

EDUCATION CONTRACT

MAIL: GRAPHICS PRO EXPO, PO BOX 1416, Broomfield, CO 80038

graphics-pro-expo.com

COMPANY INFORMATION

COMPANY NAME	DATE		
MAILING ADDRESS			
CITY	STATE	ZIP CODE	COUNTRY
PHONE	FAX		
EMAIL ADDRESS	WEBSITE		
CONTACT NAME	SIGNATURE		

By signing this Education Contract, I hereby agree that I have read and understand the **Terms and Conditions** on page 2 of this agreement, along with GRAPHICS PRO EXPO Rules & Regulations found in the *exhibitor services manual*.

**All rights remain with GRAPHICS PRO EXPO until receipt and acceptance of written contract and full payment.*

CHOOSE YOUR LOCATION(S) AND TRAINING OPTION(S) HERE

Each venue launches with a full day of education, followed by two days of exhibits and classes.

2023	Contract Deadline	Class Topic	Number of Classes and Pricing	Materials Due		Per Show Total
Irving, TX March 9-10, 2023 Education starts March 8	October 7, 2022		90 Minutes - \$1500 All Day Class - \$3500	November 7, 2022	=	\$
Charlotte, NC April 27-28, 2023 Education starts April 26	November 28, 2022		90 Minutes - \$1500 All Day Class - \$3500	December 28, 2022	=	\$
Indianapolis, IN June 15-16, 2023 Education starts June 14	January 13, 2023		90 Minutes - \$1500 All Day Class - \$3500	February 13, 2023	=	\$
Portland, OR July 19-20, 2023	February 17, 2023		90 Minutes - \$1500 All Day Class - \$3500	March 17, 2023	=	\$
Long Beach, CA August 17-19, 2023 Education starts August 16	March 17, 2023		90 Minutes - \$1500 All Day Class - \$3500	April 17, 2023	=	\$
Baltimore, MD September 13-14, 2023 Education starts September 12	April 13, 2023		90 Minutes - \$1500 All Day Class - \$3500	May 12, 2023	=	\$

TOTAL \$

Preference(s) on day:

Education Day

Show Day 1

Show Day 2

Notes:

(Choices cannot be guaranteed)

All class slot choices are first-come, first-served after a signed, valid contract has been received. GRAPHICS PRO EXPO Management reserves the right to place classes to best serve both exhibitors and buyers.

PAYMENT TERMS

This contract allows you to make plans for 2023, but with flexibility and time to adjust if needed. **Invoices will be mailed approximately 120 days prior to each event, with payments due in full 90 days before the event.**

Classroom training is only available to exhibiting companies. Payment, contract and material deadlines must be met in order to participate.



MAKE YOUR BOOTH PAYMENT ONLINE, EASILY AND SECURELY:

Once you have your invoice, use [this online form](#) to submit payment for GRAPHICS PRO EXPO.



PLEASE NOTE:

Modification to this agreement, late payments or cancellations may result in forfeiture of amounts paid and/or benefits.

TRAINING BY EXHIBITORS TERMS & CONDITIONS

Commitment to Participate:

The agreement to participate in the Training by Exhibitors program is between the exhibiting company and GRAPHICS PRO EXPO. A signed contract for the specific city must be on file.

Travel & Expenses:

The exhibiting company will be responsible for all travel costs (including hotel, airfare, local transportation, etc) for each presenter. Agreements made to present are between the exhibiting company and the presenter.

Class Schedules:

To provide buyers the best possible experience, it is imperative that all classes begin and end on time. There will be a limited 15-minute window for set up and tear down. Exhibitors will be required to work within these time frames to accommodate the needs of all participants. All preferences are honored first-come/first-served based on the date the classroom contract and payment has been received and all exhibiting requirements are met. All schedules will be confirmed prior to publishing.

Logistics:

GRAPHICS PRO EXPO will schedule and coordinate room setup (tables/chairs if possible) for each class. Room layout/setup cannot be moved or changed without the express permission of GRAPHICS PRO EXPO. If the exhibitor would like to have equipment and/or supplies available during their class time, all expenses for shipping, material handling, power and labor will be at the expense of the exhibitor. The exhibitor MUST order power from the convention center for ANY equipment brought into the classroom. We do not recommend moving equipment into the classrooms; it has been proven to be more effective to provide samples and then invite class attendees/buyers to the exhibiting company's booth to finish the project.

Audio-Visual:

GRAPHICS PRO EXPO will provide a standard Audio-Visual setup which includes: projector (brand may change from city-to-city), screen, one wireless microphone and powered speakers – please check in advance to ensure that this equipment works with your computers and/or connections; additional Audio-Visual equipment will be at the expense of the exhibitor. It is the responsibility of the exhibitor to provide their own laptop or tablet, which is required to connect a presentation to the projector.

Food and Beverage:

Should the exhibitor want to bring food and beverage into their class for attendees, it must be ordered through the convention center catering facilities. All expenses incurred will be the responsibility of the exhibitor.

Program Content/Code of Conduct:

GRAPHICS PRO EXPO management team recommends that the content presented in training classes teaches, educates or provides technical tips, expertise and/or business technique. In-class sales presentations will most likely cause a drop in attendance/leads from that class, and a negative review of the presenter. The Training by Exhibitors program strictly forbids the criticizing, slandering or negative promotion of products, companies and/or people. We expect presenters to have professional respect and courtesy always. Views expressed by exhibitors are their own and should be disclosed as such. Each presenting company will be responsible for the content in their materials. Presenting exhibitors violating this code of conduct will not be invited to return.

Contract & Materials Due (class title, description) deadlines for participation:

<i>Show</i>	<i>Contract Due</i>	<i>Materials Due</i>
Irving, TX • March 8-10, 2023.....	October 7, 2022.....	November 7, 2022
Charlotte, NC • April 26-28, 2023	November 28, 2022	December 28, 2022
Indianapolis, IN • June 14-16, 2023	January 13, 2023	February 13, 2023
Portland, OR • July 18-20, 2023	February 17, 2023.....	March 17, 2023
Long Beach, CA • August 17-19, 2023.....	March 17, 2023	April 17, 2023
Baltimore, MD • September 12-14, 2023	April 13, 2023	May 12, 2023

GRAPHICS|PRO|EXPO

AWARDS & ENGRAVING | PRINTWEAR | SIGN & DIGITAL GRAPHICS