

Collegiate Leadership Academy

Recruitment Opportunities

November 4-6, 2005
Hyatt Regency Chicago
151 East Wacker Drive
Chicago, Illinois

ABOUT THE CONFERENCE

The Collegiate Leadership Academy (CLA) is a program of Delta Epsilon Chi, the College Division of DECA. The CLA is a professional seminar devoted to advancing the leadership skills of today's college students.

ABOUT THE ATTENDEES

The conference is open to all college students. Estimated attendance at each CLA location is between 100-150 students and advisors, representing two-year and four-year colleges and universities. The CLA is held in the fall when most college students are looking for part-time employment or internship opportunities. The CLA provides an excellent opportunity for companies to hire Delta Epsilon Chi members while they are in college, positioning the company to retain these outstanding leaders when they graduate and start their career.

BOOTH SET-UP

Please fill out the enclosed form to reserve your booth space. Companies can set-up booths starting as early as 3:00 p.m. on Friday, November 4. Companies can break down booths starting at 4:00 p.m. on Saturday, November 5, or at 11:30 a.m. on Sunday, November 6. Companies will be notified of the exact location of the room, as it is to be determined based on the meeting space set-up and number of participants.

AGENDA

Below is the agenda as it applies to company participation. Exact times are tentative and are subject to change. A finalized agenda and exact location of the room will be sent at a later date.

Friday, November 4

- | | |
|-----------------------|---|
| 3:00 p.m. – 5:00 p.m. | Booth Set-up (optional) |
| 5:00 p.m. – 6:15 p.m. | Opening Session |
| 6:15 p.m. – 6:45 p.m. | Networking Reception with Students and Advisors |

Saturday, November 5

- | | |
|-----------------------|--|
| 7:00 a.m. – 8:00 a.m. | Booth Set-up |
| 8:30 a.m. – 1:00 p.m. | Attend the seminars, interact with attendees during breaks, etc. |

1:30 p.m. – 3:30 p.m. Career Development Roundtable with Students

4:00 p.m. Booth Breakdown (optional)

Sunday, November 6

9:00 a.m. – 11:30 a.m. Attend the seminars, interact with attendees during breaks, etc.

11:30 a.m. Booth Breakdown

Collegiate Leadership Academy

Exhibit Agreement Form

Rate: \$250.00

Company: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Representative: _____

Phone: _____ **Fax:** _____ **Email:** _____

I understand that the tabletop exhibits are available on a first-come, first-served basis upon receipt of this signed form and full payment of booth. In the event that all space is completely assigned, DECA Inc. reserves the right to add additional space.

The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibit displays, equipment and other property brought upon the premises of the hotel and indemnify and hold DECA Inc. and its staff, the hotel staff and agents from any and all such losses, damages and claims. This Agreement Form, when properly executed by the exhibitor and accepted by DECA Inc. shall be a binding agreement subject to "General Information and Regulations."

DECA Inc. reserves the right to and will strictly enforce trademark infringement laws. Any product displaying characters and/or names where licensing is necessary (i.e. Disney characters, Hard Rock Café, Tasmanian Devil), must submit a copy of the licensing agreement to DECA Inc. prior to the conference. DECA Inc. also restricts the sale or display of any product (including clothing) that refers to DECA, Marketing Education, Regional Conference, Collegiate Conference, Career Development Conference, International Conference or An Association of Marketing Students.

Signature: _____ **Date:** _____

Please make checks payable to:

DECA Inc.

Attn: Collegiate Leadership Academy

1908 Association Drive

Reston, VA 20191-1594

Questions: Ph: 703-860-5000 * Fax: 703-860-4013

www.deltaepsilonchi.org

GENERAL INFORMATION & REGULATIONS

Purpose: This conference is conducted for educational and informational purposes; to disseminate knowledge and ideas; to encourage communications, to promote product and career information. Under IRS Rulings, sales activities are not permitted for a 501(c)(3) organization (DECA). Exhibitors are encouraged to explain, show, or demonstrate products or services.

Eligible Exhibits: DECA reserves the right to determine the eligibility of any Exhibitor. No Exhibitor shall sublet or share space. Exhibitors must show only goods manufactured or dealt in their regular course of business. All promotional activities must be confined to the limits of the booth.

Booth Equipment: DECA will provide a 6-ft draped table with 2 chairs. The fee does not include labor, shipping charges, special lighting or electrical connections.

Payment for Space: Your booth rental must accompany the application and full payment.

Installation & Removal of Exhibits: Exhibitor may begin installation on the Friday of the conference at 3:00 p.m. and have displays ready by 8:00 a.m. on the Saturday. Exhibits can remain intact until 4:00 p.m. on Saturday or 11:30 a.m. on Sunday.

