



ICMA EXHIBITOR CONTRACT
 Annual ICMA EXPO
 April 6-9, 2008
 Loews Royal Pacific Resort – Orlando, Florida

Company: _____
 Address: _____
 Address: _____ Country: _____
 Exhibit Contact Pre-Show: _____ Email: _____
 Exhibit Contacts Onsite: _____
 Email: _____ Website: _____
 Telephone: _____ Fax: _____

Exhibitor Business:

Please state your company's business and/or type of product to be displayed:

Member

Non-Member

FEE STRUCTURE:

	Faxed or Postmarked before 12/1/07	Faxed or Postmarked after 12/1/07
Members:	\$3,625 USD	\$3,925 USD
Non-Members:	\$4,425 USD	\$4,725 USD

*Includes: 8' x 10' booth, ID signage, complete product listing in program book, listings in brochures and on the ICMA website, **two complimentary registrations to the full conference**, including 2 receptions, 3 breakfasts, 2 lunches and Awards Dinner for each. Full registrants also receive all give aways such as shirts, bags, etc.*

Confirmed EXPO Exhibitors will receive discounts on Fall Workshop Table Top Displays

Booth Schedule:

- The tradeshow set up is Sunday, April 6. Booths are open Sunday evening – Wednesday afternoon at specified times, not concurrently with the sessions.
- Breakdown is Wednesday afternoon.

Payment Policy:

Total amount due: US\$ _____

Registrations for EXPO Booth: 50% due with Contract; Remainder due by February 4, 2008. For contracts submitted after February 4, 2008, full payment is due with contract. Floorplan will only be presented when deposit is received. Failure to adhere to payment schedule will result in loss of priority with booth space selection. There are no exceptions.

Payment should be in US dollars and made payable to:

ICMA • 191 Clarksville Road • Princeton Junction, NJ 08550 • USA
 Tel: 609-799-4900 • Fax: 609-799-7032 • Email: LMcCullough@icma.com.

Visa, MasterCard, American Express, and Discover accepted.

Credit Card #: _____ Exp. Date: _____

Name on Card: _____ Signature: _____

EXHIBITOR SIGNATURES:

The Exhibitor hereby agrees to accept and abide by all rules and regulations of the exhibition and acknowledges receipt of a copy of the Exhibition Rules and Regulations on the reverse side of this document, which shall be part of the contract created by acceptance of this application and is incorporated herein.

Signature: _____ Date: _____

RULES AND REGULATIONS

EXPO Booth Cancellation. In the event that the Exhibitor cancels all of the Exhibit Space contracted for hereunder, the following provisions shall apply:

(a) If written notice of cancellation is received by ICMA within 60 days prior to the opening date of the show, the Exhibitor shall pay a cancellation fee equal to 100% of the cancelled Exhibit Space rental fee.

(b) If written cancellation is received prior to 120 days will receive a full refund.

(c) If written notice of cancellation is received by ICMA 60-120 days prior to the opening date of the show, the Exhibitor shall pay a cancellation fee equal to 25% of the cancelled Exhibit Space rental fee.

(d) If the Exhibitor does not make full payment when due under the terms of this contract, ICMA may terminate this contract and the Exhibitor shall be responsible for payments to ICMA of all amounts which would have been due ICMA, under the terms of the above as if the Exhibitor had cancelled this contract as of the date of such default.

Sub-leasing. Only the sign of the Exhibitor 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. Exhibitor shall not sublet the Exhibition Space or assign its rights under this contract, or any part thereof, or permit the exhibition of anything not specified in the contract. Exhibitor may not exhibit, or offer for sale, products not manufactured or sold in its own name, **unless** represented by contract as that of a Manufacturer's Representative.

Exhibitor may not permit non-exhibiting companies' representatives in his booth **unless** they are a contracted Manufacturers Representative. Rulings of ICMA shall in all instances be final with regard to use of any Exhibit Space and its compliance with these Rules and Regulations.

Care and Removal of Exhibits. All exhibits must remain fully intact until the Exhibition has officially ended. Tearing down an exhibit prior to the official closing hour of the Exhibition can result in a refusal by ICMA to accept or process exhibit space applications for subsequent exhibitions.

General. It is agreed that the space assigned will be acceptable unless rejected within 10 days of receiving the booth assignment. We fully understand that this form shall become a binding contract upon acceptance of exhibit space by the applicant and is subject to the terms, conditions, rules and regulations set forth herein and in the brochure. We also agree to make deposit payments on schedule and understand that late payments could result in losing priority choice, space chosen or space discount. ICMA reserves the right to change a booth assignment if needed for the good of the overall floor plan flow.

The International Card Manufacturers Association and Creative Marketing Alliance, Inc. assume no responsibility for the safety of personnel and property of exhibitors or of the personal property of their officers, agents, or employees. Any exhibitor wishing to insure his personnel or goods against injury, theft, damage by fire, accident, strikes, acts of terrorism, or other cause must do so at his own expense.

ICMA shall not be liable for any damages in the event that performance of these exhibitions is rendered impossible for any of the following causes: destruction of the conference facility or any substantial portion thereof, by fire, earthquake, the elements, or a public enemy, strikes or other public disorders, impossibility of performance created by law or any public authority; and/or causes beyond its control or the control of ICMA and Creative Marketing Alliance, Inc.