



Association of Mathematics Teacher Educators  
c/o Meredith College, Department of Mathematics and Computer Science  
3800 Hillsborough Street, Raleigh, NC 27607  
www.amte.net

## **Exhibitor General Information**

### *Twenty-first Annual AMTE Conference, 2017*

The Association of Mathematics Teacher Educators (AMTE) is pleased to host our 21<sup>st</sup> Annual Conference February 9 – 11, 2017 at the Rosen Plaza Hotel in Orlando, FL. We look forward to welcoming approximately 650 mathematics teacher educators from all over the country. We hope that you will consider an exhibit table during this year's conference.

Space allocation procedures for each conference are dictated by the venue and the space designated for the AMTE display area. The purpose of the display area is for AMTE eligible sponsors to display products and services and to discuss these products with conference attendees. As the date approaches, we will be able to provide a map of the conference space and proposed exhibitor space. We attempt to place exhibitors in high traffic areas where conference attendees will see and have the opportunity to interact with exhibitors throughout the day.

#### **General Conference Information**

Conference sessions begin at 9:00 AM on Thursday, February 9 and continue Friday, February 10 and Saturday, February 11 beginning at 8:00 AM.

#### **Exhibit Area and Set Up**

The Exhibit Area will be available for set-up at 7:30 AM on Thursday, February 9. Setup must be completed by 9:00 AM on February 9. The hotel will provide table(s) based on your exhibitor contract.

Exhibits will be open to conference participants during the following times:

Thursday, February 9, 9:00 AM to 5:00 PM

Friday, February 10, 8:30 AM to 5:00 PM

Removal of all materials must be completed by 6:00 p.m. on Friday, February 10.

- If you need additional equipment for your table, such as a power strip, power cord or computer, AMTE will let you know whom to contact at the hotel to make those arrangements. The hotel has an exclusive on-site audio-visual company that handles audio-visual requirements.
- Note: Our contract with the hotel states that we will not attach anything to columns, walls, floor or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. Signage is only allowed inside the meeting space and is not permitted in the hotel lobby or on the public grounds. The hotel does not permit any hand-written signs; only professional signage is allowed and must be approved first by AMTE and then, the hotel.

#### **Payment and Contract**

The AMTE Sponsorship Director will send your company representative an AMTE Sponsorship Contract and Addendum along with a Payment Invoice that is personalized according to your level of sponsorship. The contract will need to be signed and returned to the AMTE Sponsorship Director. The payment invoice will need to be sent to the AMTE Treasurer. The AMTE Executive Director, will countersign the contract and send you a copy of the signed contract.

#### **Shipping Materials**

Materials may be shipped to the hotel and the sponsor is responsible for any fees charged by the hotel for receiving, storing or return shipping. If requested, AMTE can provide the name of a hotel contact to answer

additional questions. In order for the hotel to receive materials, the mailing label must be addressed as shown below. Packages must arrive no sooner than three (3) days prior to the function.

*Rosen Plaza Hotel  
9700 International Drive  
Orlando, FL 32819  
Attn: (Name of on-site contact for the material)  
AMTE Conference  
Arrival Date: (Fill in arrival date of on-site contact)*

## **Additional TERMS AND CONDITIONS**

### **1. Use of AMTE Name, Logo, or Marks**

The AMTE logo is the property of the Association of Mathematics Teacher Educators (AMTE), and no use of the name, logo, or marks will be permitted without the express written consent of the Association of Mathematics Teacher Educators.

### **2. Cancellation Policy**

No refunds are provided for sponsor fees. If the sponsor desires to cancel participation in the conference, this must be done in writing to the AMTE Executive Director.

### **3. Cancellation of Event**

AMTE reserves the right to cancel the conference at which the sponsor has purchased exhibit tabletop space. In the event of such cancellation, the sponsor will be notified in writing and will receive a full refund. Parties agree that, in the event of such cancellation, the sponsor's sole remedy against AMTE shall be the refund of monies paid to AMTE by sponsor pursuant to this agreement.

### **4. Returning Sponsors**

All 2015 sponsors who contributed at a level that allowed for exhibit space will receive an opportunity to acquire exhibit space at the next AMTE annual conference. All such returning sponsors, in order of receipt of payment and new contract, will receive a prime location for their table. Please note that renewals may be subject to price changes at the discretion of AMTE—see the AMTE Sponsorship Brochure.

### **5. Impossibility**

AMTE shall not be responsible for a failure of performance of this agreement due to an Act of God, war, disaster, strikes, civil disorder, or other emergencies making it ill-advised, illegal, or impossible to hold the event.

### **6. Release of Liability**

Exhibitors agree to defend, indemnify, and hold harmless, AMTE, its officers, directors, staff, and affiliates from any damages or charges resulting from conference materials, conference activities, or sponsor's use of conference space. AMTE will not be responsible for a sponsor's exhibit contents that become missing or damaged during the move in or move out. In addition, it is the sponsor's responsibility to know the host state's tax policies, to be in compliance with those policies, and to obtain any permits required for doing business in the host state.

### **For more information, please contact:**

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