

Interested in a
Forum Sponsorship?

EXHIBITOR CONTRACT

COMPANY INFORMATION

PLEASE PRINT

Exhibiting Company Name (As to appear in all Society publications.)

Street Address

City, State, Zip +4

URL Address

Phone Fax

Company Contact Name

E-mail Address

Phone Fax

BOOTH SELECTION

Number of booth(s): _____.

Indicate your location preferences by booth number
(refer to the floor plan provided):

1st _____ 2nd _____ 3rd _____
4th _____ 5th _____ 6th _____

If your choice is not available at the time this Contract for Exhibit Space is processed, the Exhibitor agrees to accept another exhibit space according to the best judgment of the Exhibit Manager.

FOR SOCIETY USE ONLY

Society Representative: _____
Date: _____ Booth# Assigned: _____

INVOICE AND AGREEMENT

Total Early Bird Exhibit Fee: \$2,995 per 10'x10' regular booth

The Exhibitor agrees to submit a nonrefundable deposit of \$600 by 1/31/10 per exhibit space with this contract, and to submit the balance due on or before June 30, 2010.

If full payment is not made by June 30, 2010, the exhibit space may be made available for resale. Phone reservations will be held for 10 days pending receipt of contract and payment.

The Exhibitor agrees to abide by the Exhibitors' Agreement on the reverse side of this document.

	Booth Fee	# of Booths	Sub Total
10'x10' Regular:	\$2,995.00		
TOTAL FEE			

Please see other side and read Exhibitors' Agreement carefully.

Enclosed is a check made payable to Society of FSP in the amount of \$ _____.

Please charge \$ _____ to
 VISA MC AMEX Discover

Credit Card # _____

Exp. Date _____

Signature _____

Mail contract to:

Society of FSP Phone: 800-927-2427 x2561
Attn: Michelle Connor Fax: 610-359-8115
19 Campus Blvd., Ste 100 mconnor@financialpro.org
Newtown Square, PA
19073-3239

Please Sign Contract in Space Provided

By signing in the space below I accept the terms of the Exhibitors Agreement found on the next page.

For Exhibitor: _____
(Authorized Exhibitor Signature)

