

# K-12 Teacher Application & Contract



**11th Annual AMS WeatherFest**  
**Ernest N. Morial Convention Center, New Orleans, LA**  
**22 January 2012** (One day only)

AMS invites K-12 teachers to apply to present interactive science demonstrations at the 11th Annual Weatherfest. Applications will be evaluated based on factors such as applicability to classroom teaching, enhancing attendees understanding of the atmospheric sciences, and increasing levels of scientific literacy.

**Contact Information:** *Please Print*

School/School District \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Day Time Phone \_\_\_\_\_ E-mail \_\_\_\_\_  
Contact Person \_\_\_\_\_  
School or Dept. Web Site \_\_\_\_\_  
Authorized Signature \_\_\_\_\_

*By Signing, I verify that I will abide by all Rules and Regulations ( see page 3)*

**About the Activity:**

My demonstration is geared toward children in grade(s) \_\_\_\_\_  
General Category for Activity:     Weather     Climate     Oceans  
    Rivers, Lakes, Groundwater     Other \_\_\_\_\_  
Have you participated in WeatherFest in the past?     No     Yes, Date (yr) \_\_\_\_\_ & City \_\_\_\_\_

**Description of the planned Activity:** (Please be as detailed as possible. You may use additional paper if needed)

**Activity /Topic Title:** \_\_\_\_\_  
**Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Describe the Science concept behind the exhibit:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Requirements and Standard Booth Set :** Each booth will contain 3ft back & side drape, booth ID sign, 1 table & 2 chairs. Electrical service is not part of the standard set, but can be provided at no cost if requested below. Request for electric services will not be granted on-site. See page 3 (4A) for details. If your exhibit requires Internet, this service can be ordered at your own expense (see exhibit kit for details & price).

Will your display require electricity?     Yes     No  
If yes, for what? \_\_\_\_\_

**See next page for Travel Support Information**  
**See page 3 for Rules & Regulations**

Please note that helium balloons or open flames are not allowed in this facility.  
Please send your completed application/contract: by fax to 617-507-0472 or by email to exhibits@ametsoc.org

**APPLICATION DEADLINE --- 7 OCTOBER 2011**

The WeatherFest Program Committee will review all submissions and will notify applicants by 1 November 2011.

## **K-12 Teacher Travel Support Form**

**11th Annual AMS WeatherFest**

**Ernest N. Morial Convention Center, New Orleans, LA**

**22 January 2012** *(One day only)*



This form is intended for K-12 teachers seeking travel support to participate in the WeatherFest (date listed above). Support will be considered for both local and out-of-area teachers (more than 150 miles from New Orleans). *This travel support form and the Application to Exhibit (page 1) must be filled out to be considered for support.*

### **Contact Information: Please Print**

Name \_\_\_\_\_

School/School District \_\_\_\_\_

E-mail \_\_\_\_\_

Signature \_\_\_\_\_



### **Funding will be limited to 12 teachers in each of the following categories (CHECK ONE) :**

- Local Teacher — traveling within 150 miles of New Orleans  
Support for local teachers will include mileage reimbursement, parking fee, & one-day per diem.
  
- Out-of -Area Teacher — traveling more than 150 miles to New Orleans  
Support for out-of-area teachers will include 3 hotel room night (at AMS assigned hotel), 3-day per diem and airfare or mileage and parking reimbursement.



### **Would you be willing to participate in this event if you you were not given financial support?**

- Yes       No



Please send your completed application: by fax to 617-507-0472 or by email to [exhibits@ametsoc.org](mailto:exhibits@ametsoc.org)  
Questions regarding Travel Support: Contact Claudia Gorski, 617-226-3967 or [cgorski@ametsoc.org](mailto:cgorski@ametsoc.org)  
Questions regarding Your exhibit: Contact Jenn Rosen, 617-226-3972 or [jrosen@ametsoc.org](mailto:jrosen@ametsoc.org)  
<http://www.ametsoc.org/meet/annual/weatherfest.html>

**APPLICATION DEADLINE --- 7 OCTOBER 2011**

***Please note: No travel support applications will be considered after this deadline.***

# AMS WEATHERFEST RULES AND REGULATIONS

The following provisions are incorporated by reference in the Application & Contract for WeatherFest Exhibit Space and become binding between the applicant, his employees, and agents; and the American Meteorological Society (AMS) upon acceptance of the Contract. The decisions of AMS shall in all instances be final with regard to the use of any exhibit space.

## 1. LOCATION, DATES, SCHEDULE

The AMS 11th Annual WeatherFest will be held at the Ernest N. Morial Convention Center in New Orleans, LA, 22 January 2012. The Exhibit Schedule is as follows:

**Move-In** Sun, 22 Jan 8:00–11:00 AM

No exhibit move-in will be allowed after 11 AM

**Show Hours** Sun, 22 Jan 12 NOON–4:00PM

**Move Out** Sun, 22 Jan 4:00–6:00PM

Exhibitors are not permitted to dismantle before 4 PM

## 2. PAYMENT, EXECUTION OF CONTRACT, CANCELLATION

**A. Payment:** There is no charge for booth space, electric or Internet services in space designated to an exhibitor representing a K-12 school/district. The space designated for K-12 schools/districts are for interactive displays or experiments only. Sales of any kind is prohibited. No exhibitor shall assign, sublet, or share the whole or any part of its space unless the consignee is in partnership with, a subsidiary of; or is in a joint venture with the contract holder and is an integral part of the product presentation.

