



National Association of Insurance Women (International)
2012 Region IV Conference
 Century Center
 120 South Saint Joseph Street
 South Bend, Indiana
March 22-25, 2012



APPLICATION & CONTRACT FOR EXHIBIT SPACE

Company: _____

Address: _____

City: _____ State _____ Zip Code: _____

Contact Name: _____

Title: _____

Phone: _____ Fax: _____

E-Mail: _____

Information for contact purposes only. The above information will not be published.

Type of Booth Please check next to type of booth you are selecting

___ Gold Seal @ \$175.00 \$ _____
 (We Exhibited at 2011 Region IV Conference)

___ Standard @ \$200.00 \$ _____

___ Additional Booth @ same as above \$ _____

___ Additional Table \$ 40.00 \$ _____

Total \$ _____

***NOTE: ELECTRICAL, Audio & Video REQUIREMENTS**
 Must be purchased from VAE – Price List & Request Form Enclosed

(Please complete enclosed Electrical Service Request and return with this Application/Contract)

Please mail this form with check payable to the:
2012 Region IV Conference

Mail check and Application/Contract to:

Mary E. Sallee
 2012 Exhibit Chairperson
 3625 Perry Worth Road
 Lebanon, IN 46052-8151
 Phone: (317) 682-8055 (c) ; E-mail: mesallee@dishmail.net

DO NOT DETACH CONTRACT. A SIGNED COPY WILL BE MAILED TO YOU.

