



IALLT 2007: THE NEXT REVOLUTION IN LANGUAGE LEARNING TECHNOLOGY

June 19 - 23, 2007
Tufts University, Medford, MA

Contracts for Sponsors and Exhibitors

From June 19 - 23, 2007, Tufts University will host an expected 400 participants at *IALLT '07: The Next Revolution in Language Learning Technology*.

Language technologists from around the world will share knowledge about technology-enhanced language learning in pre-conference workshops, over 150 sessions, and interactions in the exhibit hall.

Social events expand opportunities for networking and fellowship, an important part of the IALLT conference experience.



IALLT members are educators, media center directors, curriculum developers, and technology administrators who are leaders in their own institutions and beyond. They come to IALLT's biennial conferences to gather information about language learning publications, products, services, computer systems, courseware, and technology.

SHARE YOUR PRODUCTS AND SERVICES AT IALLT 2007!

<http://ase.tufts.edu/iallt>

iallt07@ase.tufts.edu

FAX: 617-627-3856

SPONSORSHIP OPPORTUNITIES

Platinum \$5,000	Gold \$3,500	Silver \$2,000
<ul style="list-style-type: none"> • Full-page ad in program book • 3 booths in exhibition hall • 3 conference registrations • Signage at 1 social event * • Logo on major conference packet amenity § • Free logo and link on IALLT '07 Conference web site ** • Invitation to submit proposal for conference session presentation 	<ul style="list-style-type: none"> • ½-page ad in program book • 2 booths in exhibition hall • 2 conference registrations • Signage at 1 social event * • Place logo and link on IALLT '07 Conference web site at a 50% discount ** • Invitation to submit proposal for conference session presentation 	<ul style="list-style-type: none"> • ¼-page ad in program book • 1 booth in exhibition hall • 1 conference registration • Signage at a refreshment break • Place logo and link on IALLT '07 Conference web site at a 50% discount ** • Invitation to submit proposal for conference session presentation

Social Events: Wine & Cheese Opening Reception - Wednesday, June 20
Regional Groups Luncheon - Thursday, June 21
Grand Banquet and General Meeting - Friday, June 22
Boston Harbor Dinner Cruise - Saturday, June 23

Choice of social event for signage will be based on the order of IALLT'07 receipt of Sponsorship Contracts by April 2, 2007.

§ Major conference packet amenity (available to Platinum Sponsors only)
 Choice of one: IALLT'07 tote bag, badge, lanyard, notepad

** Logo and link on the Conference web site (<http://ase.tufts.edu/iallt>)
 Regular price: \$200 50% discount: \$100

SINGLE EVENT SPONSORSHIP OPPORTUNITIES

Signage and Sponsorship of Keynote Speaker Plenary Session
 1 sponsor at \$500 / 2 sponsors at \$250 each

Logo and link on IALLT '07 Conference web site (<http://ase.tufts.edu/iallt>)
 \$200

Signage at Conference Registration Desk
 1 sponsor at \$500 / 2 sponsors at \$250 each

IALLT'07: THE NEXT REVOLUTION IN LANGUAGE LEARNING TECHNOLOGY

Tufts University **** June 19 - 23, 2007 **** <http://ase.tufts.edu/iallt>

IALLT'07 SPONSORSHIP CONTRACT - COMPLETE THE FORM BELOW AND BECOME AN IALLT'07 SPONSOR!

Company Name: _____

Company URL: _____

Contact: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Daytime Telephone Number (_____) _____ Fax Number (_____) _____

Contact Email Address: _____

SPONSORSHIP PACKAGES

Platinum Sponsorship - \$5,000
Platinum Choice of conference packet amenity for sponsor logo:
 IALLT'07 tote bag IALLT'07 badge
 IALLT'07 lanyard IALLT'07 notepad

[NOTE: In the event the conference packet amenity designated above has been contracted to another sponsor prior to receipt of this contract, we hereby authorize Tufts University to substitute on this contract another conference packet amenity.]

Gold Sponsorship - \$3,500

Silver Sponsorship - \$2,000

SINGLE EVENT SPONSORSHIP OPPORTUNITIES

Signage and Sponsorship of Keynote Speaker Plenary Session as designated below:
_____ Sole sponsorship (\$500) _____ Shared sponsorship (2 sponsors) (\$250)

Logo and Link on IALLT'07 Conference web site (<http://ase.tufts.edu/iallt>) (\$200)

Signage at Conference Registration Desk as designated below:
_____ Sole sponsorship (\$500) _____ Shared sponsorship (2 sponsors) (\$250)

TOTAL SPONSORSHIP FEE DUE = \$ _____ (Total of checkbox \surd items above)
(Payment in full must be submitted with this signed contract.)

