

# PARCEL FORUM 10

October 4-6, 2010  
Hyatt Regency O'Hare  
Chicago, Illinois

Mail or FAX To:  
EventEvolution / PF  
1450 Barnum Ave., Suite 204  
Bridgeport, CT 06610  
Tel. 203.378.4991 Fax. 203.378.9474

## Dedicated Exhibit Hall Hours

**Tuesday, October 5th**

2:30pm - 6:30pm

6:30pm - 8:00pm - Networking Reception

**Wednesday, October 6th**

9:30am - 12:00noon

Company Information (Complete this section as you want it to appear in print)

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

### PARCEL Forum Turn-Key Exhibitor Program:

- Company Listing with link in Partner Program Email Campaign (qualified opt-in database.)
- Special logo placement with 50 word description in Show Directory.
- One-time use of Pre & Post-show attendee list.
- Two VIP Conference Passes, per 10' x 10' booth.
- Complete Company Listing with Logo in all marketing materials.
- Participation in VIP Delivery Program (\$150 Airfare Rebate Program).
- Furniture package (2 side chairs, 6' drape table, waste basket, booth signage).



10' x 10' Exhibit Space - \$3,300

10' x 30' Exhibit Space - \$9,900

Total Exhibit Cost:

10' x 20' Exhibit Space - \$6,600

20' x 20' Exhibit Space - \$13,200

\$ \_\_\_\_\_

Booth Choice #1 \_\_\_\_\_

Booth Choice #2 \_\_\_\_\_

Booth Choice #3 \_\_\_\_\_

Payments must be made in U.S. currency. A non-refundable and non-transferable payment of 50% of the exhibit cost is required upon return of this document to reserve exhibit space. *Balance payment is due 90 days prior to event.* If Exhibitor cancels participation in the period of 90 days prior to event; Exhibitor is responsible for 100% of the contracted total exhibit fee.

50% Payment \$ \_\_\_\_\_

Payment in Full \$ \_\_\_\_\_

The person signing this document expressly represents and warrants EventEvolution Management Inc., that he/she is authorized by Exhibitor to bind it to the terms and conditions governing the Forum hereof. This agreement may be executed in counterparts, with all such counterparts constituting one agreement. This agreement may be executed and delivered by facsimile signature and a facsimile signature shall be treated as an original.

AUTHORIZED SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_

Please fax both front and back pages of this signed Exhibitor Contract to Show Management at (203) 378-9474 to assure your space assignment, then put both originals with your payment into the mail.

## FOR OFFICE USE ONLY

### Acceptance of Application

This contract for exhibit space is accepted and the space listed below is assigned subject to change at Event Management's discretion should circumstances require.

Size of Space \_\_\_\_\_

Net Square Feet \_\_\_\_\_

Space Assigned \_\_\_\_\_

Payment Received \$ \_\_\_\_\_

Check # \_\_\_\_\_

Date Received \_\_\_\_\_

# EventEvolution Management, Inc. Exhibitor Contract TERMS AND CONDITIONS

**1. Definitions.** "Exhibitor" means the applicant identified on the Exhibitor Contract hereof; (b) "Show" means the specific expositions or conferences identified on the second page hereof; (c) "Show Management" means EventEvolution Management, Inc., its co-sponsors and their respective agents, employees and affiliates; (d) "Hall Management" means the owner or manager of the facility in which the Show is conducted, and its employees and agents; and (e) "Hall" means the facility in which the Show is conducted.

**2. Agreement.** This application, when properly executed by Exhibitor and upon written acceptance by Show Management, shall constitute a valid and binding license agreement. Show Management reserves the right to accept or refuse any application for participation in the Show in its sole discretion. Show Management reserves the right to interpret this Agreement and to adopt further regulations as may be deemed necessary by it for the general success of the Show, including the conditions, rules and regulations stated herein, in the Exhibitor Service Manual, Sponsorship Materials and in the Hall Management contract, to which Show Management is or will be a party, all of which are made a part hereof as though fully incorporated herein, and the Exhibitor agrees to be bound thereby.

**3. Use of Space.** Show Management reserves the right to decline, prohibit or expel any exhibit, or item or feature thereof which, in its judgement, is inappropriate or out of keeping with the character of the Show, this reservation being all inclusive as to persons, things, printed matter, product, conduct, sound level, etc. Exhibitor agrees to change the wording of any sign determined by Show Management not to be in the best interest of the Show. Neon or other gas-based signs are prohibited. Noisy or obstructive exhibits or activities producing objectionable noise or odors are prohibited. Sound amplifying devices may be operated only at levels not objectionable to other Exhibitors.

