



SAIR 2002 VENDOR Prospectus

The Southern Association for Institutional Research (SAIR) invites you to participate in its Annual Conference in Baton Rouge, Louisiana, October 12-15, 2002. The Annual Conference offers exhibitors many excellent opportunities to promote their products and services.

- **Fully Dedicated Exhibit Times:** On Monday during the continental breakfast and at the mid-afternoon break no other sessions will be held. Refreshments and munchies will be served in the exhibit area to encourage more interaction between exhibitors and attendees. These sessions will be listed in the final program book.
- **Great Exhibit Location:** The exhibit area is in the heart of the conference activities. Large open corridors, outside lighting, and access to regular program sessions contribute to an exhibit area that will generate high levels of interaction opportunities.
- **Corporate Session:** Exhibitors (who are all expected to be conference registrants) may submit Program Proposals for a 40-minute Corporate Demonstration and/or Product Briefing session to be scheduled during the regular program. These sessions must be approved by the Program Committee, must present higher education applications or case studies, and if approved, will be listed in the Final Program book.

SPONSORSHIP OPPORTUNITIES

SAIR invites you to sponsor an event or activity at the 2002 Annual Conference. There are a number of events available for sponsorship. Sponsoring an event includes signage, having the event named after the sponsor, recognition in the final program book, public recognition from the platform, and a brief (2 minute maximum) introduction of their product or services prior to or during the event they have sponsored. Sponsors will also be mentioned in the SAIR newsletter to all members the month following the conference.

Among the specific event opportunities are the Sunday evening reception; Monday continental breakfast; Monday luncheon; Monday afternoon break; Monday evening special event, and Tuesday awards breakfast.

The knowledge vendors can provide to SAIR members through the display of their products and services at the Annual Conference is particularly relevant to the 2002 Conference theme: **Setting the Right Tone for Institutional Research**. Many of the keynote addresses and contributed papers will stress this theme.

If you have questions relating the 2002 Annual Conference, please refer to our Web site (<http://www.sair.org>) or contact:

*The Southern Association for Institutional
Research*

Valerie Paton

Texas Tech University – Hill Country
P.O. Box 1339, Fredericksburg, Texas 78624
(830) 990-2717 (phone); (830) 990-1567 (fax)
valerie.paton@ttu.edu

IMPORTANT VENDOR DEADLINES

Corporate Session Submission	7/15/02
Corporate Session Equipment Requests	7/15/02
Sponsorship Application	8/15/02
Exhibit Fee Due	8/15/02
Conference Registration Due	9/12/02
Notice of Exhibit Cancellation	9/28/02
Pre-Conference Activities	10/12/02
Conference Opening Session	6:00 p.m. 10/13/02
Conference Closing Session	12:00 noon 10/15/02

VENDOR EXHIBIT SPACE APPLICATION AND CONTRACT

**SAIR 2002 Annual Conference
Setting the Right Tone for Institutional Research
October 12-15 Baton Rouge, Louisiana**

Please send this completed application to the following address by the application deadline of **August 15, 2002**:
The Southern Association for Institutional Research, Ross Griffith, Treasurer, Wake Forest University, P.O. Box 7373, Reynolda Station, Winston-Salem, NC 27109. Telephone: (336) 758-5020; Fax: (336) 758-5162
This application also serves as a contract once accepted by SAIR. The attached SAIR Vendor Display Rules and Regulations serve as an addendum to this contract.

EXHIBITOR INFORMATION

Exhibitor Name: _____ Web Site: _____

Company/Organization: _____

Address: _____

City: _____ State/Province: _____ Zip Code: _____

Telephone: _____ Fax: _____

E-Mail: _____ Please Reserve ____ exhibit tables(s) at \$200 per table.

Description of products/services to be exhibited (25 words or less) to be reprinted in Annual Conference materials: _____

SPACE CONFIRMATION: Upon receipt of both the completed application and payment made to SAIR, confirmation of the space assigned will be sent.

PAYMENT TERMS: Please note that all exhibitors attending are expected to register as participants for the conference. Thus, for each exhibitor attending, submit a separate conference registration application and fee for each person in attendance, plus "Vendor Exhibit Space Application And Contract" and fee (\$200 per table) with check payable to SAIR. Payment is due by **August 15, 2002**. **Notice of cancellation:** Must be received in writing by SAIR Exhibitor Committee by **September 28, 2002**, in order to receive a refund. No refunds will be granted after September 28, 2002.

EXHIBITOR ACCEPTANCE:

I, the duly authorized representative of the undersigned organization, on behalf of said organization, subscribe and agree to all the terms and conditions contained in this contract. I understand and agree to abide by the SAIR Vendor Exhibit Rules and Regulations appended to this contract.

