



# CONTRACT FOR EXHIBIT SPACE

ILLINOIS CPA SOCIETY®  
www.icpas.org

Flagg Management, Inc. use only.

CK # \_\_\_\_\_

Date \_\_\_\_\_

Amount \_\_\_\_\_

## 2011 Midwest Accounting & Finance Showcase

August 23-24, 2011 - Donald E. Stephens Convention Center, Rosemont, Illinois

### MOVE-IN

Monday, 8/22/11 (10:00 a.m. - 4:00 p.m.)

### SHOW DAYS

Tuesday, 8/23/11 (8:50 a.m. - 5:00 p.m.)

Wednesday, 8/24/11 (8:50 a.m. - 3:30 p.m.)

### MOVE-OUT

Wednesday, 8/24/11 (3:30 p.m. - 7:00 p.m.)

### BOOTH COST:

The minimum space per exhibitor is 10' x 10'.

Multiple booths may range from 200 to 600 square feet.

1 Booth .....(10' x 10') \$2,400;

2 Booths .....(10' x 20' sq. ft.) \$4,800;

3 Booths .....(10' x 30' sq. ft.) \$7,200;

4 Booths .....(10' x 40' sq. ft. or 20' x 20' free-form island) \$9,600;

5 Booths .....(10' x 50' sq. ft.) \$12,000;

6 Booths .....(10' x 60' sq. ft. or 20' x 30' free-form island) \$14,400.

Booth price includes gray carpeting, white and blue back wall and siderail drapery, and a 7" x 44" booth sign. **Electrical, tables, chairs and other accessories are not included in booth cost.** Electrical, tables, chairs and other accessories can be ordered for an additional cost from the Donald E. Stephens Convention Center. Exhibitors needing free-form islands larger than 600 square feet should contact **Russell Flagg by phone: 212.286.0333 or E-mail: flaggmgt@msn.com.**

### PAYMENT AND CANCELLATION POLICY:

A check, payable to **Flagg Management, Inc.**, for at least 50% of full payment must accompany this contract. **Deposits are non-refundable and non-transferable. The balance is due by April 16, 2011. Cancellations must be made in writing to show management. Any cancellation received after April 16, 2011 is liable for the full payment of the booth cost.**

### RULES AND REGULATIONS:

These are outlined on the reverse side of this contract.

Please complete the Contract for Exhibit Space in order to complete your registration.

### BOOTH INFORMATION:

Company Name (please print): \_\_\_\_\_

**With reference to the enclosed floor plan, booth size and cost, please indicate your choices:**

1st Choice: \_\_\_\_\_ 2nd Choice: \_\_\_\_\_

3rd Choice: \_\_\_\_\_ 4th Choice: \_\_\_\_\_

5th Choice: \_\_\_\_\_ 6th Choice: \_\_\_\_\_

Please list any firms or products you do not wish to have in close proximity, if possible: \_\_\_\_\_

Please list the names of the products or services that you will exhibit at the show (as they can appear in print): \_\_\_\_\_

Booth Size Requested (please indicate booth dimensions): \_\_\_\_\_

### PAYMENT INFORMATION:

Payment Enclosed:  Full Payment  50% Payment Total Amount Enclosed: \$ \_\_\_\_\_

Check here if you want your Final Payment automatically billed to the credit card information below.

**Final Payment Due 4/16/11: \$ \_\_\_\_\_**

Method of Payment:  Check (**Make payable to the Flagg Management, Inc.**)

Visa  MasterCard  Discover Card  American Express

Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_ Cardholder Signature: \_\_\_\_\_

**We, the undersigned, agree to abide by all regulations and restrictions outlined on this contract.**

Company Name (as you want it published): \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

### CONTACT INFORMATION:

Company Name (please print): \_\_\_\_\_

Division of: \_\_\_\_\_

Contact's Name & Title (please print): \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### RETURN TO:

## FLAGG MANAGEMENT, INC.

Attention: Russell Flagg - Exhibit Sales Manager

**Address:** 353 Lexington Ave., New York, NY 10016

**Phone:** 212.286.0333 **Fax:** 212.286.0086 **Email:** flaggmgt@msn.com **Website:** www.flaggmgt.com

## EXHIBITION RULES AND REGULATIONS

- 1. Management.** The word "Management" as used herein shall mean management as previously specified in the contract. Or its officers or committees or Agents or Employees acting for it in the management of the Exhibition.
- 2. Eligible.** Exhibits will be limited to those companies or other entities offering materials, products, or services of specific interest to registrants. Management reserves the right to determine the eligibility of any product for display. Exhibiting manufacturers representatives and/or distributors must list his participating principals as the exhibitors of record. Only the sign of the exhibitors whose name appears upon the face of this contract may be placed on the booth or in the printed list of Exhibitors of the Exhibition. No exhibits or advertising will be extended beyond the space allotted to the exhibitor, or above the back and side rails. Exhibitor agrees that his exhibit shall be admitted and shall remain from day to day solely on strict compliance with the rules herein laid down. Management reserves the right to reject, or eject, or prohibit any exhibit in whole or in part, or exhibitor or his Representatives, upon the Management's good faith determination that the same is not in accordance with these Rules and Regulations.
- 3. Space Assignment.** Every effort will be made to assign the exhibitor to one of his chosen spaces: However the Exposition Management reserves the right to make the final space assignment or change the space assignment after the acceptance of the application should it be necessary in the best interest of the Exposition. No exhibitor shall assign, sublet, or share the whole or any part of his space.
- 4. Limitation of Liability.** The Exhibitor agrees to indemnify and hold harmless the Management, the Sponsor, Owner, Exhibition Hall Facility, and City in which this Exhibition is being held, and their Officers, Agents and Employees, against all claims, losses, suits, damages, judgments, expenses, costs and charges of every kind resulting from its occupancy of the space herein contracted for by reason of personal injuries, death, property damages or any other cause sustained by any person or others. The Management shall not be responsible for loss or damage to displays or goods belonging to Exhibitors, whether resulting from fire, storms, act of God, air conditioning or heating failure, theft, pilferage, mysterious disappearance, bomb threats or causes. All such items are brought to the Exhibition and displayed at Exhibitor's own risk, and should be safeguarded at all times.

Management will provide the services of a reputable protective agency during the periods of installation, show, and dismantling, and Exhibitor agrees that the provision of such services constitutes adequate discharge of all obligations of the Management to supervise and protect Exhibitor's property within the Exhibition. Exhibitors may furnish additional guards at their own cost and expense, only with prior approval by Management.

The Exhibitor agrees that Management shall not be responsible in the event of any errors or omission in the listings in the Exhibitors Official Directory and in any promotional material.

Exhibitor agrees to indemnify Management against and hold it harmless for any claims and for all damages, cost and expense, including, without limitation, attorneys fees and amounts paid in settlement, incurred in connection with such claims arising out of the acts or negligence of Exhibitor, his Agent, or Employees.
- 5. Default in Occupancy.** If exhibition space is not occupied by the time set for completion of installation of displays, such space may be possessed by Management for such purposes as it may see fit.
- 6. Damage to Property.** Exhibitor is liable for any damage caused to building floors, walls, or columns, or to standard booth equipment, or to other Exhibitor's property. Exhibitor may not apply paint, lacquer, adhesives, or other coating to building columns and floors or to standard booth equipment.
- 7. Union Labor.** As set forth by exhibit hall official contractors in the installation and dismantling of an exhibit, and in its operation when required by union agreements. An Exhibitor planning to build special displays should employ union display companies in their fabrication, and carpentry and electrical work in such displays must bear A.F.L.C.I.O union labels.