Distribution of advertising material and solicitations of any sort shall be restricted to the Exhibitor's booth. Exhibitor's exhibit or products may not extend beyond the limits of the Exhibitor's booth and no part of any exhibit or product may extend into any aisle. No Exhibitor shall arrange its exhibit so as to obscure or prejudice adjacent Exhibitors, as determined by Show Management. All demonstrations by Exhibitor must be located so that assembled crowds are within the Exhibitor's space and not blocking any aisle or neighboring exhibits. No Exhibitor shall assign or sublet or share any part of its assigned space without the consent of Show Management in writing. Any space not occupied by Exhibitor at the time set for completion of installation of displays will be reassigned at the discretion of Show Management, in which case all amounts paid or payable by Exhibitor will be forfeited unless special arrangements have been approved in writing by Show Management.

Exhibitor agrees to keep its exhibit open and staffed at all times during the Show hours.

**4. Booth Construction and Arrangement**—All booths must be carpeted by the Exhibitor. Standard booth equipment (back and side wall draping, and identification sign) is provided by Show Management without cost to the Exhibitor. If an Exhibitor plans to install a completely constructed display of such a character that the Exhibitor will not require or desire the use of standard booth equipment, no part thereof shall so project as to obstruct the view of adjacent booths. Further restrictions may apply as necessitated by ceiling height. Raw wood, cardboard or similar material for wings to booths must be covered or painted if they are visible from adjacent booths. Failure to comply with the rules and regulations of this contract and as stated in the Exhibitor Service Manual will result in the alteration or removal of the booth at the Exhibitor's expense. Rental fees for services and exhibit space are not refundable. Exhibitors shall be bound by all pertinent laws, codes and regulations of municipal or other authorities, having jurisdiction over the Hall or the conducting of said exhibit, together with the rules and regulations adopted by Hall Management.

**5. Change of Space.** Show Management shall have the right, in its sole discretion, to change Exhibitor's space assignment after the acceptance of this Agreement if it is deemed to be in the best interest of the Show. In the event Show Management elects to exercise its right to change Exhibitor's exhibit space, Exhibitor will be notified of its newly assigned space. Show Management will make reasonable efforts to ensure that any reassignment will be to an exhibit space which is of the same general style and size as Exhibitor's original space. If a reduction in space to Exhibitor's exhibit space is, in Show Management's opinion, necessary, Exhibitor will be reimbursed on a pro-rata basis.

**6. Cancellation.** In the event Exhibitor seeks to cancel this license for exhibition space, withdraw from the Show, or reduce its space requirements for the Show, Exhibitor acknowledges that Show Management would be harmed and suffer loss and that it would be difficult to determine the precise value for or amount of that harm. All cancellations, withdrawals or requests for reduction in space by Exhibitor must be in writing, by certified mail, return receipt requested. The date of cancellation, withdrawal or reduction in space, as applicable, shall be the postmark date on the notice. If Exhibitor cancels, withdraws or reduces its space requirements for the Show, Exhibitor agrees to pay on demand to Show Management the amounts set forth in this Exhibitor Contract if not previously paid by Exhibitor. Such payment shall be liquidated damages and not a penalty, and the parties agree that such amounts constitute a reasonable provision for liquidated damages.

Any cancellation or failure of Exhibitor to actually occupy the exhibition space assigned to Exhibitor may, in Show Management's sole discretion, result in partial or complete forfeiture of Exhibitor's rights under any applicable sponsorship agreements or opportunities including, but not limited to, the right to present speakers at, or participate in, any conference component of the Show. Cancellation fees cannot be applied toward exhibit space at other shows or advertisement.

In the event Exhibitor fails to make any payments as contemplated herein, Exhibitor shall be deemed in default, and Show Management shall have the right to retain Exhibitor's deposit and all monies paid as Show Management's non-exclusive remedy, thereby reserving any and all rights under law including, without limitation, Show Management's right to collect the full amount set forth in this Contract. In the event of default by Exhibitor, Show Management shall have the right, but not the obligation, to license the subject Show space to another exhibitor prior to the Show without any rebate or allowance whatsoever to the Exhibitor and without in any way releasing said Exhibitor from any liability hereunder, and said Exhibitor expressly agrees to pay Show Management the full sum set forth in this Contract. Exhibitor shall remain liable for the full balance under the terms of the Agreement together with all costs of collection including, but not limited to, all reasonable attorneys' fees, court costs and interest.

Show Management will not be liable for the fulfillment of this Agreement as to the delivery of exhibit space if non-delivery is due to any of the following causes: by reason of the Hall being damaged or destroyed by fire, act of God, public enemy, war or insurrections, strikes, the authority of the law, postponement or cancellation of the Show, or for any cause beyond its control. Show Management will, however, in the event of its not being able to hold the Show for any of the above named reasons reimburse Exhibitor on a pro-rata basis on any amount paid in, less any and all legitimate expenses incurred, such as but not limited to rent, advertising, salaries, operating costs, etc.