Form of Payment (in US funds only): Check (Payable to: The Trustees of Tufts University)

Credit Card: Visa MasterCard Discover

Card # _____ Expiration Date: _____ Security Code: _____
(last 3 digits on back of card)

Cardholder's Name/Signature: _____
Credit Card Billing Address (if different from above): _____

Name: _____
Address: _____
City: _____ State: _____ ZIP: _____ Country: _____

AUTHORIZED SIGNATURE _____ DATE _____

NAME (print or type) _____ TITLE _____

IALLT/TUFTS EXHIBIT MANAGER'S SIGNATURE _____ DATE _____

Return with payment in full to: IALLT'07/Conference Bureau, Tufts University, Medford, MA 02155
iallt07@ase.tufts.edu fax: 617-627-3856

EXHIBITOR INFORMATION (CONTRACT TERMS AND CONDITIONS)

1. EXHIBIT SCHEDULE – June 20-23, 2007: All exhibits must remain in place through the closing hour of the Exhibit Area to ensure a professional climate. Exhibitors are not permitted to dismantle or remove their display prior to the Tear-Down date/hour listed below.

Exhibit Set-Up

Wednesday, June 20, 2007 2PM-6PM

Exhibit Tear-Down

Saturday, June 23, 2007 12:01PM-6PM

Exhibit Hours

Thursday, June 21, 2007 10AM-5PM

Friday, June 22, 2007 10AM-5PM

Saturday, June 23, 2007 9AM-12noon

2. DELIVERY/REMOVAL OF DISPLAY: Exhibitor will be responsible for the delivery of his/her equipment and/or display material to and removal of same from Tufts University. If he /she fails to remove this equipment/material, the Exhibitor authorizes the IALLT/TUFTS Exhibit Manager to remove the item(s) and the Exhibitor guarantees to pay any and all charges incurred in removal and/or disposal.

3. SUBLEASE: Exhibitor shall not assign or sublet the space allotted and shall not permit another firm or individual to share the contracted space.

4. EXHIBIT SPACE REQUIREMENTS/RESTRICTIONS:

- Use of Space: All signs, posters, advertising materials, demonstrations and other sales activities in the Exhibit Area must be confined to the limits of an exhibitor's contracted exhibit space which must be set up so as not to obstruct the sight lines of neighboring exhibitors.
- Sound/Music/Copyright: The volume of all speaker or audio equipment used within the exhibitor's area must be kept at a level inaudible beyond the exhibit booth/table. When playing sound/music recordings in their exhibit area, Exhibitors are responsible for obeying applicable copyright laws, for securing the rights to use copyrighted material, and hold harmless Tufts University, IALLT and any sponsoring organization against any and all liability or expense arising from any copyright infringement.
- Fire and Safety: All exhibit materials must be fireproof and conform, in their display and storage, to all local fire department regulations and Tufts University safety codes. All materials and fluids that are flammable shall be kept in safe containers.
- Smoking: In accordance with state law, smoking in the Exhibit Area or within Tufts University buildings is prohibited.
- Care of Premises: No part of the exhibit, signs or other materials may be affixed to walls, doors or other surfaces in such a way that they mar or deface the premises or booth/table equipment and furnishings. Internal cleaning of exhibit booth and/or table shall be the responsibility of the Exhibitor.
- Exhibit and IALLT Mission: The IALLT'07 planning committee reserves the right to reject any exhibit deemed inappropriate/incompatible with the mission of IALLT and the IALLT'07 conference, as determined by the Exhibit Manager. Neither IALLT nor Tufts University will be held liable for any refunds of rental or other exhibit expenses resulting from exhibit removal due to inappropriate content, as determined by the Exhibit Manager.

5. EXHIBIT PERSONNEL/CONFERENCE REGISTRATION: The Exhibit Space rental fee includes two Exhibitor badges for two people to staff the contracted booth or table. It does not include conference registration for these individuals to participate in conference sessions and meals. Exhibitors who wish to participate in conference sessions and meals must register and pay the registration fee, unless they have signed on as IALLT'07 Sponsors, in which case a designated number of registrations is included with the level of sponsorship. (See Sponsorship Opportunities Form.) Exhibitors who are not registered are not permitted to attend any functions associated with the conference.

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6. CONFERENCE PROGRAM LISTING/ADVERTISING: The listing of an Exhibitor company's name, address, product description and exhibit space number will be included free of charge in the conference program. To ensure inclusion in this listing the signed contractual agreement with full payment of associated fees must be received by Tufts University no later than April 15, 2007. Exhibitors will also have the opportunity to place an advertisement in the conference program upon payment of an advertisement fee. For pricing and details about ad size, formatting, and deadline for submission of ad copy, Exhibitor shall contact the IALLT'07 conference program representative Mary Morrisard-Larkin at (508) 793-3796 or mmorrisa@holycross.edu.

