



2012 Exhibit Space Reservation Contract

Marriott Rivercenter
San Antonio, Texas

Exhibit Hall: August 20 - 22, 2012 Conference: August 20 - 23

Package	Exhibitor Type	Rate
Table Top (10'x10')	Corporate	\$2,095
Table Top (10'x10')	Federal Agency/NonProfit/College/University	\$1,695
Floor (20'x10')	Corporate	\$2,895
Floor (20'x10')	Federal Agency/NonProfit/College/University	\$2,295

	1st Preference	2nd Preference
Booth #:		
Package/Type: (i.e. Table Top/Corporate)		
Package Rate:		

NAMES OF COMPETITORS YOU DO NOT WISH TO BE NEAR:

(Please type or print clearly. Your organization will be listed in the 2012 Exhibitors section of the conference website exactly as you provide below.)

COMPANY NAME:		
STREET ADDRESS:		
CITY:	STATE:	ZIP:
CONTACT NAME:		
TITLE:		
PHONE:	FAX:	
EMAIL:	WEBSITE:	

AGREEMENT

Exhibitor agrees to abide by all the requirements and restrictions in the Official Regulations and Contract Conditions (see reverse side of contract). Exhibitor understands that this is not a binding contract until officially accepted by LRP Publications, Inc.

A 50% non-refundable deposit of the total booth space is required with the signed contract to hold your space.

Exhibitors will be assigned space in the order in which LRP Publications receives contracts with the 50% non-refundable deposit on total booth space. In the event that two or more contracts are received at the same time, prioritization will be based on the amount of space requested.

LRP Publications will assign what it considers the best space available upon confirmation from the exhibitor. Any balance on total booth space will be due no later than 90 days prior to the event. Any contract received after this date must be paid in full. If payment in full is not received on time, LRP reserves the right to withdraw the contract.

Please review the Official Regulations and Contract Conditions on back side of contract.

CHARGE MY CREDIT CARD: <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMEX <input type="checkbox"/> DISCOVER		
CARD #:	EXP. DATE:	
SECURITY CODE: (3-digit code on back of Visa, MasterCard, Discover or 4-digit code on front of AmEx)		
NAME: (as it appears on card)		
CREDIT CARD BILLING ADDRESS: / STREET: <small>(If different from above)</small>		
CITY:	STATE:	ZIP:
CARDHOLDER'S PHONE:	CARDHOLDER'S SIGNATURE:	

PLEASE CHARGE MY CARD: Full price 50% deposit

Check enclosed made payable to LRP Publications.

ACCEPTED BY EXHIBITOR	
PRINT NAME:	
DATE:	
ACCEPTED BY LRP	
SIGNATURE:	
DATE:	



EXHIBIT/SPONSOR SALES

Fax Contract to Karen Armstrong at 516-514-5890
Phone: 800-515-4577, ext. 8516
karmstrong@lrp.com

Mail signed original to: LRP Publications
Attn: Customer Service
P.O. Box 24668
West Palm Beach, FL 33416-4668

OFFICIAL REGULATIONS AND CONTRACT CONDITIONS

For the purpose of this contract, "LRP" shall refer to LRP Publications, Inc., and "Exhibit Facility" shall refer to facility where event shall be held.

ELIGIBILITY

LRP shall have the sole right to determine the eligibility of exhibits, including, but not limited to: companies, products, systems, services, booth graphics, printed matter distributed at the conference, souvenirs and give-aways, costumes and booth personnel attire, and all other exposition features and activities.

USE OF MUSIC

Due to ASCAP and BMI regulations, any exhibitor who uses copyrighted music as part of, or in conjunction with, any function connected with this Conference & Expo may be subject to pay a music license fee.