## 7. Insurance - MANDATORY

A. Exhibitor agrees to maintain adequate insurance to fully protect Show Management and its affiliates, co-sponsors, service contractors and the Hall and Hall Management from any and all claims, arising from Exhibitor's activities including, but not limited to, the installation, operation and dismantling of Exhibitor's display. The foregoing insurance requirement includes claims under the Worker's Compensation Act or for personal injury, death, or for damage to property. Exhibitor understands that neither Show Management nor the Hall maintains insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

Exhibitor is responsible for any and all damages caused by Exhibitor or Exhibitor's agents, employees or guests. Exhibitor agrees to indemnify, defend and hold harmless EventEvolution Management, Inc., its partners, its affiliates, subsidiaries, agents and employees from and against any liability for loss or damage of any kind which Exhibitor may directly or indirectly cause.

Exhibitors in the Show must carry: Statutory limits for workers' compensation coverage; and Commercial general liability including products and completed operations, independent contractors personal injury and blanket contractual liability insurance limits of at least \$500,000 per occurrence, \$1,000,000 aggregate. These coverages must be evidenced by a Certificate of Insurance with a 30-day notice of cancellation provision to the holder. The certificate must name Parcel Shipper & Distribution Forum as additional insured and be provided to Show Management at least 30 days before the proposed exhibit date.

**8. Liability.** Exhibitor agrees that Show Management, Show Management's service contractors, the Hall and their representatives, employees and agents are not liable for any injury, loss or damage that may occur to Exhibitor, or to Exhibitor's employees, agents, guests or property from any cause whatsoever, prior to, during or subsequent to the period covered by this Agreement. Exhibitor assumes responsibility and agrees to indemnify, defend and hold Show Management, Hall Management, their affiliates and their respective employees and agents harmless from and against any claims or expenses arising out of the use of the exhibition premises. Exhibitor assumes all responsibility and liability for losses, damages and claims arising out of injury or damage to, or caused by, Exhibitor's displays, equipment, employees or representatives. In no event shall Show Management or any of its affiliates be liable for any special, incidental, indirect, punitive or consequential damages arising out of or in connection with this Agreement. The liability of Show Management and its affiliates and Exhibitor's remedy for any claim of loss or damage arising from or related to this Agreement, regardless of the form of action, shall be limited to one-half of the fees paid to Show Management hereunder.

**9. Available Services.** On behalf of the Exhibitors, Show Management has designated official Show contractors to provide the following: drayage, cartage, furniture, booth and floor decorations, signs, photographs, telephone services, etc. Services of electricians, plumbers, carpenters and other labor will be available and charged for at the then prevailing rates. Contractors and rates will be listed in the Exhibitor Service Manual to be issued separately. Show Management assumes no responsibility or liability for any of the services performed or materials delivered by the foregoing persons, parties and organizations. Arrangement

for these services and payments are to be made between Exhibitors and official Show contractors. Rules and regulations for union labor are made by the local unions and these regulations may be changed at any time. Where union labor is required because of building or contractor requirements, exhibitor agrees to comply with the regulations.

**10. Protection of Facilities.** Nothing shall be posted on, or tacked, nailed, screwed, or otherwise attached to the columns, walls, floors, or other parts of the convention hall exhibit area without permission from the proper building authority. Fluids, caustic or staining, must not be used where they may damage floor coverings. Packing, unpacking and assembly of exhibits shall be done only in designated areas and in conformity with directions of Exhibition Management, the convention hall manager or their assistants.

**11. Installation and Dismantling.** Complete information, instructions and schedule of prices regarding drayage, labor for erecting and dismantling, electrical work, furniture, cleaning etc., will be included in the Exhibitor Service Manual. Such requirements shall be binding upon the Exhibitor as though fully set forth herein.

## 12. Exhibits Move In, Move Out

Movement of exhibits in and out of the Hall must be handled by official Show contractors. No exhibit will be allowed into or out of the Hall without an official clearance from Show Management. The Exhibitor must make its own arrangements for transportation of exhibits and packing material. Show Management cannot accept or sign for exhibits on behalf of the Exhibitor. Move in and move out times and access outside of Show hours are limited to those described in the Exhibitor Service Manual. At such time after the close of the Show as Show Management may specify or upon sooner termination of this Agreement, all exhibits shall be removed and cleared from the Show space and vacant possession of the exhibit space shall be delivered to Show Management in as good and clean order and condition as it was when delivered to Exhibitor. Exhibitors will pay the cost of repairing any damage caused to the Hall facility by the Exhibitor and/or its contractors. Any property remaining after the last day designated by Show Management for it to be removed may be held or otherwise disposed of by Show Management or Hall Management at the Exhibitor's expense. No property may be removed from the Show before the Show ends.

