



8th Annual ISSA Conference

Exhibit Space Contract

Jan. 17th–Jan. 19th, 2009: Westin Tampa Harbour Island, Tampa, FL www.intlschools.org

Space Reservation

All fees must be submitted in U.S. currency only.

Note: Exhibit space rental **DOES NOT** include electricity or internet service. It is the responsibility of the exhibitor/vendor to make the required service arrangements with the Westin Tampa Harbour Island Hotel. The order form is available in your Exhibit Materials and online. **Table top and literature only displays** must select spaces numbered 1-35. All **Floor-standing or 10' Exhibits** must select spaces designated by the letters A-I. (See floor plan)

Select booth space and indicate choices below:

 First Choice Second Choice Third Choice

Table top exhibits include:

6' skirted table, 2 chairs, wastebasket

Floor-Standing exhibits include:

8' skirted table, 2 chairs, wastebasket

Select Exhibit Type:

Conference registration for ONE person is included in the booth fee. Additional registrations are available at the member rate of \$275.

- Non-profit** organization—**\$500*** on or before 12/19/08 \$ _____
- Profit** organization—**\$750*** on or before 12/19/08 \$ _____
- Late fee**—after 12/19/08 add **\$250** \$ _____
- 10' Portable Exhibit** includes 8' skirted table add **\$100** \$ _____

Sub-Total

Total Exhibit Space Cost
 (includes ONE conference registration) \$ _____

Additional conference registrations
 @ \$275 each: ____ x \$275 = \$ _____

Enhancement to Exhibitor Listing add \$50 \$ _____

Total \$ _____

Enhancement to Exhibitor Listing

Enhancement to Exhibitor Listing cost = \$50

Exhibitors and web addresses will be listed in the program book. Provide further details about your business and enhance your listing!

Please give a 25-word description of your organization below or on a separate piece of paper. We will contact you to obtain a black and white logo. ISSA reserves the right to edit the copy. The description and logo will be in the Exhibitor Directory.

For Sponsors, Enhanced Listings are complimentary.

Name Badges

Please list the name(s) of the representative(s) who will need badges.

Payment Information

- Check # _____
- Visa MasterCard Discover American Express

Name of Cardholder _____

Card # _____

Expiration Date (mm/yy): ____/____ 3-4 digit security code: _____

Billing Address _____

City _____ State _____ Zip Code _____

Signature _____ Date _____

PLEASE FILL IN THE INFORMATION ABOVE, SIGN IN THE SPACE PROVIDED, AND FORWARD YOUR COMPLETED CONTRACT WITH FULL PAYMENT TO: Organizational Services, 3380 Travis Pointe Rd., Suite H, Ann Arbor, MI 48108. Checks should be made payable to: Organizational Services, Inc. EIN #38-3213121.

Contact **Ann Salter** at email asalter@organizational-services.com or call 734-926-0980 with any further questions. Fax (734) 926-0978

I have read and it is agreed that all Rules and Regulations on the reverse side of this contract are a part hereof and no agreement other than those contained herein shall be binding upon the parties unless in writing, signed by the Exhibits Manager.

Contact Information

Organization Name _____

Contact _____

Title _____

Address _____

Address 2 _____

City _____ State _____ Zip _____

Telephone _____

Email _____

Rules and Regulations

Definition of Terminology

As used herein in reference to the 8th Annual Conference of the International Studies Schools Association, the words "ISSA", "Conference", "Conference Management", "Exhibits Manager", and "Management" refer to the International Studies Schools Association (ISSA), acting through its agents or its employees in the management of the Conference and vendor Exhibition Premises; "Exhibitor" refers to those companies and corporations contracting for the ISSA exhibition; "Exhibition Premises" and "Hall" refer to the Westin Chicago NW, OR; "Decorator" refers to the contracting/decorating company.

Contract for Space

Your signed official application for exhibit space will constitute a contract for the right to use. Payment in full is due with the application by December 19, 2008. Booth charges are shown on the Exhibit Space Contract. All contracts are expressly made subject to the terms for the ISSA lease relating to the Exhibition Premises.

