

# IAPD Plastics Expo Booth Contract

September 23, 2010 • Indianapolis, IN, USA



## Standard Booths

This booth contract will serve as a binding agreement between the exhibiting company and IAPD. All exhibitors must abide by the IAPD Rules and Regulations located on pages three and four.

### Company Information

Company Name	Contact Name	
Street Address	City	
State/Province	ZIP/Postal Code	Country
Phone	Fax	
E-mail	Web Site	

I have read and understand the IAPD Plastics Expo Rules and Regulations and agree to abide by them.

Authorized Representative's Signature	Date
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By signature above, the individual signing this contract represents and warrants that he/she is duly authorized to execute this binding contract on behalf of named exhibitor.

### Convention Notebook Publication

For publication in the convention notebook, please provide one sentence that describes your company's product line or products no later than August 6, 2010. Information provided after August 6, 2010 will not be included in print for the convention notebook. If the contact information you'd like to have for the notebook listing is different from above, please provide additional contact information below.

Check here to use last year's printed information:

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### Expo Booth Rates

All booth spaces are 10' x 10' x 8' and include the following:

- 1 complimentary full-convention registration
- 2 complimentary Expo registrations for booth personnel (includes admission to Welcome Reception and Expo)
- Unlimited complimentary Expo passes for customers.
- Booth furnishings (8' draped table, standard booth sign, 1 wastebasket, 2 chairs)

	Early-Bird (through 4/30/2010)	Regular (5/1/2010 through 8/6/2010)	Late (after 8/6/2010)
<b>Members</b>	\$1,950	\$2,200	\$2,450
<b>Nonmembers</b>	\$2,730	\$3,080	\$3,430

Exhibitors are responsible for carpeting, utilities, Internet access and additional furnishings. Want to add an additional booth? Discounted rates apply. Contact Crystal Roberts at +913.345.1008 for details.

Exhibitor contracts received after August 6, 2010 will not be included in print for the convention notebook; however your information will be available online and available the day of the expo on an updated exhibitor list.

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## Expo Hours

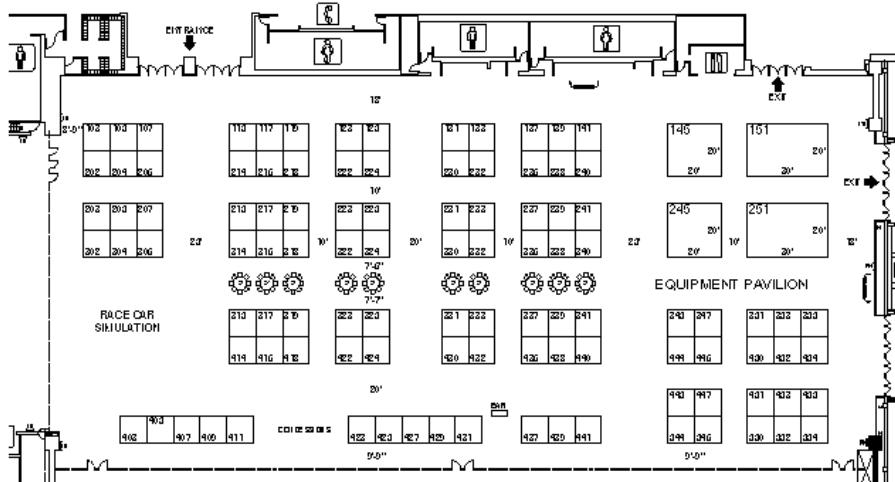
**Set-Up:** 8 a.m. – 5 p.m., Tuesday, September 21, 2010; and 7 a.m. – 9 a.m. Wednesday, September 22, 2010

**Welcome Reception (in Expo Hall):** Wednesday, September 22, 2010, 7:30 p.m. – 10 p.m.

**Show Hours:** Thursday, September 23, 2010, 10 a.m. – 4 p.m.

**Tear Down:** Thursday, September 23, 2010, 4 p.m. – 9 p.m.; and Friday, September 24, 2010, 6 a.m. – 10 p.m.

## Floor Plan



To view a larger version of this image, and to view currently available booths, please visit [www.iapid.org/expo](http://www.iapid.org/expo).

Please indicate your first, second, third and fourth booth space requests.

#1	#2
#3	#4

Please list any companies you do not want to be placed near:

#1	#2	#3
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## Tie Breakers for Booth Space

In case of a tie for requested booths, a date stamp will serve as the tie breaker. If a tie is formed with the same date stamp, the tie breaker will precede the higher point holder.

## Method of Payment

Full payment must accompany the Exhibitor Contract form as booth reservations will not be finalized without payment. For wire transfer information, please contact IAPD.

Total Due: \$ \_\_\_\_\_

Please Check One:

- AMEX                       Discover                       MasterCard                       Visa  
 Check enclosed (U.S. funds drawn on U.S. bank.)

Credit Card Number	Expiration Date
Cardholder's Name	Cardholder's Signature
Billing Address, If Different From Above	

Please make all booth set-up arrangements with Freeman Exhibitor Services Department at +702.407.4696. The Exhibitor Service Kit is available online at [www.iapid.org](http://www.iapid.org).