Organization: _____ Name: _____

Signature: _____ Title: _____ Date: _____

PAYMENT METHOD:

Check # _____ Exhibit tables @ \$200 each _____ Representatives attending @ \$110 each _____

The Southern Association for Institutional Research Confirmation:

Accepted by: _____ Signature: _____

Space Assigned: _____ Date: _____

SAIR VENDOR EXHIBIT RULES AND REGULATIONS

1. The Southern Association for Institutional Research (SAIR) reserves the right to exercise its sole discretion in the acceptance or refusal of applications for exhibit space.
2. The Exhibitor agrees that SAIR shall have the final determination and enforcement of all rules regulations and conditions.
3. **SPACE ASSIGNMENT:** SAIR will assign space based on the level of past and current participation in SAIR activities, order in which contracts are received and assignment of the most suitable and available space. In order to guarantee recognition in the Final Program book contracts and deposits must be received no later than **August 15, 2002**. Every effort will be made to assign space as close is possible to the applicant's preference. However preferences are used for guidance and are not guaranteed. Space assignments and a floor plan will be issued on **September 1, 2002**.

USE OF SPACE SUBLETTING SPACE: No exhibitor may assign sublet or apportion space to or with another business entity or individual without the expressed permission in writing from SAIR. No exhibitor may show or demonstrate products or services other than those manufactured or handled in the normal course of business. Should any item from a non-exhibiting firm be required for operation of a display identification of such item shall be limited to the regular nameplate or trademark under which same is sold in the general course of business

4. Installation of exhibits may begin at **7:30 AM Saturday, October 12, 2002**. No materials can be accepted at the exhibit site prior to the time at which time installation will begin. All installation must be completed by **noon Sunday October 13, 2002**. Any space not claimed or occupied by that time may be resold or reassigned by the SAIR Coordinator without notification or any obligation on the part of SAIR for any refund or compensation whatsoever.

Unattended freight in any display space that is unsightly or blocks access will be removed and stored at the exhibitor's sole risk and expense. Exhibitors are not permitted to store packing crates or boxes at the tables. Crates not properly marked or identified by exhibitors may be destroyed or lost and are the sole responsibility of the exhibitor. Exhibit materials left unattended at 5 PM, Tuesday, **October 15, 2002** and for which no shipping arrangements have been made will be considered abandoned. Neither SAIR nor the Sheraton will be responsible for exhibitor materials.

5. Space rental shall include an 8 x 10-foot space, 6-foot table, two chairs and a wastebasket.
6. Exhibitors will supply and be responsible for any other display materials or equipment. Only SAIR and Sheraton approved providers may be used. Lists are available from the SAIR Coordinator or Sheraton office.
7. All booth decorations must meet flameproofing codes. All exits hallways aisles and fire control apparatus must remain clear and unobstructed at all times. Electrical equipment must be Underwriter Laboratory approved. Use of propane and helium balloons is prohibited. The Sheraton public space is non-smoking.
8. Except for event sponsors no signs/posters will be allowed anywhere except within each Exhibitor's space.
9. Exhibitors must confine activities to the space contracted for and may not use strolling equipment or distribute samples or souvenirs except within their space. Any actions which may obstruct the efforts of another Exhibitor will not be permitted.

SAIR reserves the right to insist on a properly constructed and operated display in the interest of all participating exhibitors. Displays not conforming to SAIR specifications and limitations may be dismantled or modified at cost to the exhibition at the sole judgment and discretion of SAIR.

10. Exhibitors are prohibited from using amplified audio equipment of any nature.

MUSIC LICENSING: Any tenant using copyrighted music during SAIR's Annual Conference whether within the exhibit area, in

hospitality space, or in any other way related to SAIR's Annual Conference shall obtain permission for such use from SAIR. This requirement applies to all live and recorded music including that accompanying video or other presentations. Any exhibitor using copyrighted music as set forth above assumes the entire responsibility for its use and for obtaining the appropriate permission and payment of any fees associated with its use.

Exhibitor further agrees to protect indemnify defend and save the Southern Association for Institutional Research the management of the meeting facility and the service contractors and their respective employees and agents harmless against all claims losses or damages governmental charges or fines and attorney fees arising out of or caused by exhibitor's use of said copyrighted music.