TERMS AND CONDITIONS

1. **Character of the Tradeshow.** The Tradeshow, sponsored by the INDIANA COUNCIL OF NAIW, is a professional show dedicated to the risk management and insurance industry. INDIANA COUNCIL OF NAIW reserves the right to determine the eligibility of any company, product or service and the right to restrict, prohibit or evict any exhibitor or product which, in the opinion of the INDIANA COUNCIL OF NAIW detracts from the character of the exposition or for any violation of the following Terms and Conditions. In the event of such restriction or eviction, INDIANA COUNCIL OF NAIW is not liable for refunding exhibit fees or any other costs incurred by the exhibitor. In particular, and without limitation, excessive audio/visual attention-getting devices or effects or offensive odors are prohibited. No copyrighted recorded or live music may be played or performed in connection with the exhibit.
2. **Terms of Payment.** All application/contracts for exhibit space must be accompanied with payment in full for each booth space requested. Payment in full and application/contract is due no later than December 31, 2011. Failure to make payment constitutes a cancellation of this contract. INDIANA COUNCIL OF NAIW reserves the right to resell the exhibit space without notice or refund after January 15, 2012. Requests for Cancellation and Refunds must be in writing via Certified Mail, Overnight Delivery Service or Messenger to: INDIANA COUNCIL OF NAIW, c/o: Mary E. Sallee, AU, ASLI, CPIW, 3625 Perry Worth Rd., Lebanon, IN 46052-8151. Cancellations received between December 15, 2011 and January 15, 2012 will result in INDIANA COUNCIL OF NAIW retaining 50% of the total amount of each booth space due. No requests for refunds will be granted after January 15, 2012. INDIANA COUNCIL OF NAIW reserves the right to deny exhibit space to companies that have not included payment in full. In the event of a STOPPED or RETURNED Exhibitor Check or Money Order, Exhibitor will be assessed a \$75.00 Charge, which is due (along with original payment due) within three (3) business days of notification to Exhibitor. FAILURE TO DO SO WILL RESULT IN TERMINATION OF THIS CONTRACT, AND FORFEITURE OF EXHIBITOR'S EXHIBIT SPACE.
3. **Display Regulations.**
 - (a) No exhibit may block or interfere with a neighboring exhibit as determined by INDIANA COUNCIL OF NAIW.
 - (b) In-line exhibits: Maximum backwall height permitted for any booth exhibit will be 8'. Sidewalls of these exhibits may not extend more than 5' from the backwall so as not to box in adjoining exhibitors with a maximum height restriction of 4' on the front 6" section.
 - (c) Open areas or island booths: Exhibit fixtures, components and identification signs will be permitted to a maximum height of 20'. Full use of the island floor space is permitted as long as no component exceeds the 20' height restriction.
 - (d) No nails or screws may be driven into the floor. No damage of any nature may be done to the booth structures or to any part of the exhibit hall.
 - (e) Merchandise, signs, decorations or display fixtures shall not be pasted, taped, nailed or tacked to walls. No exhibit, merchandise or equipment shall be left in any aisle, but shall be confined to Exhibit space. No signs or advertising devices shall be displayed outside exhibit space or projecting beyond limits of exhibit space as to interfere with any neighboring exhibit.
 - (f) Exhibitor will not be permitted to store packing crates and boxes in the exhibit space or the Exhibit Hall during the Event. It is the exhibitor's responsibility to mark and identify all crates and boxes. Crates and boxes not properly labeled may be destroyed. No trunks, cases or packing material shall be brought into or out of the exhibit space during exhibit hours.
 - (g) Fire department regulations must be observed. Exhibitor shall not pack merchandise in paper, straw, excelsior or any other readily inflammable materials. All cartons stored in the exhibit hall shall be emptied of contents. Exhibitor shall use no inflammable decorations or covering for display fixtures and all fabrics or other material used for decoration or covering shall be flameproof. If required by local law or ordinances, Exhibitor shall have on hand in its Exhibit space a notarized affidavit establishing that its display material has been treated during the last year by an approved chemical.
 - (h) All wiring devices and sockets must be UL approved and must be wired by the event facility electrician.
 - (i) Any Exhibitor property including, but not limited to the Exhibit itself, that is not removed from the Exhibit Hall by the end of breakdown, and/or released to the Shipping Agent, shall be removed at the expense and responsibility of the Exhibitor. This shall include the removal, transportation and storage of Exhibit and property.
 - (j) Damage to property that is caused by an exhibitor will be paid for by that exhibitor. Do not paint, tape, nail, screw, drill or tack anything to the walls, columns, floor or ceiling of the building, adjoining displays or the official contractor's display material.
4. **Subleasing and Sharing of Exhibit Space is Prohibited.** All signs, displays and products in a booth must be related to the exhibitor's company.
5. **Exhibit Space Assignments** are made on the basis of priority, availability and need, with all assignments made in the best interest of the exposition. INDIANA COUNCIL OF NAIW reserves the right to alter an exhibitor's assigned space if it is deemed necessary in the best interest of the exposition. Before exercising its discretion, INDIANA COUNCIL OF NAIW will consult with the exhibitor.
6. **Exhibitor shall abide** by and observe all laws, rules regulations and ordinances of any applicable government authority and all rules of the Exhibit Hall.
7. **Exhibitor and its representatives** shall not congregate or solicit trade in the aisles. The prior written consent of INDIANA COUNCIL OF NAIW is required for the employment or use of any live model, demonstrator, solicitor or device for the mechanism reproduction of sound. Such employment or use shall be confined to the Exhibit space. INDIANA COUNCIL OF NAIW, in its sole and absolute discretion, may withdraw its consent at any time, in which event Exhibitor shall terminate such activity immediately. All promotional plans must be submitted to INDIANA COUNCIL OF NAIW for approval. Distribution of pamphlets, brochures or any advertising matter must be confined to the exhibit space. Exhibitor is prohibited from bringing alcoholic beverages into the exhibit area. Exhibitor shall refrain from any action that will distract attendees from attendance at the Exhibit during open hours. Exhibitor shall not lead attendees from one exhibit space to another or to elevators or escalators. Exhibitors or any of its representatives shall not conduct itself in a manner offensive to standards of decency or good taste.
8. **Sales of Product or Samples** for cash, check or credit card is allowed on the show floor. Contracts and orders may be written for future delivery of products or services.
9. **Insurance.** All Exhibitors, their contractors and suppliers working in the exhibit hall are required to carry liability and property insurance. All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the showcase. Exhibitors must do so at their own expense. Exhibitors must operate and maintain their exhibit so that no injury will result to any person or property. Hazardous and nuisance causing giveaways are prohibited.

CERTIFICATE OF INSURANCE. Exhibitor shall, at its own expense, secure and maintain through the period of the exhibition, inclusive of the move-in and move-out days, the following insurance: comprehensive general liability providing coverage with a minimum per occurrence limit of \$1 million for bodily injury and property damage with an aggregate limit of \$2 million and automobile liability limits of \$1 million combined single limits. Exhibitors must provide INDIANA COUNCIL OF NAIW with a copy of its Certificate of Liability Insurance no later than January 15, 2012. The certificate shall name INDIANA COUNCIL OF NAIW (International) as an additional insured and shall cover occurrences on any part of the Century Center property. Failure to provide said certificate does not relieve Exhibitor of the responsibility to obtain this coverage.