### Please Return Signed Contract With Payment To:

Crystal Roberts, Manager of Sales and Advertising

IAPD • 6734 W. 121st Street • Overland Park, KS 66209 USA

Direct Phone: +913.345.1008 • IAPD Phone: +913.345.1005 • Fax: +913.345.1006 • [croberts@iapid.org](mailto:croberts@iapid.org) • [www.iapid.org](http://www.iapid.org)

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## Plastics Expo Rules and Regulations

**POINTS PRIORITY SYSTEM** — Booths will be assigned according to a priority point system determined by seniority. Once all priority holders have selected or DATE has passed, booths will be assigned on a first-come, first-served basis.

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

**CONTRACT FOR SPACE** — This contract for space will be effective only after it has been signed by exhibitor and received and accepted by IAPD. A copy of this contract will be returned to you upon acceptance. In the event of fire, strikes or other circumstances beyond IAPD's control, IAPD shall have no liability to exhibitor or obligation to refund any portion of exhibitor's payment.

**SPACE DISCOUNT** — Exhibit space contracts for current IAPD exhibitors, accepted and paid in full on or before, Friday, April 30, 2010, will qualify for the early bird discount rate and will be included in the publication of the IAPD convention notebook. Regular rate begins May 1, 2010, and continues through August 6, 2010, and will be included in the publication of the IAPD convention notebook. After August 6, 2010, all contracting exhibiting companies will need to pay an additional charge of \$250.00 and will be included as addendum to the official IAPD convention notebook.

**ADDITIONAL RULES AND REGULATIONS** — Exhibitor agrees to comply with all rules and regulations of the Indianapolis Convention Center and all additional rules and regulations of IAPD, including, without limitation, those contained in the exhibitor's Service Kit which can be downloaded at [www.iapd.org](http://www.iapd.org).

**EXHIBIT HOURS:**  
Thursday, September 23, 2010, 10 a.m. to 4 p.m.

**ADDITIONAL BOOTH PERSONNEL** — Two additional booth personnel are allowed per 10' x 10' x 8' space, up to six. Booth personnel must wear a badge identifying themselves as booth personnel. Badges must be worn at all times and badge swapping is strictly prohibited.

**COMPLIMENTARY PASSES** — Exhibitors will receive an unlimited number of complimentary IAPD Plastics Expo passes from IAPD to hand out to their customers. Attendees must register in advance to avoid fees. If an exhibitor runs out of passes, they may contact IAPD for additional passes at no cost to the exhibitor.

**OFFICIAL GENERAL SERVICES CONTRACTOR, BOOTH FURNISHINGS, LABOR, SHIPPING AND STORAGE** — IAPD has contracted with Freeman Decorating to provide all decorating, shipping, freight storage, and drayage and labor services for the 2010 IAPD Annual Convention. Exhibitors may order additional booth furnishings, services, booth carpeting, furniture, booth cleaning and labor from Freeman. These additional items are not included in the price of the booth space. Forms are provided in Services Kit.

**INSTALLATION OF EXHIBITS** — Installation of exhibits may

occur on the following days and times: Tuesday, September 21, 8 a.m. to 11 p.m. and Wednesday, September 22, 7 a.m. to 9 a.m. Any exhibiting company attempting to install their exhibit at a time other than the official installation times will be required to pay \$250 upon time of request. All exhibitors must be prepared to staff their booth until the closing of the expo.

**DISMANTLING OF EXHIBITS** — Packing or dismantling of exhibits will be prohibited until after the official closing of the exhibits at 4:01 pm on Thursday, September 23, 2010. At this time, 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. All crates must be removed from the exhibit area by 6 pm on Friday, September 24, 2010. Exhibitors are responsible for packing their own materials at the end of the exhibition and arranging for shipping. Any exhibit materials left in the exhibit hall after closing will be discarded by the convention center. Shipping arrangements and rules will be included in the Exhibitor Service Kit provided to you by Freeman Decorating. If exhibitor starts breaking down prior to 4 p.m., they will lose a point in the Point Priority System and will be subjected to a \$250.00 penalty fee payable to IAPD. 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 at 9 a.m. on Wednesday, September 23, 2010. 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 by 9 a.m., Wednesday, September 22, 2010, shall be deemed forfeited by exhibitor and no refund shall be paid. IAPD may reassign such space, at its discretion, without any obligation to exhibitor.

**LIABILITY/FORCE MAJEURE** — Exhibitor agrees to indemnify and hold IAPD and Indianapolis Convention Center (ICC), 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 ICC for the costs of all services and expenses incurred in connection with the collection effort should it be necessary for IAPD or the ICC USA, to engage legal counsel or a collection agency to collect monies due IAPD or the ICC, as a result of exhibitor's failure to pay any funds due IAPD or the ICC, or to comply with the terms of this contract. Exhibitor also releases IAPD and the ICC, 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 ICC.

**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

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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. Temporary set-up badges will be issued at the IAPD registration desk during set-up only. All temporary badges must be turned back in prior to the beginning of the exhibition.

**POSITIONING EXHIBIT MATERIALS** — Exhibitor must display its exhibit so as not to obstruct the general view or to hide other exhibitors' exhibit display.

**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 BT1 certificate. Please refer to the Indianapolis

Convention Center Rules & Regulations, available upon request, for more details.

**SHIPPING** — Advance shipments of materials must be sent to Freeman. 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. Freeman, the Indianapolis 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 and 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** — If 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 Indianapolis 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 Indianapolis Convention Center will not be responsible for any loss or damage of any kind.



**iapd**<sup>®</sup>  
international association  
of plastics distribution

### Questions?

Crystal Roberts, Manager of Sales and Advertising  
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