Cancellations

The Exhibits Manager shall have the right to retain the exhibit fee as liquidated damages. Exhibitors may not sublease, reassign or apportion a whole or any part of the space assigned. Refunds are given by the following guidelines: 1) Request received 90 days prior to the Conference - Exhibit space cost minus \$50 processing fee; 2) 60 days prior to the Conference - Half exhibit space cost, less \$50 processing fee; 3) After application deadline December 19, 2008 - no refund.

Booths and Decorations

The rental plan for space is as shown in the Prospectus materials. **Table Top exhibits and literature only displays** must select a numbered space on the floor plan. Each numbered space consists of a 6' skirted table, a waste basket and 2 chairs. Table top displays shall be no more than 36" tall when placed on top of the provided table. All **Floor-standing or 10' Portable Exhibits** must select a space designated with a letter "A" through "I" and is equipped with an 8' skirted table, a waste basket and 2 chairs. Display boards and other tall exhibits shall not be placed in a manner that will interfere with other exhibits. The booth rental fee does not include such items as internet service or electricity. All internet and electrical services can be ordered through the Westin Tampa Harbour Island on the provided order form. All costs related to the above listed space exclusions are the responsibility of the Exhibitor.

Shipping and Storage

We cannot guarantee prompt delivery of improperly labeled packages therefore materials being shipped should read:

International Studies Schools Association
(ISSA) 2009 Conference
(Guest Name and Booth # ___)
C/O Westin Tampa Harbour Island
725 S. Harbour Island Blvd.
Tampa, FL 33602

Pricing is as follows: 10 boxes or 100lbs.-Free; 11-25 boxes-\$3/box; 26-50 boxes-\$2.50/box; 51 or more-\$2/box; Pallet-\$75 each, 100-200 lbs-\$50 each; Over 200 lbs-\$75 each.

Due to limited space, any storage needs must be arranged with the Convention/Meeting Services Dept. in advance. In addition, any pallet storage beyond 3 business days will consist of a storage fee of \$50. The group will be responsible for packing, labeling, and shipping out of materials. The Hotel assumes no responsibility for storage or mailing of outgoing materials.

Admission

Admission to the ISSA 2009 Conference will be by official name badge entitling the wearer to unlimited attendance. Exhibitors and their representatives must wear these badges at all times while on the display floor. These badges are issued for the Exhibitor's protection and identification. They are not transferable and must not be loaned or given to other persons; violators will be barred from the Exhibition Premises. The Exhibits Manager shall have sole control of admission policy at all times.

Rejection and Penalties

The Exhibits Manager reserves the right to restrict, reject or prohibit any exhibit in whole or part which because of noise or for any other reason becomes objectionable, with or without giving cause. If cause is not given, liability shall not exceed the return to the Exhibitor of the amount of rental unearned at the time of rejection. If an Exhibitor is rejected because of a violation of these rules, or for any stated reason, no return of rental shall be made. The Exhibitor shall abide at all times by any and all regulations and requirements of the Westin Tampa Harbour Island with respect to the exhibits or any other matter connected herewith.

Advertising Matter

The Exhibits Manager reserves the right to refuse to permit distribution of souvenirs, advertising, printed matter or anything else considered objectionable. Distribution of allowed materials other than from within an Exhibitor's space is forbidden. ISSA will not be liable for any injuries resulting from prize drawings, raffles, or promotional contests that require any degree of physical skill by the contestants.

Advertising/Bag Inserts

The Exhibitor shall not distribute or circulate, or permit to be circulated, any advertising materials or programs in or around the premises except such advertising that pertains to the Exhibitors current show.

Solicitation of Business

Solicitation of business will be permitted by Exhibitors only. The Exhibitor shall be responsible for any state or local taxes that may be applicable. All merchandise sold and delivered on the Exhibition Premises must be accompanied by a sales receipt.

Arrangement of Exhibits

Exhibitors must agree to arrange their exhibits so as not to obstruct the general view nor hide other exhibits. No partitions will be allowed unless specifically approved. Exhibitors may use cards or signs of appropriate size on individual exhibits but large display signs must be approved by the Exhibits Manager. We will strive to provide visual clarity for each exhibitor.