Security: The Exhibitor is solely responsible for his own exhibit material and should insure his exhibit against loss or damage. All property is understood to remain the Exhibitors control in transit to and from the confines of the exhibit area. DECA assumes no liability of any kind.

Fire, Safety and Health: The Exhibitor agrees to accept full responsibility for compliance with local, city and state Fire, Safety & Health Ordinances regarding the installation and operation of equipment. All exhibit materials and equipment must be reasonably located within the booth and protected by safety guards and devices where necessary to prevent personal accident to spectators. Only fireproof materials should be used in displays and the necessary fire precautions will be a responsibility of the Exhibitor.

Badges: Exhibitor personnel will be provided with badges to permit entry to the exhibit area. You must advise us 5 days prior to the conference of personnel so that badges can be prepared in advance.

Exhibitor Registration: All exhibitors must register and pick up their conference packets from the DECA representative during exhibitor set-up. Registration fee is included in the exhibit fee for two representatives per booth space.

Restrictions: DECA reserves the right to restrict exhibits, which for any reason become objectionable, and may also evict any exhibit, which in the opinion of DECA detracts from the general character of the Exhibit. DECA will not be liable for any refunds or other expenses in this instance.

Audio-Visual: The use of devices for mechanical reproduction of sound is prohibited. Sound of any kind must not be projected outside the booth. Motion pictures, slide demonstrations, fashion shows, etc. are subject to prior approval by DECA.

Liability: Neither DECA, nor any of their agents or representatives, will be responsible for any injury, loss, or damage that may occur to exhibit or personnel. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save DECA, the hotel of the conference and its employees and agents harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by Exhibitor's installation, removal, maintenance, or occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of the Hotel and its employees and agents. In addition, Exhibitor acknowledges that DECA and the 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. The Exhibitor, on signing the contract, expressly releases the aforementioned from any and all claims.

Cancellations: This contract may be canceled in writing 30 days prior to the first-day of the conference, in which case fifty percent (50%) of the rental fee will be retained by DECA. Cancellation after this date obligates the Exhibitor to full payment. If space is not occupied by Saturday at 8:00 a.m., DECA shall have the right use such space as it sees fit.

Inability to Perform: In the event the Exhibit is not held for any reason beyond its control, DECA reserves the right to retain part of the rental fee as shall be required to compensate for expenses incurred up to that time.

Clarification of Rules: DECA has sole authority to interpret and enforce all rules and regulations contained herein, to make any amendments thereto and to make such further rules and regulations as shall be necessary to the orderly conduct of the exhibit.

Relocation of Exhibits: DECA reserves the right to alter locations of the exhibits if deemed advisable and in the best interest of the conference.

Collegiate Leadership Academy

Housing Information

Hyatt Regency Chicago
151 East Wacker Drive
Chicago, IL 60601
Reservations: 1-888-421-1442

HOTEL RESERVATIONS

All hotel reservations and payment are made directly to the hotel. Hyatt Regency Chicago requires one night's deposit (including applicable taxes) per room, or a credit card guarantee, to ensure the reservation. Hyatt Regency will not hold any reservations unless secured by one of the above methods.

HOTEL RATES

Single/Double/Triple/Quad: **\$149.00* per room, per night**

*The above rate is subject to applicable state and local taxes, currently at 14.9% percent per room, per night.

HOTEL RESERVATION PROCESSING

Please have the information on the enclosed *Hotel Reservations Summary Form* ready when calling the hotel to make reservations. All reservations are made by calling the reservations phone at the Hyatt.

To make reservations, contact the Hyatt Regency Chicago directly at:

Reservations Phone: 1-888-421-1442

Indicate Group Code: Collegiate Leadership Academy

Deadline Date: October 6, 2005

The hotel will not hold uncommitted rooms after the deadline date. After the deadline, room availability and rates depend on demand.

CANCELLATION

A cancellation less than 72 hours prior to arrival will result in a charge equal to one night's stay. No-shows will result in the same penalty.

HOTEL CHECK-IN & CHECK-OUT TIMES

Hotel check-in is after 3:00 p.m. Hotel check-out is 11:00 a.m.

Collegiate Leadership Academy
Hotel Reservations Summary Form

DEADLINE DATE: October 6, 2005

To make reservations, call Hyatt Regency Chicago directly with the below information:

Reservations Phone: 1-888-421-1442

Indicate Group Code: Collegiate Leadership Academy

Company/Organization: _____ Head of Group: _____

Arrival Date: _____ Approximate Arrival Time: _____

Departure Date: _____

Send confirmation to: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Conference Hotel Rates: Hotel requires one night's deposit (including applicable taxes) or a credit card guarantee with reservation for each room.