11. No signs or other articles may be fastened to walls ceilings or electrical fixtures. The use of thumbtacks tape nails screws or any tool or material which could mark the floor or walls is prohibited.
12. The Exhibitor shall have an authorized representative present during the installation and dismantling of its exhibits.
13. While reasonable security will be provided on a 24-hour basis, ultimate responsibility for security lies with the Exhibitor. The Exhibitor agrees to indemnify and hold harmless SAIR and the Sheraton, each of their representatives employees and agents from any and all claims from property damage or personal injury no matter how sustained from fire, theft accident or other causes. All claims for such loss damage or injury are expressly waived by the Exhibitor. Exhibitors desiring special security precautions should arrange for private guard service at their own expense.
14. In the event that the Annual Conference is canceled postponed or relocated due to fire, strikes, government regulations, casualties, Acts of God or other causes beyond the control of SAIR, the Exhibitor waives any and all damages and claims for damages.
15. **INSURANCE:** The Exhibitor agrees to obtain the following insurance coverage and be prepared to furnish a certificate of insurance to SAIR if requested: Comprehensive general liability insurance coverage including protective and contractual liability coverage of \$500,000 single limit bodily injury and property damage.
16. **ATTORNEY'S FEES:** Should SAIR find it necessary to employ an attorney or attorneys to enforce any of the provisions of this agreement or to protect in any manner its interest or interests under this agreement, SAIR, if it is the prevailing party, shall be entitled to recover from the other party all reasonable costs charges and expenses including attorney's fees.
17. **NON-WAIVER:** SAIR shall not be deemed to waive any of its rights hereunder unless such waiver is explicitly stated as a waiver in writing and signed by SAIR. No delay or omission by SAIR in exercising any of its rights shall operate as a waiver of such rights and a waiver of rights in writing on one occasion shall not be construed as a consent to or a waiver of any right or remedy on any future occasion.
18. **USE OF CERTAIN PROPERTY:** Exhibitor will assume all costs arising from the use of patented trademarked franchised or copyrighted music materials devices processes or dramatic rights used on or incorporated in the Exhibitor's space. Exhibitor shall indemnify defend and hold harmless SAIR, the Sheraton and their officers, directors, members, agents and employees from and against all claim's, demands, suits, liability, damages, losses, costs, attorney 's fees and expenses of whatever kind or nature which might result from or arise out of use of any such material(s) described above.
19. **GENERAL REGULATIONS AND PUBLIC POLICY:** Each Exhibitor is charged with knowledge of all State County and City Laws ordinances and regulations pertaining to health, fire prevention, and public safety while participating in the exposition. Any use of cooking equipment and/or open flame must be approved by the local Fire Marshall.

HOTEL INFORMATION

SHERATON BATON ROUGE

VENDOR CONTACT:

*Lance B. Currey (Convention Services Manager)
Phone (225) 242-2613
FAX (225) 242-2601*

SHIPPING INFORMATION:

For Vendors who pre-ship equipment and materials to the hotel:

*Address: Sheraton Baton Rouge (Attn. SAIR)
102 France Street
Baton Rouge, La. 70802*

****All packages are stored in our OS&E building, located near the hotel front desk.*

**CORPORATE DEMONSTRATION APPLICATION
and/or**

PRODUCT BRIEFING INFORMATION APPLICATION

SAIR 2002 Annual Conference

Setting the Right Tone for Institutional Research

October 12-15 Baton Rouge, Louisiana

The Southern Association for Institutional Research provides, to confirmed vendor exhibitors, a 40-minute session to present products or services of interest to attendees. These sessions must be approved by the Program Committee, must present higher education applications or case studies, and if approved, will be listed in the final program book. Your Vendor Application must be received before or with this application in order for SAIR to schedule your session time. See the Vendor Prospectus for further details.

Please send this completed application to: The Southern Association for Institutional Research, c/o Dr. Joseph Hoey, Director of Assessment, Georgia Institute of Technology, 225 North Avenue, Atlanta, GA 30332-0325, by the application deadline of **July 15, 2002**. The session description provided will be printed in the Program book. You may attach a typed description.

SESSION TITLE:

Description (in 100 words or less)

PRESENTER INFORMATION

Name: _____	Name: _____
Title: _____	Title: _____
Organization: _____	Organization: _____
Address: _____	Address: _____
Telephone: _____	Telephone: _____
Fax: _____	Fax: _____
E-Mail: _____	E-Mail: _____

Audio-visual equipment rental is the responsibility of the session presenter.

APPLICATION DEADLINE – JULY 15, 2002

Contact Person: _____	Title: _____	
Company/Organization Name: _____		
Address: _____		
Telephone: _____	Fax: _____	E-Mail: _____

SPONSORSHIP APPLICATION

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The Southern Association for Institutional Research has a number of events available for sponsorship. See the Vendor Prospectus for further details.

Please send this completed application to: The Southern Association for Institutional Research, c/o Dr. Joseph Hoey, Director of Assessment, Georgia Institute of Technology, 225 North Avenue, Atlanta, GA 30332-0325, by the application deadline of **AUGUST 15, 2002**.

AVAILABLE SPONSORSHIP EVENTS:

Function	Estimated Number of Attendees	Cost	Number Available	Sponsor (specify number)
SUNDAY EVENING RECEPTION	250-350	\$500	4	
MONDAY CONTINENTAL BREAKFAST	200-300	\$250	1	
MONDAY LUNCHEON	250-350	\$500	4	
MONDAY AFTERNOON BREAK	200-300	\$250	1	
MONDAY EVENING SPECIAL EVENT	200-250	\$500	4	
TUESDAY MORNING AWARDS BREAKFAST	250-350	\$350	1	

APPLICATION DEADLINE – AUGUST 15, 2002

Contact Person: _____ Title: _____

Company/Organization Name: _____

Address: _____

Telephone: _____ Fax: _____ E-Mail: _____