10. **Each Exhibitor Shall Indemnify** and hold harmless the National Association of Insurance Women (International), Region IV of the NAIW, INDIANA COUNCIL OF NAIW and the Century Center for all liability in any way related to the Exhibitor's exhibit or any act or omission of exhibitor or any of its employees or agents; including but not limited to accident or injury to invitees, guest, exhibitors, their agents and employees and including but not limited to loss or damage to personal property.
11. **Cancellation of Tradeshow.** If because of war, fire, strike, Exhibit Hall construction or renovation project, government regulation, public catastrophe, Act of God, or the public enemy or other cause beyond the control of INDIANA COUNCIL OF NAIW, the exhibit or any part thereof is prevented from being held, or is canceled by INDIANA COUNCIL OF NAIW or, the exhibit space becomes unavailable, INDIANA COUNCIL OF NAIW, in its sole discretion shall determine and refund to the Exhibitor its proportionate share of the balance of the aggregate exhibit fees received which remains after deducting expenses incurred by INDIANA COUNCIL OF NAIW and reasonable compensation to INDIANA COUNCIL OF NAIW. In no case shall the amount of refund to Exhibitor exceed the amount of the exhibit fee paid.
12. **Showcase Location Rules.** Exhibitor shall not cause any violation of the rules of the exposition location.
13. **Gifts and Contests.** INDIANA COUNCIL OF NAIW reserves the right to prohibit, limit or discontinue the distribution of gifts, giveaways, or similar promotions. There will be no announcements of exhibitor's contest, drawings or winners during the exposition.
14. **Soliciting** outside the confines of the exhibitor's assigned space is prohibited.
15. **Labor and Contractors.** Outside contractors are prohibited. Individuals hired by Century Center must perform all labor.
16. **Competitive Events**, which distract from the conference and exposition, are prohibited.
17. **Installation, Show, and Dismantling** hours and dates shall be those specified by INDIANA COUNCIL OF NAIW. Packing of exhibits prior to the close of the exposition is prohibited. Exhibitor shall be liable for all storage and handling charges for failure to remove exhibits by specified time and date. INDIANA COUNCIL OF NAIW will establish exhibit hours and reserves the right to make changes. Such changes will be made as far in advance of the exhibition as possible. Each Exhibitor is required to keep at least one attendant in the exhibit space during all exhibit hours; failure to do so may result in removal of the exhibit from the exhibit space at the exhibitor's expense.
18. **No photographs** shall be taken without prior consent of INDIANA COUNCIL OF NAIW or the Exhibitors involved.
19. **Governing Law and Jurisdiction.** The internal laws of Indiana shall govern this Contract. The parties hereby submit to the exclusive jurisdiction of the state and federal courts in Indiana governing any disputes concerning this Contract, and further agree that they are subject to personal jurisdiction in Indiana in any such dispute.
20. **Not Assignable by Exhibitor.** This Contract may not be assigned by the Exhibitor absent the written consent of INDIANA COUNCIL OF NAIW.
21. **Merger Clause.** The parties agree that this Contract (and, any other Contract referred to herein) contain the complete Contract between the parties and supersede any prior understanding, Contracts or representations by or between the parties, written or oral, which may have related to the subject matter hereof in any way.
22. **Attorney's Fees.** In the event of any dispute concerning this Contract, the prevailing parties shall be entitled to reasonable attorney's fees.
23. **Amendments to Rules and Regulations.** INDIANA COUNCIL OF NAIW will have the full power in the interpretation and enforcement of all contract regulations contained herein, and the power to make such amendments thereto. Any changes, amendments, or additions shall be binding to the exhibitor. The ruling of INDIANA COUNCIL OF AIW shall be final in all instances with regard to use of any exhibit space.
24. **The rights of INDIANA COUNCIL OF NAIW under this contract shall not be deemed waived** except as specifically stated in writing and signed by an authorized representative of INDIANA COUNCIL OF NAIW.

The Representative of the Exhibitor whose name and signature appear below personally attests to his or her authorization to represent the Exhibiting Company in the execution of this Contract. This representative has read and agrees to the terms and conditions, contract for exhibit space and services for the 2012 Region IV Exhibit Tradeshow, sponsored by the INDIANA COUNCIL OF NAIW, scheduled March 22-25, 2012 at the Century Center, 120 South Saint Joseph Street, South Bend, Indiana.

INDIANA COUNCIL OF NAIW

By: _____
Signature of Authorized Representative

By: _____
Signature of Authorized Representative

Printed Name: _____
Mary E. Sallee, AU, ASLI, CPIW

Printed Name: _____

Date: _____

Date: _____

PARTIAL PAYMENT or FULL PAYMENT without an EXECUTED CONTRACT will NOT be accepted, and promptly returned.

DO NOT DETACH THE CONTRACT. A SIGNED COPY WILL BE MAILED TO YOU.