

## INFRINGEMENT

Interviews, demonstrations and the distribution of literature or samples must be made within the area assigned to the exhibitor. Canvassing or distributing of advertising matter outside the exhibitor's own space will not be permitted.

## CONDUCTING EXHIBITS

Electrical or other mechanical apparatus must be muffled so noise does not interfere with other exhibitors. The right is reserved to refuse applications due to concerns of not meeting standards required or expected, as well as the right to curtail exhibits or parts of exhibits which reflect against the character of the meetings. This applies to displays, literature, advertising, novelties, souvenirs, conduct of persons, etc.

## FIRE PROTECTION

All materials used in the exhibit area must be flame-proofed and fire-resistant in order to conform to the local fire ordinances and in accordance with regulations established by the local fire department. Crepe paper or corrugated paper, flame-proofed or otherwise, will not be permitted. Excelsior or other paper is not to be used in crating merchandise. Display racks, signs, spotlights, and special equipment must be approved before use, and all displays are subject to inspection. Any exhibits or parts thereof found not to be fireproof may be dismantled. Exhibits must be kept clear and fire extinguisher equipment is not to be covered or obstructed.

## EXHIBIT PERSONNEL

All exhibit personnel must be registered. Each person will be issued an exhibitor's badge and must be employed by the Exhibitor or have a direct business affiliation. Each company is allotted three (3) badges per exhibit space purchased.

## PROTECTION OF PARKWAY PLAZA HOTEL

Exhibitors will be held liable for any damage caused to the hotel property. No material or matter of any kind shall be posted on, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts or portions of the Parkway Plaza Hotel or furnishings. Whatever may be necessary to properly protect the building, equipment or furniture will be installed at the expense of the Exhibitor.

If any controversy arises as to the need or propriety thereof, the General Manager of the Parkway Plaza Hotel will be the final judge thereof and his decision shall be binding on all parties concerned.

## LIABILITY AND INSURANCE

Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save ASTROCON 2017, the Astronomical League, Parkway Plaza Hotel, their employees and agents harmless against all claims, losses and damages to persons or property, governmental charges of fines and attorneys' fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof excluding any such liability caused by the sole negligence of the Parkway Plaza Hotel, its employees and agents.

In addition, Exhibitor acknowledges that ASTROCON 2017, the Astronomical League, and the Parkway Plaza Hotel do not maintain insurance covering Exhibitor's property and that it is the sole responsibility of Exhibitor to obtain business interruption and property damage insurance covering such losses by Exhibitor.

## FOR FURTHER INFORMATION CONTACT

Lowell Lyon, Chair  
ASTROCON 2017  
P.O. Box 901631  
Sandy, UT 84090  
Email: [bolide@sisna.com](mailto:bolide@sisna.com)



**Total Solar Eclipse!**  
August 21<sup>st</sup>, 2017

## National Astronomical Convention

August 16<sup>th</sup> - 19<sup>th</sup>, 2017

Casper, Wyoming

Parkway Plaza Hotel  
& Convention Centre

Sponsored by the  
Astronomical League



Official Exhibitor Floor Plan,  
Instructions and Regulations

<http://astrocon2017.astroleague.org>

## EXHIBIT SPACE

Vendor exhibit space is available in the Parkway Plaza Hotel. The Mardi Gras, Natrona, Wyoming and American combined meeting rooms will provide booth space (10'x10' with covered table, two chairs, pipe and drape). The hotel mallway will provide table space (30"x72" covered table, drape). The 15'x23' Cheyenne and Shoshoni rooms will also be available. Chairs will be provided as needed as well as an identification sign for each exhibiting company.

## EXHIBIT HOURS

Wed, August 16<sup>th</sup> 9:00 am-6:00 pm  
Thurs, August 17<sup>th</sup> 9:00 am-6:00 pm  
Fri, August 18<sup>th</sup> 9:00 am-5:00 pm  
Sat, August 19<sup>th</sup> 9:00 am-5:00 pm  
Sun, August 20<sup>th</sup> 9:00 am-6:00 pm  
(Sunday is optional at no additional cost)

THE PUBLIC WILL BE INVITED TO THE  
EXHIBITS EACH DAY

## SECURITY

The exhibit hall will be locked during non-exhibit hours. The Parkway Plaza Hotel is staffed 24 hours a day and all public areas are monitored with security cameras.

## COMMUNICATION

Wireless internet is available throughout the property. Cell phone coverage from AT&T and Verizon seem to work best. Regular phone service is not available in the exhibit area.

## POWER

Power is available in the exhibit hall and mallway and will be provided by the hotel as needed.

## COST OF EXHIBITION AND PAYMENT

(Total for all four days)  
15'x23' Cheyenne or Shoshoni Room: \$130  
Each 10'x10' booth (59): \$80  
Each 30"x72" table (25): \$20

Make check or money order out to  
"Astronomical League"

## REFUNDS AND CANCELLATIONS

Cancellations received in writing by April 1, 2017 will be subject to a 25% administrative fee. There will be no refunds for cancellations received after April 1, 2017 if the exhibit space cannot be resold and the exhibit hall is not sold out. In the event such space is resold, the refund is subject to a 25% administrative fee.

## ASSIGNMENT OF SPACE

Preference of space assignment will be given to companies in the order applications are received. Application deadline is April 30, 2017. Following April 30, 2017 deadline, exhibit assignments will be made on a space available basis. If space is filled by April 30, 2017, applications received will be placed on a waiting list and notified immediately.

ASTROCON 2017 reserves the right to alter the Exhibit Floor Plan at any time.

## SHIPPING INSTRUCTIONS

All shipments must be prepaid. Shipments must arrive by Tuesday, August 15, 2017 at:

Parkway Plaza Hotel & Convention Centre  
Attn: ASTROCON 2017  
123 West E Street  
Casper, WY 82601

## INSTALLATION OF EXHIBITS

The exhibit hall will be available for set-up from 12-5 pm on Tuesday August 15, 2017. All exhibitors must be set up by 8:00 am on Wednesday, August 16, 2017 without exception. Assembly of exhibits during regularly scheduled exhibit hours will not be permitted.

## REMOVAL OF EXHIBITS

All exhibits must remain intact until the official closing time of 5:00 pm on Saturday, August 19, 2017 and may not be dismantled or removed, in whole or in part, before that time. After the close of exhibits, all material must be removed no later than 9:00 pm on August 20, 2017. Equipment may be shipped from the Parkway Plaza Hotel via UPS, FedEx or US Postal Service. Packaging is to be completed and pre-paid by exhibitor for pick up at the hotel.

Main Vendor Area

59 Booths Available

10'x10'

Mallway with 30"x72" tables (up to 25)

<--- Hotel Lobby

Shoshoni  
Room

Cheyenne  
Room

Ballroom --->