**B. Execution of contract:** This Application & Contract is not valid until accepted by Program Committee and AMS.

**C. Cancellation:** In the event an exhibitor cancels all or part of their exhibit space contracted, the exhibitor must do so in writing and will forfeit any applicable fees.

## 3. TEACHER FUNDING

Once applications are reviewed and accepted, teachers requiring travel funding should make their requests by using the Teacher Funding Request Form (page 2 of this application).

**A. Out-of-Area:** Travel support is available for 12 participating teachers outside of the local area (more than 150 miles away). Funding includes 3 hotel nights at sponsoring hotel, airfare or mileage and parking reimbursement. There is also a \$100 stipend for meals.

**B. Local:** Funds are also available for those teachers with in 150 miles of the host city. This support includes reimbursement for mileage and parking, as well as \$50 stipend for other expenses.

## 4. EXHIBITION STANDARDS

### A. General:

1. All exhibits shall be of interest or of educational value and in keeping with the theme of WeatherFest. The final decision on applicability of the display rests with the WeatherFest Program Committee and AMS.

2. Each exhibit will be allotted one standard booth. Additional booth will be considered on a space-available basis. Requests for additional space must be done through AMS directly.

3. A standard booth is 8' x 10' or 2.438m x 3.048m (or multiples thereof) and includes the following:

- 3' (0.91m) high back and side drape
- school/company identification sign
- listing on the WeatherFest web site.
- one 8' draped table & two chairs

4. Electric and internet services are not part of the WeatherFest standard booth set. Electrical service can be provided at no cost. However, the order must be request at the time of application. **No request for these services will be granted on-site.** Internet service can also be ordered directly through the Convention Center (see Exhibitor Kit for pricing details) and will be at the Exhibitors expense.

### B. Arrangement of Exhibits:

1. All standard booth displays will be confined to a maximum backwall height of 8'3" (2.5M) and all display fixtures over 4' (1.22M) in height and placed within 10 linear feet (3.05M) of an adjoining exhibit must be confined to that area of the exhibitor's space which is not more than 5' (1.52M) out from the aisle line. All open or unfinished sides are to be covered so as not to appear unsightly. The exhibit shall not obstruct the view of adjoining exhibits nor be operated in any manner objectionable to other exhibitors. No part of an exhibit may intrude into the public aisles as shown on the official floor plan. All lighting must remain within the confines of the exhibit and must be arranged and operated so as not to be distracting to adjacent exhibits. The operation of radios or other sound devices operated in an objectionable manner in the opinion of AMS Show Management shall be prohibited. Exhibitors are required to construct displays

that are accessible by the physically challenged and to comply with the Americans with Disabilities Act (ADA).

2. All boxes, crates and extraneous materials must be stored from sight during show hours.

3. AMS may direct revisions of any exhibit that does not comply with the above Guidelines.

**C. Exhibit Management:** The AMS Exhibit Program conforms to the rules and regulations of the International Association of Expositions and Events (IAEE). AMS will designate Official Contractors to provide various services to the exhibitors. Such contractors will provide all exhibit services, except supervision. The Exhibitor shall provide only the material and equipment he owns to be used in his exhibit space. All other items used in the booth are to be provided only by the Official Contractors.

## 5. OFFICIAL CONTRACTORS, INDEPENDENT CONTRACTORS, EXHIBITOR SERVICES

**A. Official Contractor:** AMS has named Freeman the Official Service Contractor. In that capacity, only Freeman will provide drayage, labor, and decorating services to WeatherFest.

**B. Dock and Loading Facilities:** Freeman will have complete control of all the dock and loading facilities. Freeman will receive all direct and advance shipments; van loads; handle all freight; and provide all rigging, labor and equipment. Exhibitors are requested to coordinate their shipments via Freeman. Freeman will designate an entrance to be used by booth personnel for hand carried shipments.

**C. Independent Contractors:** An Independent Service Contractor is any company providing exhibit services other than the Official Service Contractor. An exhibitor may request the services of an independent service contractor to provide display installation and removal, photography; and audio visual support.

The request to use the services of an independent contractor must be made in writing and received by AMS sixty days (60) days prior to show move-in. The request must be made by the exhibiting company; notification by the independent contractor is not acceptable. AMS will require an independent contractor to submit certificates of insurance, comprehensive general liability and automobile insurance with a minimum limit of five hundred thousand dollars (\$500,000); and meet the requirements established by the State of Louisiana as well as the city of New Orleans before allowing the independent contractor to service the exhibitor.

Permission to use the services of an independent contractor will be granted only if it will not interfere with or prejudice the orderly setup, operation or removal of the exhibit program.