All contractors hired by exhibitor, other than those official suppliers listed in the Exhibitor's service Kit, must have authorization from the Exhibitor's company in the form of a letter, or be placed on the company's preregistration badge list. Outside contractors or their employees who are not pre-registered must pick up their badges in the exhibit office. They must show the letter of authorization or other proof of affiliation with the exhibitor and be listed with the Donald E. Stephens Convention Center/Rosemont, Illinois.
- 8. Special Services.** Electricity, gas, water, and other utilities as well as other special services needed by individual Exhibitors, are provided only when the Exhibitor orders and agrees to pay for them specifically from those authorized to supply such services in conformity with the city of Rosemont, insurance and other requirements.
- 9. Booth Representative.** Booth Representative shall be restricted to Exhibitor's Employees and their authorized Representatives. Booth Representative shall wear badge identification furnished by management at all times. Management may limit the of Booth Representatives at any time. All booths must be staffed by the Exhibitor during all open show hours.
- 10. Electrical Safety.** All electrical work and electrical wiring must be approved and installed in accordance with regulations established by the officials of Rosemont Electrical Department, and the Underwriters Code.
- 11. Safety and Fire Laws.** Local fire and safety laws and regulations must be strictly observed by the Exhibitor. Cloth decoration must be flameproof. Wiring must comply with local Fire Department and Underwriters' Rules. Smoking in exhibit may be forbidden. Crowding will be restricted. Aisles and fire exits must not be blocked by exhibits. No decorations or paper, pine boughs, leaf decorations or tree branches are allowed. Acetate and most rayon drapes are not flameproof and may be prohibited. No storage behind exhibits is provided or permitted.
- 12. Decoration.** Management shall have full discretion and authority in the placing, arrangement, and appearance of all items displayed by Exhibitor, and may require the replacing, rearrangement, or redecorating of any item or of any booth, and no liability shall attach to Management for costs that may devolve upon Exhibitor thereby. An Exhibitor building special background or side dividers must make certain that the surfaces of such dividers are finished in such a manner as not to be unsightly to Exhibitors in adjoining booths (no logos, no graphics). If such surfaces remain unfinished at 3:00 p.m. of the day before the opening day of the Exhibition, Management shall authorize the official decorator to effect the necessary finishing, and Exhibitor must pay all charges involved thereby. In addition, if any displays on which set-ups has not been started by 3:00 p.m. of the day before the opening day of the Exhibition, Management reserves the right to have such display installed at Exhibitor's expense. All exhibits must be ready for the opening hour of the Exhibition. The Management will not allow any noise or moving of exhibits after this time. No exhibit may be built or erected to exceed the height limitation as set forth in the Exhibitors' Manuel. Any Exhibitor whose booth exceeds the height limitation will be required at his own expense to alter the display in order to conform with those regulations.
- 13. Lotteries/Contests.** The operation of games of chance or lottery devices, or the actual or simulated pursuit of any recreational pastime is permitted only to the extent permitted by applicable law and on written approval from Management.
- 14. Personnel and Attire.** Management reserves the right to determine whether the character and/or attire of Booth Personnel is acceptable and in keeping with the best interests of Exhibitors and the Exhibition. Further, Exhibitor expressly agrees that he and his personnel will not conduct official Exhibitor functions in his private rooms during business hours of the Exhibition.
- 15. Exhibitor Conduct.** Retail Sales are absolutely prohibited during the course of the show. Infraction of this rule will result in the closure of exhibit. Subject to the foregoing the distribution of samples, souvenirs, publication, etc., or other sales or sales promotion activities must be conducted by Exhibitor only from within exhibit booth. The distribution of any articles that interferes with the activities in or obstructs access to neighboring booths, or that aisles, is prohibited. No article containing any product or service may be distributed except by written permission of Management.