PROMOTIONAL MATERIAL

Sample articles, premiums, novelties, publications, souvenirs, and printed educational and promotional materials may be distributed from the confines of the exhibitor's booth only. All such materials must be made available to all exhibition attendees so long as the materials are offered. Prizes, contests or drawings are permitted with the permission of LRP. Samples of hand-out materials other than literature pertaining to exhibitor's products and services must be approved in advance. LRP may withdraw permission to distribute any material it considers objectionable. Any food or beverage distribution must be approved in advance.

CONFLICTING EVENTS

In the interest of the success of the entire conference and exposition, the exhibitor agrees not to extend invitations, call meetings, or otherwise encourage absence of attendees or exhibitors from the conference or exhibit hall during the official posted hours of the conference and exposition.

HOSPITALITY SUITES

All hospitality suites must be approved by LRP and arranged through the Exhibit Facility.

CONDUCT & RESTRICTIONS

LRP reserves the right to restrict exhibits which because of noise, odors, methods of operation or any other reason become objectionable or otherwise detract from or are out of keeping with the character of the exposition as a whole. This reservation includes persons, things, conduct or printed material. LRP reserves the right to alter or close any exhibit which does not conform to the provisions of this contract. No refund shall be due under such circumstances. LRP also reserves the right to exclude any nonconforming party from exhibiting at any future LRP program or to give lowest priority for future exhibit space. These actions do not constitute exclusive remedies, and LRP may avail itself of any remedy in law or equity in addition to these actions.

BOOTH STAFFING

Exhibit booths must be staffed during all posted exhibit hall hours. No exhibit or portion thereof may be removed from the exhibit hall during the conference without the written consent of LRP. Any infraction may result in exhibitor being prohibited from exhibiting at future expositions.

ADMISSION

LRP shall have sole control over admissions policies at all times. Any person visiting the exhibits is required to wear an appropriate badge while in attendance. All exhibitor personnel must wear an Exhibitor's Badge or appropriate conference registration badge at all times.

SUB-LEASING

Exhibitor shall not allow any other corporation or firm or its representatives to use the space allotted to the exhibitor, nor shall the exhibitor display articles not manufactured

or normally sold by the exhibitor. Co-participation by any other corporation or firm or its representatives in space assigned to the original applicant must be authorized by written permission from LRP, and shall incur an additional charge of 25% of the total cost for exhibit space for each additional participant.

CANCELLATION POLICY

Written notice of cancellation must be received by LRP at least 120 days in advance of the scheduled exhibition date or exhibitor will be held liable for total booth rental irrespective of the reason for the cancellation, including cancellation due to failure of an exhibit to arrive. Exhibitors who notify LRP of cancellation prior to the 120-day deadline will receive a refund of rental fees equal to 50% of the total booth rental. LRP shall not be held responsible for shipping charges, construction costs, labor charges, expenses for preparation of exhibits or any other expenses or indemnity in the event that the material fails to arrive. Exhibitor shall not be entitled to a refund of the booth rental if the exhibition is cancelled by LRP as a result of strike, riot, civil disorder, act of war, act of God or any other reason whatsoever not within the control of LRP. Any refunds due by LRP will be paid no later than 60 days after the close of the conference.

DEFAULT

Any exhibitor failing to occupy space contracted for but not canceled by 7:00 a.m. on the first show day is not entitled to any refund. LRP shall have the right to use said space to suit its own convenience, including selling the space to another exhibitor without any refund to the defaulting exhibitor and without incurring any obligation of any kind to said prospective exhibitor.

SHIPPING

The exhibitor agrees to ship, at its own risk and expense, all articles to be exhibited and agrees to conform to the rules for shipping as contained in the Decorator's Service Kit. The Exhibit Facility has no facilities for receiving and storing materials prior to the opening of an exposition. DO NOT ship equipment or displays directly to the exhibit facility, or to the hotel in which exhibit personnel are housed. Detailed shipping instructions will be included in the Decorator Services Kit which will be emailed approximately 60 days prior to the Conference.