Permission to use an independent contractor will not be granted if that request is inconsistent with the commitments made and obligations assumed by AMS in any contract with any service contractor or in its lease with the exhibit facility. For electrical, plumbing, telephone, internet, security, cleaning, drayage, and rigging services; no exceptions will be made and the Official Contractor must be used.

Approved Independent Service Contractor must furnish AMS a list of full-time employees of their firm who will be servicing the AMS exhibit program. AMS will provide AMS exhibitor badges to independent contractor personnel. Independent Service Contractor identification badges will not be recognized by AMS for entry to the exhibit hall.

## 6. BOOTH STAFFING

Exhibitors shall reflect their school's/company's highest standards of professionalism while maintaining the booth during exhibit hours. The booth must be staffed by at least one representative at all times during show hours. All employees, representatives and agents representing the exhibitor must be fully identified by the official AMS WeatherFest exhibitor badge. No exhibitor will be allowed access without an exhibit badge. There will be no exception to this policy.

**Admittance to the Exhibit Hall during Non-Show Hours:** Exhibitors will be allowed access to the Exhibit Hall prior to the show opening and may remain in the Exhibit Hall through show tear down.

## 7. RESTRICTION OF EXHIBITOR ACTIVITIES

The following rules are intended to enhance the general image of the event, insure a quality exhibit program for all exhibitors, promote attendance at the exhibit, and prevent scheduling conflicts between Official Conference Functions including exhibits and planned technical sessions and

other exhibitor sponsored activities. These rules are included and acknowledged as part of this contract.

1. All demonstrations and exhibits must be confined to the contracted space.

2. The exhibit shall not attract attendees into the booth area by use of live demonstrations not germane to the product or service of the exhibiting company.

3. In the course of the exhibition, no audio-visual devices or sound system shall be operated in a manner that disturbs or interferes with other Exhibitors.

## 8. SECURITY

AMS will provide security in the Exhibit Hall on a twenty-four (24) hour basis beginning with exhibit move-in through final exhibit move-out of exhibits. The Exhibit Hall will be secured thirty (30) minutes after the show closing.

Although AMS will make every effort to secure the Exhibit Hall; it is recommended that exhibitors obtain insurance for their company's exhibit materials.

## 9. FIRE & SAFETY REGULATIONS

1. All booth decorations, signs, banners, and furnishings must be flame proof or fire resistant and must be able to pass a field flame test.

2. All electrical equipment, including signs and lights shall be in good operating order and be able to pass inspection by the Fire Marshall.

3. Literature on display shall be limited to a one day supply. Reserve supplies may not be kept in the booth; and shall be kept in closed containers and stored in a neat and compact manner.

4. No flammable liquids are allowed.

5. Smoking is prohibited.

6. Aisles and exits must be kept clean, clear and free of obstruction.

7. Electrical wiring, ropes, and mechanical rods laid on the floor in aisles and exit ways must be covered and taped.

8. Vehicles that remain in the exhibition hall as part of an exhibit shall have NO MORE than one quarter tank of fuel (1/4); caps for fuel tank or fill pipes shall be locked and sealed.

9. Hazardous Work Areas: During move-in and move-out, exhibition halls, loading docks, truck staging areas and service corridors are considered hazardous work areas. Alcoholic beverages, possession or use of controlled substances of any kind, horse-play, practical jokes, etc. are prohibited. Music or noise that may limit the audibility of back-up signals, fire alarms or emergency messages is prohibited.

10. Children under 16 years of age are not permitted in the exhibit area during move-in and move-out.

## 10. ERNEST N. MORIAL CONVENTION CENTER REGULATIONS

1. No signs, banners, decorations, stickers or materials of any nature are to be taped, tacked, screwed, secured, fastened, or anchored to any building part, wall, pillar, door or window. Adhesive-backed decals (stick-on) or similar items (except name-tags) may not be distributed or used.

2. Exhibits or displays, equipment, stock or supplies will not be allowed to enter or leave by way of the front entrances.

3. No outside food or beverage is allowed inside the facility. Catering arrangements must be made through Convention Center.

4. Holes may not be drilled, cored or punched into any surfaces.

5. Painting signs, exhibits, or other objects is not permitted.

6. When loading and unloading items, exhibitors must enter and exit through loading docks only. No carts, cases or boxes will be allowed through public entrance doors.

## 11. LIABILITY

The Exhibitor agrees to protect, and save, and hold the American Meteorological Society, and all employees, officers and members thereof (hereinafter collectively called indemnities) forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the exhibitors or those holding under the exhibitor, and further, the exhibitor shall at all times protect, indemnify, save and hold harmless the indemnities against and from any and all losses, costs, damages, liability, or expenses (including attorney's fees) arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor, its agents, employees and business invites which arises from or out of or by reason of said exhibitor's occupancy and use of the Exhibition premises, the Convention Center or any part thereof.

The American Meteorological Society will not be responsible for any theft, loss or damage to property, or for personal injury that may occur prior to, during, or subsequent to the period covered by the terms of the application for exhibit space. The exhibitor expressly releases the American Meteorological