## 13. Safety

All display materials used for decoration must be flameproof. All electrical equipment or devices used in or about an exhibit must be in good operating condition and able to pass fire and/or electrical inspections. Extra materials stored in Exhibitor's exhibit space must not block access to the exhibit or cover electrical wires or outlets. Exhibitor shall cooperate responsibly with local ordinances and Hall Management rules regarding health, fire prevention and public safety. If inspection of an Exhibitor's booth discloses a failure to comply with any applicable law, code or regulation, or if Show Management determines that all or any part of an exhibit presents a fire hazard or other danger, Show Management may cause the removal of all or a portion of such exhibit at the Exhibitor's expense. Under no circumstances may the weight of any equipment or exhibit material exceed the Hall's maximum floor load. Exhibitor accepts full and sole responsibility for any injury or damage to property or persons resulting from failure, knowingly or otherwise, to distribute the load of its exhibit material in conformity with the maximum floor load specifications.

## 14. Security

Show Management will provide perimeter guard service during the Show and while the Exhibit Hall is closed. Exhibitor agrees that Show Management is not liable for anything its guard service, or facility security does or fails to do. This includes, but is not limited to, damage, theft, or loss sustained by Exhibitor's exhibit or its representatives. Exhibitor will not be allowed into the Exhibit Area after Show Hours. Exhibitor may want to consider arranging security for its specific booth space for either during or after Show hours.

**15. Attendance.** Show Management shall have sole control over admission policies at all times.

## 16. Filming and Video Recording Rights; Electronic Messages

From time to time, photographs, motion pictures and/or video recordings may be made in the Show facility, which recordings may include images of Exhibitor, its employees, agents and related merchandise and displays. Exhibitors may not hinder, obstruct or interfere in any way with such photography or recordings whether by Show Management, its agents, attendees or other exhibitors, and hereby consent to Show Management's use of such recordings for commercial purposes.

## 17. Exhibition Activities

Exhibitor agrees not to schedule or conduct any outside commercial activity including, but not limited to, receptions, seminars, symposiums and hospitality suites during the Show, whether such activities are held at or away from the Hall facility, except with the written approval of Show Management.

## 18. Errors and Omissions

Exhibitor agrees that Show Management will not be liable in the event of any errors or omissions in the Show's directory listing or in any related materials. Exhibitor acknowledges and agrees that Show Management makes no representation or warranties with respect to the number of exhibition attendees or the demographic nature of such attendance.

## 19. Assignment

This Agreement cannot be assigned, in whole or in part, without the written approval of Show Management. Show Management may assign this Agreement without the prior written consent of Exhibitor.

## 20. Severability

If for any reason a court of competent jurisdiction finds any provision or portion of this Agreement to be unenforceable, that provision will be enforced to the maximum extent permissible so as to effect the intent of the parties, and the remainder of this Agreement will continue in full force and effect.

## 21. Costs, Expenses and Attorneys' Fees

If either party commences any action or proceeding against the other party to enforce or interpret this Agreement, the prevailing party in such action or proceeding shall be entitled to recover from the other party the actual costs, expenses, and attorneys' fees (including all related costs and expenses) incurred by such prevailing party in connection with such action or proceeding and in connection with obtaining and enforcing any judgment or order thereby obtained.

## 22. Applicable Law and Venue

This Agreement shall be governed by Wisconsin law without application of its conflict of laws principles. Any suit relating to this Agreement shall be instituted in a state or federal court in Wisconsin, and the parties submit to the jurisdiction of any such court.

## 23. Sponsorship Agreement

All rules and regulations of all applicable sponsorship agreements and related materials are hereby incorporated into this Agreement.

## 24. Payment Method.

Fee(s) shown on the reverse side of this Agreement reflect payment made by cash, check, or wire transfer. Credit card payments are subject to a three percent (3%) handling fee.

**25. American Disabilities Act.** Exhibitor is responsible for non-permanent accessibility requirements involved in conducting business in its booth space such as, but not limited to, assisted listening devices, sign language interpreters, signage and other auxiliary aids necessary to interact with the attendees of the Show.

## Sign Here

I agree to be bound by the Terms and Conditions on this page. This Agreement may be executed in counterpoints, with all such counterpoints constituting one Agreement. This Agreement may be executed and delivered by facsimile signature, and a facsimile signature shall be treated as an original. Any change in this Agreement must be made in writing.

Exhibitor's Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (Please Print) \_\_\_\_\_ Title \_\_\_\_\_

**Fax both pages of this signed Exhibitor Contract to Show Management at (203) 378-9474 to immediately assure your space assignment, then mail both pages with your payment to the address on the second page hereof.**