

Standard Booth Contract

EXHIBITOR

Company Name:		Contact Name:	
Address:	City:	State/Province:	Zip Code:
Phone:	Fax:	Website:	
E-mail:	Are you an IAPD member? <input type="checkbox"/> Yes <input type="checkbox"/> No		

BOOTH INFORMATION

Number of Booths (10' wide x 10' deep x 10' high): _____

Please indicate your first, second, third and fourth booth location/space requests:

#1	#2	#3	#4
_____	_____	_____	_____

Booth includes:

- standard carpet
- one complimentary full-convention registration
- two complimentary booth personnel registrations
- unlimited complimentary Expo passes for customers
- booth furnishings (8' draped table, standard booth sign, one wastebasket, two chairs and carpet)
- complimentary lunch on Expo floor

CONVENTION NOTEBOOK PUBLICATION

For publication in the convention notebook, please provide one sentence that describes your company's product line or products. Information provided after Sept. 21, 2012 will not be included in the convention notebook. Check here to use last year's listing.

**If the contact information you'd like to have for the notebook listing is different than above, please include additional contact information with description.*

AGREEMENT/PAYMENT

I have read and understand the IAPD Plastics Expo Terms and Conditions (located on back page) and agree to abide by them.

Authorized Representative's Signature: _____ Date: _____

Booth Rates:	Early (through 5/15/2012)	Regular (5/16/2012 through 9/30/2012)	Late (after 10/1/2012)
Members	<input type="checkbox"/> \$2,285	<input type="checkbox"/> \$2,535	<input type="checkbox"/> \$2,785
Nonmembers	<input type="checkbox"/> \$3,055	<input type="checkbox"/> \$3,375	<input type="checkbox"/> \$3,725

* Discounted rates apply for multiple booths

AMOUNT ENCLOSED: \$ _____ **(100% of payment is required to secure booth space.)**

Payment Method: Amex Discover MasterCard Visa Check (Made payable to IAPD)

Credit Card Number: _____ Expiration Date: _____

Cardholder's Name: _____ Cardholder's Signature: _____

Please return this form to IAPD at the following address:

6734 W. 121st Street • Overland Park, KS USA • 66209 • Phone: 913.345.1005 • Fax: 913.345.1006 • croberts@iapd.org

Terms and Conditions

CANCELLATION POLICY – There will be no refunds for contracted booth spaces. Booths are to be paid 100 percent in full time booth contract is signed.

ADDITIONAL RULES AND REGULATIONS – Exhibitor agrees to comply with all rules and regulations of the Donald E. Stephens Convention Center and all additional rules and regulations of IAPD, including, without limitation to, those contained in the Exhibitor Services Kit which can be downloaded at www.iapd.org.

OFFICIAL GENERAL SERVICES CONTRACTOR, BOOTH FURNISHINGS, LABOR, SHIPPING AND STORAGE – IAPD will contract with a decorator to provide all decorating, shipping, freight storage, and drayage and labor services for the 2012 IAPD Annual Convention. Exhibitors may order additional booth furnishings, services, booth carpeting, furniture, booth cleaning and labor from the decorator. These additional items are not included in the price of the booth space. Carpeting is required for the 2012 Expo. Forms are provided in the Exhibitor Services Kit.

INSTALLATION OF EXHIBITS – Exact dates and times are to be determined and will be communicated to the exhibitor at the earliest possible date. All exhibitors will be provided a contract addendum once specific move-in and move-out times are set. Additionally, move-in and move-out information will be provided in the exhibitor services kit. Any exhibiting company attempting to install their exhibit at a time other than the official installation times will be required to pay a \$250 fee to IAPD.

DISMANTLING OF EXHIBITS – Packing or dismantling of exhibits will be prohibited until after the official closing of exhibits. If an exhibitor starts breaking down prior to the closing of exhibits, they will lose a point in the Point Priority System and will be subjected to a \$250 penalty, payable to IAPD. At the closing of exhibits, the official service contractor will begin collecting table drapes, carpeting and other items. If an exhibitor fails to remove the exhibit, removal will be arranged by IAPD at the expense of the exhibitor. Exhibitors are responsible for packing their own materials at the end of the exhibition and arranging for shipping. All exhibitors must be prepared to staff their booth until the closing of the expo.

INSPECTION OF EXHIBITS – All exhibits must be ready for inspection by the IAPD staff prior to the grand opening of the expo hall. Exhibitors who set up their display after this time must gain approval from IAPD exhibition management and will be subject to a \$250 penalty payable to IAPD.

FAILURE TO OCCUPY SPACE – Any space not occupied prior to grand opening of Expo hall shall be deemed forfeited by exhibitor and no refund shall be paid. IAPD may reassign such space, at its discretion, without any obligation to the exhibitor.

LIABILITY/FORCE MAJEURE – Exhibitor agrees to indemnify and hold IAPD and Donald E. Stephens Convention Center, its officers, directors, members and employees, and all individuals and organizations performing services for them in connection with the IAPD Annual Convention harmless for all claims, losses or damages, injuries, liabilities, judgments or settlements, including reasonable attorney fees, costs and other expenses, any or all of them incurred on account of actions, negligent or otherwise of the exhibitor or its employees or agents. Exhibitor agrees to indemnify and reimburse IAPD and the Donald E. Stephens Convention Center for the costs of all services and expenses incurred in connection with the collection effort should it be necessary for IAPD or the Donald E. Stephens Convention Center USA, to engage legal counsel or a collection agency to collect monies due IAPD or the Donald E. Stephens Convention Center, as a result of exhibitor's failure to pay any funds due IAPD or the Donald E. Stephens Convention Center, or to comply with the terms of this contract. Exhibitor also releases IAPD and the Donald E. Stephens Convention Center, from liability for any expenses incurred or other damage suffered by exhibitor if the IAPD Annual Convention is cancelled because of a strike, riot, act of God, or any other cause beyond the control of IAPD and the Donald E. Stephens Convention Center.