The Exhibitor shall conduct and operate its exhibit so as not to annoy, endanger or interfere with the rights of other Exhibitors and visitors. Any practice resulting in complaints from any other Exhibitor or any visitor which, in the opinion of Management, interferes with the right of others or expose them to annoyance or danger, may be prohibited by Management and could be grounds for expulsion of exhibitor.
- 16. Obstruction of Aisles or Booths.** Any demonstration or activity that results in obstruction of aisles or prevents ready access to nearby Exhibitors booth shall be suspended for any periods specified by Management.
- 17. Admission.** Admission is open to adults affiliated with the industry served by the Exhibition. No persons under 18 years of age will be admitted to any Trade Show. Management shall have sole control over admission policies at all times.
- 18. Cancellation of Booth space.** Deposits are non-refundable and non-transferable. (a) In the event the Exhibitor cancels all, or part, of the exhibit space contracted prior to April 16, 2011, ICPAS shall retain fifty percent (50%) of the full exhibit booth price. (b) In the event of a cancellation by an Exhibitor, that Exhibitor must notify Show Management in writing and is responsible for the amount due as per the payment terms above.
- 19. Termination of Exhibition.** Illinois CPA Society/Foundation sponsors, its agents and employees will not be liable for failure to hold the Exhibition as scheduled, payments for exhibit space will be returned in that event, less any actual expenses incurred in connection with the Exposition will be deducted if the Exposition is relocated, delayed or cancelled prior to the opening date because of fire, or any act of God, or the public entity, or strike, or epidemic, or any law or public catastrophe, or any reason which makes it impossible or impractical to hold the Exposition.
- 20. Resolution of disputes.** In the event of a dispute or disagreement between, Exhibitor and an Official Contractor, or between Exhibitor and a Labor Union Representative, or between two or more Exhibitors: all interpretations of the rules governing the Exhibition, actions, or decision concerning this dispute or disagreement by Management intended to resolve the dispute or disagreement shall be binding on Exhibitor.
- 21. Receipt of Goods and Exhibits.** All arriving goods and exhibits will be received at receiving areas designated by Management. All incoming goods and exhibits must be plainly marked and all charges prepaid by exhibitor.
- 22. Care and removal of Exhibit.** The Management will maintain the cleanliness of all aisles. Exhibitor must, at his own expense, keep exhibits clean and in good order. All Exhibits must remain fully intact until the Exhibition has officially ended. Disturbing or tearing down an exhibit prior to the closing hour of the Exhibition can result in a refusal by Management to accept or process exhibit space application for subsequent exhibitions. Exhibits, must be removed from the building by the time specified in the Exhibits manual. In the event any Exhibitor fails to remove his exhibit in the allotted time, the Management reserves the right, at the Exhibitor's expense, to ship the exhibit through a carrier of management's choosing or to place the same in a storage warehouse subject to the Exhibitor's disposition or make such other disposition of this property as it may deem desirable without any liability to the Management.
- 23. Insurance.** Exhibitor is advised to see that his regular company insurance includes extra-territorial coverage, and that has his own theft, public liability, and property damage insurance.
- 24. Losses.** Management shall bear no responsibility for damage to Exhibitor's property, or lost shipment either coming in or going out, nor for moving costs. Damage to inadequately packed property is Exhibitor's own responsibility. If exhibit fails to arrive, Exhibitor is nevertheless responsible for exhibit space cost. Exhibitor is advised to insure against these risks.
- 25. Amendment to Rules.** Any matters not specifically covered by the proceeding rules shall be subject solely to the decision of Management. The Management shall have full power in the matter of interpretation, amendment and enforcement of all said rules and regulations, and that any such amendment when made and brought to the notice of the said Exhibitor shall be and become part hereof as though duly incorporated herein and subject to each and every one of the terms and conditions herein set forth.
- 26. Default.** If the Exhibitor defaults in any of its obligations under this contract or violates of its obligations or covenants under this contract, including without limitation any Exhibition Rule or Regulation promulgated pursuant to this contract, the Management may without notice terminate this agreement, and retain all monies received on account as liquidated damages. The Management may there upon direct the Exhibitor forthwith to move its Employees, Agents or Servants, and all of its articles of merchandise and other personal property from the space contracted for and from the Exhibition Hall.
- 27. Agreement to Rules.** Exhibitor for Himself and his Employees and Representatives, agrees to abide by the foregoing rules and by any amendments that may be put into effect by Management.

ALL FOOD AND BEVERAGES MUST BE PROVIDED BY ROSEMONT CATERING - PLEASE SEE EXHIBITOR KIT FOR MORE DETAILS.