Single/Double/Triple/Quad: **\$149.00 per night** (plus applicable taxes)

Room Tabulation Totals: TOTAL # Rooms: _____

_____ Singles _____ Doubles (two people, one bed)

_____ Twins (two people, two beds) _____ Triples

_____ Quads

Credit Card Guarantee:

Type of Credit Card

Credit Card Number

Expiration Date

Name as it Appears on Card

Card Holder's Signature

Street Address

Zip/Postal Code

Collegiate Leadership Academy

Recruitment Opportunities

November 11-13, 2005

Fashion Institute of Technology, Dubinsky Center (8th Floor)

Seventh Avenue and 27th Street

New York, New York 10001

ABOUT THE CONFERENCE

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Friday, November 11

8:00 p.m. Radio City's Christmas Spectacular

Saturday, November 12

7:00 a.m. – 8:00 a.m. Booth Set-up

8:30 a.m. – 1:45 p.m. Attend the seminars, interact with attendees during breaks, etc.

2:00 p.m. – 4:00 p.m. Career Development Roundtable with Students

4:30 p.m. Booth Breakdown (optional)

Sunday, November 13

9:00 a.m. – 11:30 a.m.

Attend the seminars, interact with attendees during breaks,
etc.

11:30 a.m.

Booth Breakdown

Collegiate Leadership Academy

Exhibit Agreement Form

Rate: \$250

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Address: _____

City: _____ **State:** _____ **Zip:** _____

Representative: _____

Phone: _____ **Fax:** _____ **Email:** _____

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Liability: Neither DECA, nor any of their agents or representatives, will be responsible for any injury, loss, or damage that may occur to exhibit or personnel. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save DECA, the meeting of the conference and its employees and agents harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by Exhibitor's installation, removal, maintenance, or occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of the FIT and its employees and agents. In addition, Exhibitor acknowledges that DECA and the FIT 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. The Exhibitor, on signing the contract, expressly releases the aforementioned from any and all claims.

Cancellations: This contract may be canceled in writing 30 days prior to the first-day of the conference, in which case fifty percent (50%) of the rental fee will be retained by DECA. Cancellation after this date obligates the Exhibitor to full payment. If space is not occupied by Saturday at 8:00 a.m., DECA shall have the right use such space as it sees fit.

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Relocation of Exhibits: DECA reserves the right to alter locations of the exhibits if deemed advisable and in the best interest of the conference.

Collegiate Leadership Academy

Housing Information

Hampton Inn Chelsea

108 West 24th St.

New York, NY 10011

Reservations: call Cindy Allen @ DECA: 703.860.5000 x230

HOTEL RESERVATIONS

All hotel reservations and payment are made directly to DECA. All hotel rooms are tax-exempt through DECA. One night's deposit per room, or a credit card guarantee, is required to ensure the reservation. DECA will not hold any reservations unless secured by one of the above methods.

HOTEL RATES

One Bedded Room: \$189.00 per room, per night *Two Bedded Room: \$199.00 per room, per night*

HOTEL RESERVATION PROCESSING

Please have the information on the enclosed *Hotel Reservations Form* ready when making reservations. All reservations are made by calling or faxing the reservations to Cindy Allen @ DECA.

To make reservations, call Cindy Allen directly at DECA or by faxing the form:

Phone: 703.860.5000 x 230

Fax: 703.860.4013

Deadline Date: October 12, 2005

After the deadline, room availability and rates depend on demand and hotel availability.

CANCELLATION

A cancellation less than 72 hours prior to arrival will result in a charge equal to one night's stay. No-shows will result in the same penalty.

HOTEL CHECK-IN & CHECK-OUT TIMES

Hotel check-in is after 3:00 p.m. Hotel check-out is 12:00 Noon.

Collegiate Leadership Academy

Hotel Reservations Form

DEADLINE DATE: October 12, 2005

To make reservations, call Cindy Allen at DECA or by faxing this form directly to DECA with below information:

Phone: 703.860.5000 x230

Fax: 703.860.4013

Company/Organization: _____ Head of Group: _____

Arrival Date: _____ Approximate Arrival Time: _____

Departure Date: _____

Send confirmation to: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Conference Hotel Rates: One night's deposit per room or a credit card guarantee is required to ensure the reservation.

One bedded room: \$189.00 per night

Two bedded room: \$199.00 per night

Room Tabulation Totals: TOTAL # Rooms: _____

_____ One Bedded

_____ Two bedded

Credit Card Guarantee:

Type of Credit Card

Credit Card Number

Expiration Date

Name as it Appears on Card

Card Holder's Signature

Street Address

Zip/Postal Code