampusTechnologyConferences.com/exhibit_resource.html)



Fax completed form to: 561-622-2423

**Questions? Please call 1-800-727-1227 or email [conferences@lrp.com](mailto:conferences@lrp.com).**

**Please type or print clearly all requested information.** Please photocopy this form for any additional registrants.

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

#### Discounted Exhibitor Full Conference Pass Registration Fee: \$525

<b>CHARGE MY CREDIT CARD:</b> <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMEX <input type="checkbox"/> DISCOVER		
CARD #:	EXP. DATE:	
SECURITY CODE: (3-digit code on back of Visa, MasterCard, Discover or 4-digit code on front of AmEx)		
NAME: (as it appears on card)		
CREDIT CARD BILLING ADDRESS: (If different from above)		STREET:
CITY:	STATE:	ZIP:
CARDHOLDER'S PHONE:	CARDHOLDER'S SIGNATURE:	

#### Cancellation Policy:

Substitutions may be made at any time with no penalty. Cancellations received in writing on or before June 16, 2017, will receive a refund minus an administrative fee of \$150. Refunds will be processed following the conference. Cancellations received after June 16, 2017, will not be refunded. Unpaid cancellations for the Campus Technology 2017 Conference & Expo will be billed for the appropriate fee. No-show registrations will not be refunded. Please email any requests for refunds or substitutions to [conferences@lrp.com](mailto:conferences@lrp.com). LRP reserves the right to cancel the conference due to lack of registrations. In case of conference cancellation, LRP's liability is limited to the refund of the conference registration fee only. LRP reserves the right to alter this program without prior notice.

#### Credit Card Processing Policy:

Credit card payments are processed upon receipt. ANY CREDIT CARD PAYMENT CHANGES will result in an administrative fee.

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Booth #: \_\_\_\_\_

EXPO: JULY 18 - 19 | McCORMICK PLACE, CHICAGO

**Please return form to:**

LRP Publications  
Attention: Rebecca Rolon

Email: rrolon@lrp.com  
Fax: 561-622-2876  
Phone: 561-622-6520, ext. 8698

**DEADLINE**

**June 30, 2017**

If your company plans to utilize the services of any independent contractors other than Freeman, the official general service contractor designated by LRP Publications, please complete this form and return it to the email address or fax number listed above.

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_ Ext. \_\_\_\_\_ Email: \_\_\_\_\_

Exhibitor Appointed Contractor: \_\_\_\_\_

Address of EAC: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

EAC Supervisor On-site: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Inform all independent contractors that they must send a current Certificate of Insurance no later than June 30, 2017, or they will not be permitted to service your exhibit.

The Certificate of Insurance must cover Sunday, July 16, 2017 through Thursday, July 20, 2017 and must be received no later than June 30, 2017. Failure to do so will prevent said EAC from gaining access to the show floor.

All EACs (including production companies) must show proof of insurance for General Liability, Workers' Compensation Liability and Business Automobile Liability and must provide LRP Publications, Inc. \$1,000,000 General Liability, \$100,000 Workers' Compensation, and \$1,000,000 Business Automobile Liability.

LRP Publications, Inc., McCormick Place and Freeman must be named as additional insureds on all policies.

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official Rules & Regulations of this event.