LABOR

Skilled and unskilled labor for unpacking, setting up and re-packing of exhibits will be supplied by the decorating contractor. Rates for this service will be quoted by the decorating contractor. Extra or unusual labor for any action affecting the exhibit facility will be charged directly to the exhibitor based upon time and materials factors. Exhibitors must make arrangements for this type of activity as specified in the Decorator Services Kit.

ARRANGEMENT OF EXHIBITS

The space provided will be as shown on the floor plan insofar as possible, but LRP reserves the right to change the location if this is in the best interest of the exhibition. In-line exhibits must not exceed 8'. Any construction over 42" in height must be kept within 4' from the back of the booth. Exhibits may not project beyond the space allotted or interfere with traffic to the exhibits of others. Any exhibit not meeting these requirements must be dismantled or altered upon request.

UTILITIES

Gas, electricity, water, air, drains and telephones are available. All utility requirements needed or anticipated by exhibitor must be ordered through the Exhibit Facility. Rates will be quoted in the Exhibitor Service Kit.

INSTALLATION & DISMANTLING

Set up and tear down times will be announced in the Exhibitor Kit. All exhibit materials must be removed from the Exhibit Facility promptly at the close of the

exhibit, and the Exhibit Facility reserves the right to re-ship the display material via any carrier which it deems expedient if the carrier designated by the exhibitor does not promptly remove the material from the facility or if the area is needed by the facility. Children under the age of 18 are specifically prohibited from being on the Exposition floor during move-in and move-out hours.

FIRE REGULATIONS

All booth decorations and construction must conform to the regulations of the Host City Fire Marshal. Cloth or other flammable materials must be flame-proof. Packing containers, excelsior, wrapping and similar material must be removed from the exhibit area and not stored under tables or behind displays.

PROTECTION OF PROPERTY

Nothing shall be pasted, tacked, nailed, screwed or otherwise affixed to columns, walls, floors or other parts of the building or furniture. Gasoline driven vehicles must be drained of gasoline prior to moving into the premises. A drip pan must be placed under each vehicle. Gasoline driven motors must not be operated in the exhibit area. Batteries must be disconnected and gas caps locked. If the premises are defaced or damaged by an act of negligence by any exhibitor, its agents or guest, the exhibitor will pay for any and all expenses incurred by damages to physical property, caused by exhibitors, riggers, haulers or other contractors engaged for the purpose of moving exhibits and equipment into and out of the building.

LIABILITY

Exhibitor agrees to protect, save and keep LRP and the Exhibit Facility forever harmless for any damages or charges imposed for violation of any law or ordinance whether occasioned by the negligence of exhibitor or those holding under the exhibitor, as well as to strictly comply with the applicable terms contained in the agreement between LRP and the Exhibit Facility regarding the exhibition premises; and further, exhibitor shall at all times protect, indemnify, save and keep harmless LRP and the Exhibit Facility against and from any and all loss, cost, damage, liability, injury or expense (including attorney's fees) arising from, out of or by reason of any accident or other occurrence to anyone, including the exhibitor, its agents, employees and business invitees, which arise from or by reason of said exhibitor's occupancy and use of the exhibition premises or part thereof. The exhibitor understands that neither LRP nor the Exhibit Facility maintains insurance covering the exhibitor's property and it is the sole responsibility of the exhibitor to obtain coverage at their expense against personal injury, property damage, fire, and theft in such an amount as the Exhibit Facility requires.

INTERPRETATION

These regulations become a part of the contract between the exhibitor and LRP. Exhibitors or their representatives who fail to observe the conditions of the contract or who, in the opinion of LRP, conduct themselves unethically may be dismissed from the exhibition without refund.

GENERAL

All matters and questions not covered by the Official Regulations and Contract Conditions are subject to the discretion of LRP. The Regulations and Contract Conditions may be amended or supplemented at any time by LRP, and all such amendments or additions shall, upon reasonable notice, be as equally binding on all parties affected as the original Regulations and Contract Conditions.

ACCEPTED BY EXHIBITOR

INITIAL: