

**Exhibiting Firm Information** *(Please print or type)*

\* Company \_\_\_\_\_  
 \* Mailing Address \_\_\_\_\_  
 \* City \_\_\_\_\_ \* State/Province \_\_\_\_\_ \* ZIP/Postal Code \_\_\_\_\_  
 \* Country \_\_\_\_\_  
 \* URL \_\_\_\_\_  
 \* Phone \_\_\_\_\_ \* Fax \_\_\_\_\_

**Contact Information** (All INTEX Expo correspondence will be sent to this person)

Contact \_\_\_\_\_  
 Title \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State/Province \_\_\_\_\_ ZIP/Postal Code \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_

*\*Please be advised that this information will be printed on the INTEX Expo Web site and used in the INTEX Expo program. A lot of correspondence is sent via e-mail so please include a valid e-mail address that you check regularly.*

**Space Preference** (Space assignments are issued on a first-come, first-served basis.)

1. \_\_\_\_\_ 2. \_\_\_\_\_  
 3. \_\_\_\_\_ 4. \_\_\_\_\_

**List specific companies (not product lines) you DO NOT wish to exhibit next to.**

1. \_\_\_\_\_ 2. \_\_\_\_\_  
 3. \_\_\_\_\_

**Exhibit Space** Indicate below the type/size of space requested.

10' X 10' Member \$2,985       10' X 10' Non-member \$3,985  
*(Indicate a size larger than a 10' X 10')*  
 10' X \_\_\_\_\_ \$ \_\_\_\_\_ Member       \$ \_\_\_\_\_ Non-member

Truck Space 10' X 50'     Member \$14,925     Non-member \$19,925

Island Booth

20' X 20'     Member \$11,940     Non-member \$15,940  
 20' X 30'     Member \$17,910     Non-member \$23,910  
 20' X 40'     Member \$23,880     Non-member \$31,880

Total Amount Due \$ \_\_\_\_\_  
 Total Deposit *(if different from total amount due)* \$ \_\_\_\_\_

*Payment must be submitted with application to reserve a booth space.*  
**\*A \$100 discount applies to contracts received on or before April 27, 2009.**

**Method of Payment**

Please check:     Check (payable to INTEX Expo)  
                            Visa     MasterCard     American Express

Credit Card Number \_\_\_\_\_  
 Expiration Date \_\_\_\_\_  
 Print Name on Card \_\_\_\_\_  
 Signature \_\_\_\_\_

The undersigned understands this application becomes a Binding Contract when accepted by the INTEX Expo. The undersigned agrees to abide by the Terms and Conditions published on the reverse side, those listed in the Exhibitor Service Manual, and the rules and regulations of the selected venue or facility.

Printed Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date \_\_\_\_\_

INTEX Expo reserves the right to photograph or videotape events for promotional purposes. Your Exhibit Space Contract serves as permission for INTEX Expo to copyright, publish and use your likeness in print, online or in other media. If you do not wish to be photographed or videotaped, please tell the camera operator.

**Remit Form and Payment to**  
**INTEX Expo 2010**  
 513 W. Broad St., Suite 210  
 Falls Church, VA 22046-3257  
 Phone: (703) 538-1600 Fax: (703) 534-8307

## Terms and Conditions

The INTEX Expo is sponsored by the Association of the Wall and Ceiling Industry and the Ceilings & Interior Systems Construction Association [the sponsors]. All terms may be subject to change.

## Contract

The following rules and regulations become binding upon acceptance of the contract between registrant, their employees and agents, and the sponsors, and any additions and amendments thereto that may be established or put into effect by the management.

## Space Assignment

Space will be assigned to all registrants on a first-come, first-served basis. Every effort will be made to assign the exhibitor to one of their chosen spaces; however, the sponsors reserve the right to make final space assignments or change space assignments after acceptance of the registrations, should it be necessary in the best interest of the exhibition.

## Payment of Fees

A 50% deposit is required with this application. The exhibitor fee for the INTEX Expo is \$2,985 (single 10' x 10' space) for members of AWCI and/or CISCA and \$3,985 for non-members. Companies submitting a contract on or before April 27, 2009, will receive a \$100 discount at time of processing.

There will be a \$25 service charge for all checks returned by the bank.

## Cancellation Refund Policy

Exhibitors canceling must notify the sponsors in writing by **January 4, 2010**. If a cancellation is made by January 4, 2010, fifty percent (50%) of the total will be refunded. For cancellations made after January 4, 2010, no refund will be tendered.

## Exhibitor Service Manual

An Exhibitor Service Manual containing general and technical information regarding the exhibition, facilities of the exhibition site, pertinent information, instructions and rates regarding the services of the official contractors will be e-mailed to all company contacts in December 2009.

## Shipping/Handling and Receipt of Freight

The official drayer for the receipt of the exhibit materials and delivery of these materials to the exhibit space will be designated in the Exhibitor Service Manual. Shipment of exhibit materials, whether by motor freight (common carrier) or air, should be forwarded in accordance with the specific instructions given by the official drayer in the Exhibitor Service Manual. Exhibit materials are to be sent prepaid with a copy of the Bill of Lading forwarded to the official drayer. All materials should be sent to the location designated by the drayer, and nothing should be sent to the exhibit site unless the exhibitor has made arrangements with the drayer beforehand to receive the materials there. Neither the exhibit facility nor its staff is prepared or authorized to receive or handle an exhibitor's shipment. Exhibit materials should be scheduled to arrive not more than 30 days prior to the exhibition nor less than two weekdays prior to the installation of the exhibit. Motor freight and air freight companies do not deliver on weekends.

## Exhibit Standards

The sponsors shall have the right to prohibit any exhibit or part of an exhibit that in their opinion is not suitable to or in keeping with the character or purpose of the exhibition. Questionable exhibits shall be modified at the request of the sponsors.

## Distribution of Food/Beverages in Booth

All distribution of in-booth food and beverage must be approved by the sponsors. Failure to comply may result in the food or beverage being removed from the exhibiting company's booth.

## Exhibitor Service Desk

Provisions will be made to maintain an Exhibitor Service Desk throughout the exhibition's installation and dismantling period.

## Safety

A. Fire regulations require all display material used for decoration to be flameproof. Any/all electrical equipment, including signs and lights, shall be in good operable condition and able to pass the inspection of

the local Fire Underwriters Inspection Bureau. Each exhibitor agrees to be knowledgeable and responsible regarding ordinances and regulations pertaining to health, fire prevention and public safety while participating in this exhibition.

B. The use of flammable materials necessary to the purpose of the exhibit, where no other alternative can be used, must first be brought to the attention of the sponsors, in writing, not less than 90 days before the opening of the exhibit, for approval.

## Use of Exhibit Space

Exhibitors shall reflect their company's highest standard of professionalism while maintaining the booth during exhibit hours. The booth must be maintained by at least one company representative at all times during the expo. All demonstrations and exhibits must be confined to the contracted space. No exhibitor shall assign, sublet or share the whole or any part of the contracted exhibit space. Business is to be solely conducted in contracted exhibit space as described in the INTEX Expo 2010 exhibitor prospectus. No literature distribution is to be conducted outside of booth space without the express written consent of the sponsors. No audio/video taping/recording is allowed on the show floor without approval from the sponsors.

## Security/Liability/Insurance

A. Security guards shall be furnished during the closed hours of the exhibition. The furnishing of the guards shall not increase the liability of the sponsors. After exhibit hours, only those exhibitors properly identified and having the permission of the sponsors may enter the exhibit area.

B. Neither the sponsors, the official service contractors, the exhibit facility, nor the members, representatives and/or employees thereof will be responsible for injury, loss or damage that may occur to the exhibitor or to the exhibitor's representatives or property, from any cause whatsoever, prior, during or subsequent to the period covered by this registration/contract.

C. The sponsors and 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, except that any actual expenses incurred in connection with the exhibition will be deducted if the exhibition is called off 90 days or less prior to the opening date because of fire, or force majeure, or the public enemy, or strike, or epidemic, or any law, regulation or public authority that makes it impossible or impractical to hold the exhibition.

D. Exhibitors agree to maintain such insurance that will fully protect, hold harmless and indemnify the exhibition management and the sponsors from any and all claims of any nature whatsoever, including claims under the Workman's Compensation Act, and for personal injury, including death, that may arise in connection with the installation, operation or dismantling of the exhibitor's display.

E. Damage to inadequately packed property is the exhibitor's own responsibility.

F. Damage to the facility housing the exhibit caused or done by the exhibitor shall be replaced or repaired by the exhibitor. Additionally, the exhibitor agrees to protect, save and hold harmless the sponsors, its employees and agents, and the convention facility from all loss and/or damage whatsoever caused to the facility housing the exhibition, or any part thereof, directly or indirectly.

G. Exhibitors are advised to add to their existing insurance a portal-to-portal rider at a nominal cost, protecting them against the loss/damage to their materials from fire, theft, accident, etc.

## Admission

The sponsors shall have sole control over all admissions of persons. All persons visiting the exhibit area will be admitted according to the rules and regulations of the exhibition or as amended by the sponsors.

## Amendments to Regulations

Any and all matters and questions not specifically covered by the articles in this contract shall be subject to the decision of the sponsors. The sponsors, in the interest of the exhibition, may amend the aforementioned items covered by this contract at any time, and notice thereof shall be binding on exhibitors equally with the foregoing rules set forth in this contract.