Print Name and Title: _____

_____ Date: _____

EXHIBITOR'S AGREEMENT

- 1. Applications for Exhibit Space & Payment** - Application for space must be made on the Contract for Exhibit Space provided by the Society of FSP, and be executed by an individual with authority to act for the applicant (Exhibitor). The Society reserves the right to reject any application. The application must be accompanied by a non-refundable deposit of \$600. The balance due must be paid on or before June 30, 2010. Applications submitted after June 30, 2010, must be accompanied by 100 percent of exhibit fee.
- 2. Cancellation by Exhibitor** - Should the Exhibitor be unable to occupy the space contracted for and notify the Society in writing by July 1, 2010, all fees paid by the Exhibitor, less the \$600 deposit fee, will be refunded. Postmark by U.S. Postal Authorities will be the determining factor.
- 3. Assignment of Space** - Assignment of space will be determined by the Society based upon the character of the proposed exhibits and individual preferences as to location for each Exhibitor. The Society has the right to rearrange the floor plan in the event of any conflicts regarding space requests or conditions beyond its control.
- 4. Insurance** - The Society shall provide no insurance for Exhibitor goods.
- 5. Care of Building** - Nothing shall be posted on or otherwise attached to columns, walls, floors, or other parts of the hotel or the Exhibit Hall without permission of the Society and the proper building authority. Packing, unpacking, and assembly of exhibits shall be done only in designated areas and in conformity with directions of the Exhibit Manager or the hotel manager.
- 6. Installation and Dismantling** - Any requirements regarding installation and dismantling of exhibits supplied to each Exhibitor shall be binding upon the Exhibitor as though fully set forth herein. All displays must be in place and set up two hours prior to the official opening of the show. **The Society has the option to contract labor, at the exhibitor's expense, to set up any booth not ready by the official set-up time.** To insure a professional climate and appearance, all exhibits shall be operational through the closing hour of the Exhibit Hall. **No Exhibitors are permitted to dismantle or remove from the Exhibit Hall any or all of their display between the opening and closing hour of the exposition without express written permission of the Exhibit Manager.**
- 7. Booths** - Standard booth equipment (back and side wall draping and uniform identification sign) will be provided by the Society without cost to the Exhibitor if ordered in advance. If the Exhibitor plans to install a display, no part thereof shall obstruct the view of adjacent exhibits. No part of any display may be over eight feet in height without the permission of the Exhibit Manager. The back three feet of rented space may be occupied up to eight feet in height; the front may be occupied up to 48 inches only. Sound presentations, slides, or movies will be permitted if tuned to conversational level and if not objectionable to neighboring exhibitors. (However, see section 16.) The Society reserves the right to restrict the use of glaring lights or objectionable lighting effects. No exhibits will be permitted which interfere with the use of other exhibits or impede access to them or the free use of the aisle.
- 8. Default Occupant** - Any Exhibitor failing to occupy space contracted for is not relieved of the obligation to pay for such space at the full rental price. Unless arrangements for delayed occupancy have been approved by the Society, unoccupied space shall be used or reallocated by the Society.
- 9. Exhibitor Representative and Personnel** - The Society will provide one full complimentary Forum registration per booth to be used by an authorized representative of the Exhibitor, plus three Exhibit Hall-only badges. The authorized representative will supply the Society with the names of the individuals who will be using the badges for pre-registration. Any additional passes to the Forum must be purchased at the regular registration fee. Exhibit booths are to be manned at all times during exhibition hours by a duly authorized representative of the Exhibitor. The total number of Exhibit personnel in the booth at any one time shall not exceed four.
- 10. Use of Space** - Exhibits shall be shown only in the Financial Service Forum exhibit area. Exhibitor agrees not to display articles, equipment, or services in private suites or rooms during the Forum. No Exhibitor shall permit any other entity or its representatives to use the space rented, nor shall the Exhibitor display articles not manufactured or sold by it. However, at the Exhibitor's option, and with full written approval of the Society, exhibit space may be shared with one additional Exhibitor. The second Exhibitor must make application for space pursuant to paragraph one herein and must abide by all other provisions of the Exhibitors' Agreement. The fee for the second Exhibitor will be 50 percent of the total exhibit fee. Upon submission of documented proof that a parent/subsidiary relationship exists between Exhibitors choosing to share space, the fee for the second Exhibitor will be reduced to 25 percent of the total exhibit fee. The Society shall issue two additional Exhibit Hall-only badges for use by the second Exhibitor. The Society shall determine the hours of access to Exhibit space.
- 11. Distribution of Printed Matter, etc.** - Except from within rented space, Exhibitors shall not distribute printed matter, samples, souvenirs, and the like. Distribution of such materials elsewhere in the Exhibit Hall or in the hotel is not permitted. Any material bearing the name or logo of the Forum or the Society of FSP, or material implying authorship or endorsement by the Society, is strictly prohibited.