INSURANCE – Exhibitor shall, at its sole cost and expense, procure and maintain throughout the term of this contract, the following insurance: Comprehensive General Liability Insurance with limits not less than \$1,000,000, including Contractual Liability and Products Liability coverage and Workman's Compensation in full compliance with all laws covering the exhibitor's employees. Exhibitor may at any time be required to furnish to IAPD a Certificate of Insurance evidencing the above stated coverage. All property of exhibitor is understood to remain under its custody and control in transit to, within and in transit from the exhibit hall.

ADMISSION/BADGE POLICIES – IAPD shall have the sole discretion over all admission policies at all times. Entrance and exit doors will be clearly marked and must be utilized by all people on the exhibition floor. Badges must be worn at all times. Badge swapping is

strictly prohibited. Personnel working a booth must wear an IAPD provided exhibitor ribbon and be registered as a full convention attendee or booth personnel. Anyone who is working a booth and is not registered as exhibitor personnel will be notified and invoiced promptly after the exhibition.

POSITIONING EXHIBIT MATERIALS – An 8-foot drape will be provided with all booths. Any material showing above the 8-foot drape cannot display a company or trade name. Company or trade names displayed about the 8-foot drape will be penalized and the name showing is required to be removed. Any exhibit materials over the 10-foot height requirement will be subject to a \$500 penalty fee, payable to IAPD.

SOUND – Sound-producing or amplifying devices which project sound beyond the exhibitor's space or excessive operating noise that distracts neighboring exhibits are expressly prohibited by IAPD. IAPD reserves the right to restrict exhibits which, because of noise or any other reason, may detract from the general character of the exhibition. Tolerable decibel levels will be determined by standing in a neighboring booth and conducting a normal conversation. If a normal conversation cannot be achieved due to an exhibitors emanating noise, the offending exhibitor will be asked to turn down the decibel levels.

FOOD, BEVERAGES AND CONDUCT – No food or beverages (alcoholic or nonalcoholic) are to be served by exhibitors aside from enticement candy. Exhibitors hiring talent or model personnel for assistance in their exhibit must be approved by IAPD and are liable for maintaining decorum by these personnel. Lewd attire and behavior will not be tolerated. Exhibitors are responsible for having non-company personnel properly badged as Exhibit Personnel, including paying associated badging fees.

SALE OF MERCHANDISE – Order taking by exhibitors and accepting checks or credit cards is permitted, provided that all transactions are conducted in a manner consistent with the scholarly and professional nature of the meeting and in accordance with the state and local regulations applicable in the host city of the exhibit site. Cash transactions are discouraged. Exhibitors desiring to sell merchandise on the show floor must apply for a BTI certificate. Please refer to the Donald E. Stephens Convention Center Rules & Regulations, available upon request, for more details.

SHIPPING – Advance shipments of materials must be sent to the decorator. The Convention Center will not accept or deliver any exhibitor drayage packages shipped to the center or store empty crates. Shipping information and forms will be in the Exhibitor Services Kit.

SECURITY – IAPD will provide 24-hour security for the exhibit area perimeter during the entire exhibit period, including move in and move out. The furnishing of such service is in no cause to be understood or interpreted by exhibitors as a guarantee to them against loss of theft of any kind. Decorator, the Donald E. Stephens Convention Center and IAPD are neither liable nor insured for loss or damage of exhibitor property or fixtures. For this reason, exhibitors are encouraged to order in-booth security if needed AND to carry insurance on their exhibits at their own expense.

UNION REGULATIONS – Exhibitors agree to abide by all local jurisdiction union requirements, if applicable, for work involving installation and dismantling of exhibit space.

FIRE AND SAFETY REGULATIONS – Literature, handouts, and supplies are permissible in reasonable quantities. Reserve quantities should be kept in closed containers and stored in a neat, compact manner within the booth. Storage of any kind is prohibited behind back drapes, or display walls. All display materials must be fire retardant in accordance with the host city fire code, including cloth draping, banners, table coverings, decorative fabrics, post pearl forma core board, and all other decorative materials. Combustible oils or gases and helium tanks are prohibited. All local regulations will be strictly enforced and the exhibitor assumes all responsibility for compliance with such regulations. All decorations must be fireproofed, and electrical wiring must conform to the safety rules of the host city electrical code. Fire hose cabinets must not be obscured and must be entirely accessible in full view at all time. All fabric, cellulose, and cardboard display material must be flame proofed and is subject to inspection by the host city fire department. No flammable fluids or similar substance may be used or shown in booth. Smoking in the Exhibit hall is prohibited at all times.

LIABILITY – It is agreed that exhibitors shall assume all responsibilities for damage to the exhibit are, and they shall indemnify and hold harmless the International Association of Plastics Distribution, the Donald E. Stephens Convention Center, and any service contractors acting as agents of IAPD from all liability that may ensue from any cause. Security services for the exhibit hall will be provided 24 hours a day, but IAPD and the Donald E. Stephens Convention Center will not be responsible for any loss or damage of any kind.