Show Hours (subject to change)

The exhibit premises will be open as follows:

Saturday, January 17, 2009 from 7:00pm - 9:00pm
Sunday, January 18, 2009 from 7:30am - 3:45pm
Monday, January 19, 2009 from 7:30am - 2:15pm

These hours are subject to change; please refer to future correspondence for updates.

Installation of Exhibits (subject to change)

Exhibit spaces will be available for installation from 11:00am - 6:00pm on Saturday, January 17, 2009. The installation of exhibits and removal of all boxes and crating must be completed by 6:30pm, Saturday, January 17, 2009.

Dismantling (subject to change)

The Exhibitor agrees not to dismantle the space or do any packing before 2:15pm on Monday, January 19, 2009, and further agrees to have all material removed by 5:00pm, Monday, January 19, 2009. Any material left on the floor after this time will be discarded.

Noisy and Obnoxious Equipment

If the operation or apparatus produces noise of sufficient volume or odors found to be annoying to neighboring Exhibitors and guests, it will be necessary to discontinue such operation. The Exhibitor agrees that radio, television, motion picture or other audio and visual aids will be operated in such a manner and place as to provide no inconvenience to other Exhibitors. Sound may be at a level to reach the immediate vicinity of the Exhibitor's area only and the Exhibits Manager reserves the right to prohibit the use of any equipment violating these regulations.

Compliance with Fire Regulations

Fire-hose cabinets must be left accessible and be in full viewing at all times. Flammable and related materials which conflict with the underwriting, Westin Tampa Harbour Island, or Fire Department rules must of necessity be excluded. The use of paper in any form for decoration is prohibited. All decorations, draperies, table covers, etc., must be flame proof. All materials and fluids that are flammable are to be kept in safety containers. All packing containers, excelsior and wrapping paper, are to be removed from the floor and must be stored under tables or behind displays. **THE EXHIBIT HALL IS A SMOKE-FREE ENVIRONMENT.**

Insurance

In all cases, Exhibitors wishing to insure their goods must do so at their own expense.

Care of Building

Acceptance of exhibit space makes it obligatory on the part of the Exhibitor and its employees that they shall not deface, injure, nor mar the Exhibition Premises. Nothing shall be posted on, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture. No gasoline, kerosene, acetylene, candles or other flammable or explosive substance will be permitted by the Westin Tampa Harbour Island. Any damage done shall be made good by the Exhibitor to ISSA or the owners of the Westin as their interests may appear. In addition, this contract shall include all rules and regulations set forth by the City of Tampa and the Westin Tampa Harbour Island.

Liability

Neither CTIR, ISSA, the Exhibits Manager, the Westin, the Decorator nor others associated with the management of the Conference, will assume responsibility for the safety of the property of the Exhibitor, its officials, agents, or employees, from theft, damage by fire, accident or other causes, but will use reasonable care to protect against such loss. It is agreed that the Exhibitor shall indemnify and hold harmless ISSA, the Decorator, the Westin Tampa Harbour Island and others associated with the Conference and Exhibits Management from all liability which might result from any cause whatsoever. There may or may not be a security guard present when the Lobby is closed, however this does not constitute acceptance of any responsibility of ISSA, CTIR, the Decorator or others associated with the management of the Conference and Exhibit Premises or the Westin, for such security of the Exhibitor's products. ISSA, the Decorator and others associated with the management of this Conference, and the Westin, shall not be liable for non-fulfillment or commitment for the delivery of space by reason of the Westin premise being damaged or destroyed or rendered unusable by fire, accident, acts of nature or public enemy, strike, authority of law or any other cause. In the event that the Conference cannot be held or space delivered to that purpose, ISSA's sole liability shall be to reimburse the Exhibitor pro rata on monies actually paid by such Exhibitor to conference organizers in exchange for exhibit space, less any and all cash or charges paid or incurred for advertising, administration and similar purposes.

General

These rules are subject to revision by ISSA, and all points not covered herein are subject to its decision. These rules have been formulated for the best interests of the Exhibitors, as well as ISSA, and Exhibitors are respectfully requested to cooperate in observance of them.