



EXHIBITOR REGISTRATION INFORMATION

**AATSP 102nd Annual Conference
July 9-12, 2020
Caribe Hilton
San Juan, Puerto Rico**

Exhibit dates will be July 9-11

The exhibitor services company will be responsible for installing the booths in the exhibit area of the Caribe Hilton Hotel. The price of each exhibit booth is USD \$500.00 and includes the following:

- one 8' x 8' booth including pipe and drape
- one table
- two chairs
- one wastebasket
- a sign with the company name

All registered exhibitors will receive an Exhibitor Kit with further information and complete instructions regarding when and where to mail materials you wish to exhibit and how to order additional equipment that you may need. The Exhibitor Kit will be sent out approximately one month prior to the conference.

The exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and hold harmless the American Association of Teachers of Spanish and Portuguese, Caribe Hilton Hotel, and its employees and agents against all claims, losses, or damages to persons or property, governmental charges or fines and attorneys' fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy or use of exhibition premises or part thereof, excluding any such liability caused by the sole negligence of the American Association of Teachers of Spanish and Portuguese, Caribe Hilton Hotel, its employees, and agents.

In addition, the exhibitor acknowledges that the American Association of Teachers of Spanish and Portuguese and the Caribe Hilton Hotel, do not maintain insurance covering Exhibitor's property. It is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses.

Payment of USD \$500.00 per exhibit booth (VISA, Master Card, check) must accompany the signed contract and be mailed or faxed directly to AATSP at the address or fax number given below no later than Monday, March 2, 2020.

AATSP Exhibits, 160 Rail Road, Suite 3, Chesterton, IN 46304. Fax: 219-465-2116
Attn: Coordinator of Conferences (AATSPconferences@aatsp.org)

CANCELLATION/REFUND POLICY

1. All refund requests must be made in writing no later than March 2, 2020 via email or U.S. Postal Service (postmarked by March 2, 2020). No refunds after March 2, 2020.
2. All refund requests will be subject to a \$100.00 processing fee.
3. All refunds will be processed after the conference; please allow 6-8 weeks for processing.

***EXHIBITOR REGISTRATION FORM AND ADDITIONAL EXHIBITOR DETAILS
COMING SOON***