- 12. Mailing Labels** - On request, before and after the Forum, the Society shall provide each paid Exhibitor with one set of mailing labels listing registered Forum attendees. These labels are provided for the sole purpose of contacting attendees or following up on contacts made at the meeting. Any reproduction of the labels is strictly prohibited.
- 13. Cancellation or Relocation** - In the event of cancellation or relocation of the Forum due to circumstances within the Society's control, the liability of the Society shall be limited to a refund of fees paid to the Society by the Exhibitor less the non-refundable \$600 deposit.
- 14. Fire and Safety Regulations** - Exhibitor agrees to comply with hotel and local fire and safety regulations at all times and to maintain the Exhibitor's space through the exercise of reasonable care and caution. Exhibitor agrees to permit inspection of its space by the local fire marshal or other public safety personnel.
- 15. Labor** - Forms will be sent by the Official Service Contractor to facilitate ordering furniture, carpeting, labor, etc. A service desk will be open during the exhibition and labor may be ordered on site if needed. Exhibitors agree to comply with local union requirements. Please see Official Service Contract kit for specific labor regulations. Any conflicts or disagreements regarding union jurisdictions or interpretations thereof shall be resolved with representatives of the Official Service Contractor and the Exhibit Manager.
- 16. Copyrighted Music** - The use of copyrighted music by Exhibitors at any time during the Forum is prohibited without the express, advance written permission of the Exhibit Manager.
- 17. Violations Prior to the Forum** - The Society reserves the right to prohibit any Exhibitor from attending and participating in the Forum, if, in the sole judgment of the Exhibit Manager, the Exhibitor's conduct prior to arrival at the Forum site violates the provisions of the Exhibitors' Agreement. In these circumstances, the Society shall refund fees paid by the Exhibitor, less the non-refundable \$600 deposit.
- 18. Additional Violations and Society's Right to Remove Property** - The Society reserves the right to remove from the hotel or Exhibit Hall premises any or all of the property of the Exhibitor should the Financial Service Forum be canceled or relocated, or should the Exhibitor violate any of the conditions of the Exhibitors' Agreement. In addition to the general provisions hereof, any of the following actions by an Exhibitor shall constitute a violation of the conditions of this Exhibitors' Agreement and shall result in the removal of the Exhibitor's property and, in such circumstances, no part of the Exhibitor's fee will be returned. This right may be exercised without prior notice and without hearing.
 - a. Use of a display of equipment, products, or services which varies in any significant way from the description supplied to the Society, or which the Society finds objectionable, or which reflects unfavorably on the character of the Forum.
 - b. Violation of any municipal, state, or federal laws, rules or regulations, including safety codes.
 - c. Failure to remove the Exhibitor's property from the hotel or the Exhibit Hall upon cancellation or relocation of the Forum.
 - d. Any conduct on the part of the Exhibitor or any representative or personnel of the Exhibitor which, in the sole judgment of the Exhibit Manager, is disruptive to the events taking place in the Exhibit Hall, to other Exhibitors, to the staff of the hotel or the Society, or to the events of the Forum.
- 19. Remedies** - In the event the Exhibitor violates any of the conditions of the Exhibitors' Agreement, the Society reserves an absolute right to invoke either or both of the following remedies, which shall be in addition to, and not in lieu of, any other rights or remedies granted under this agreement or available under general contract law:
 - a. The Society may order the Exhibitor to remove Exhibitor property and personnel, or have them removed under the provisions of section 17. In these circumstances, no part of the Exhibitor's fees will be returned.
 - b. The Society may refuse thereafter to enter into any agreement with the same or related signatory/Exhibitor to lease exhibit with the same or related signatory/Exhibitor to lease exhibit space at future conferences or meetings sponsored by the Society.
- 20. Liability** -
 - a. The Society undertakes no duty to exercise care, nor does it assume any responsibility for the protection of the property of the Exhibitor or its representatives, to indemnify the Exhibitor for loss of the property used in connection with the exhibit from theft or damage or destruction by fire, accident, or other cause. Small and easily portable articles shall be properly secured or removed after exhibition hours and placed in safekeeping by the Exhibitor. Any protection exercised by the Society shall be deemed purely gratuitous on its part and shall in no way be construed to make it liable for any loss or inconvenience suffered by the Exhibitor.
 - b. The Exhibitor agrees to indemnify and hold the Society, its agents, and the Hilton Orlando Bonnet Creek harmless from all such claims and from all claims or liability of any nature whatsoever arising from the activities of any Exhibitor or any of its representatives or from the display or use of the property of the Exhibitor.
 - c. The Society shall not be liable for any failure to deliver space to an Exhibitor. In such an event, the Society shall reimburse Exhibitors pro-rata on any fees paid, less the \$600 nonrefundable deposit and any reasonable expenses incurred by the Society for advertising, administration, and related costs.
- 21. Sales Tax** - Exhibitor will be responsible for paying any applicable sales taxes related to booth occupancy and on-site product sales.