7. INSURANCE: All insurance is the sole responsibility of the Exhibitor.

8. LIABILITY: The Exhibitor agrees at all times to protect, save, and hold harmless Tufts University, IALLT, the sponsoring organizations, and all their agents against any and all loss, cost, damage, liability, or expense arising from or out of violation of any law or ordinance, whether caused by the Exhibitor or those holding a contract under the Exhibitor. The Exhibitor also agrees strictly to comply with the applicable terms and conditions in this contract. The Exhibitor also agrees at all times to protect, indemnify, save, and hold harmless Tufts University, IALLT, the sponsoring organizations, and all their agents against and from any and all loss, cost, damage, liability, or expense arising from or out of any accident or other occurrence to anyone or anything, including the Exhibitor, its agents, employees, business invitees, and property, which arises from or out of or by reason of said Exhibitor's occupancy and use of the exhibit premises or a part thereof.

9. CONFERENCE CANCELLATION: Should any contingency prevent holding of or deferral of the conference, Tufts University, IALLT and any sponsoring organizations shall not be liable for any expenses or damages incurred by the Exhibitor by said cancellation/deferral. In such case Tufts University and IALLT shall determine the amount of space rental fee to be refunded to the Exhibitor.

10. PAYMENT PROCEDURE: Exhibit space fees are payable by check or credit card in U.S. funds only. Make checks payable to The Trustees of Tufts University. Applications will not be processed or space assigned until the completed contract and payment in full have been received.

11. EXHIBIT CANCELLATIONS AND REFUND POLICY: Cancellations must be submitted in writing to Tufts University Conference Bureau. Postmark by U.S. postal authorities will be the determining factor of submission date. Exhibitor will be entitled to a 50% refund of contract fee, if cancellation of exhibit request is postmarked by May 15, 2007. No refunds of any kind after May 15, 2007.

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IALLT thanks you for participating in
**IALLT '07: THE NEXT REVOLUTION IN LANGUAGE
LEARNING TECHNOLOGY**

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Tufts University **** June 19 - 23, 2007 **** <http://ase.tufts.edu/iallt>

CONTRACT FOR EXHIBIT SPACE (June 20-23, 2007)

Company Name: _____

Company URL: _____

Contact: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Daytime Telephone Number (_____) _____ Fax Number (_____) _____

Contact Email Address: _____

ALLOTMENT/ASSIGNMENT OF SPACE: We hereby contract for space at Tufts University for the period June 20 – 23, 2007 for the purpose of displaying and demonstrating equipment, supplies, or services manufactured or distributed by us. We understand that space will be assigned on a first-come, first-served basis as determined by the date of receipt by Tufts University of this signed contract submitted with full payment of exhibitor contract fees. We also recognize that preference for space assignment will be given to exhibitors who are committing to sponsorships. (See Sponsorship Opportunities form.) We have read and agree to all terms and conditions stated in this contract which includes the accompanying Exhibitor Information (Contract Terms and Conditions) document which we have initialed and submit herewith.

EXHIBIT SPACE AND EQUIPMENT: We hereby contract for the type of exhibit space designated below at the following rates: \$600/Booth; \$300/Table only; Internet Access \$50 per connection

Qty: _____ 10' x 10' Booth - Booth space includes 3 pipe and drape panels (backdrop panel = 8' high), one 8' cloth covered/skirted table, 1 electrical outlet, 2 chairs

Qty: _____ 8' x 30" Table – Table-only space includes one 8' cloth covered/skirted table, 1 electrical outlet, 2 chairs

We will We will not need Internet Access.

CALCULATION OF TOTAL EXHIBITOR CONTRACT FEE	
Qty: _____ Booth(s) @ \$600 per booth	Booth Total = \$ _____
Qty: _____ Table(s) @ \$300 per table	Table Total = \$ _____
Qty: _____ Internet Access @ \$50 per connection	Internet Access Total = \$ _____
TOTAL FEE DUE = \$ _____ (Payment in full must be submitted with this signed contract.)	
Form of Payment (in US funds only):	<input type="checkbox"/> Check (Payable to: The Trustees of Tufts University)
	Credit Card <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover
Card # _____	Expiration Date: _____ Security Code: _____ (last 3 digits on back of card)
Cardholder's Name/Signature: _____	Credit Card Billing Address (if different from above): _____
Name: _____	Address: _____
City: _____	State: _____ ZIP: _____ Country: _____

AUTHORIZED SIGNATURE _____ DATE _____

NAME (print or type) _____ TITLE _____

IALLT/TUFTS EXHIBIT MANAGER'S SIGNATURE _____ DATE _____

Return initialed Exhibitor Information (Contract Terms and Conditions) pages and this signed page with payment in full to: IALLT'07/Conference Bureau, Tufts University, Medford, MA 02155
iallt07@ase.tufts.edu fax: 617-627-3856