

# 2012 Windy City Summit Exhibit/Sponsor Application/Contract

June 6-8, 2012 Hyatt Regency Chicago Chicago, Illinois

**Please print or type**

(List name or company/organization, division, if any and correct mailing and street address)

\_\_\_\_\_  
Company/Organization

\_\_\_\_\_  
Division (if any)

\_\_\_\_\_  
Street Address

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

\_\_\_\_\_  
Phone Fax

\_\_\_\_\_  
Email

**Exhibitor Space, Sponsorship & Advertising:**

Space Confirmation, exhibitor service manual and other information should be mailed to:

\_\_\_\_\_  
Name (print or type)

\_\_\_\_\_  
Address (if different from above)

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

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

**Choice of exhibit space locations**

(List all booth numbers)

\_\_\_\_\_  
1<sup>st</sup> Choice 2<sup>nd</sup> Choice

\_\_\_\_\_  
3<sup>rd</sup> Choice 4<sup>th</sup> Choice

\_\_\_\_\_  
5<sup>th</sup> Choice 6<sup>th</sup> Choice

Do not assign near \_\_\_\_\_

**Products or Services to be Exhibited:**

(Please describe in 15 words or less):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Exhibit Booth Fee**

**Booth size 10' x 10'**

**\$2,295**

*The undersigned hereby authorizes the Treasury Management Association of Chicago to reserve exhibit space and/or sponsoring opportunity for use by the above company or organization. If the undersigned is an exhibitor, the undersigned hereby acknowledges receipt of and agrees to abide by the Exhibit Rules and Regulations printed on the reverse side of this contract, and to all conditions under which exhibit space is leased to the Treasury Management Association of Chicago.*

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name (print or type)

\_\_\_\_\_  
Company Website Address

**Payment**

Attach your exhibit, sponsorship or advertising fee to reserve a booth(s), sponsorship, or advertising opportunity for the Windy City Summit. **Please make checks payable to 2012 Windy City Summit** in U.S. funds. TMAC/Windy City Summit taxpayer ID number is 36-3514630. When signed on-site, an \$800.00 deposit is required with the contract per 10'x10' booth reserved. Remaining balance is due **January 2, 2012**.

**1.Exhibit Booth Space**

Number of Booths ordered \_\_\_\_\_

Price per booth 10'x10' \$2295

Total Booth payment enclosed \_\_\_\_\_

**2. Sponsorship/Advertising Opportunity**

Name of Sponsorship \_\_\_\_\_

Total sponsorship payment due \_\_\_\_\_

**TOTAL ENCLOSED \$ \_\_\_\_\_**

Return copy of this contract with check to:

**TMAC**

4596 Paysphere Circle

Chicago, IL 60674

Telephone: 262-835-6752

Fax: 262-835-0620

*For Office Use Only*

Total Fee \$ \_\_\_\_\_

Payment Received \$ \_\_\_\_\_

Exhibitor Manual Mailed \_\_\_\_\_

1. **ACCEPTABILITY OF EXHIBITS:** All exhibits shall serve the interests of the members of the Treasury Management Association of Chicago, (hereinafter referred to as "TMAC") and shall be operated in a way that will not detract from other exhibits or from the persons, things, conduct, and/or printed matter. TMAC reserves the right to require the immediate withdrawal of any exhibit which is believed to be injurious to the purpose of the Association. In the event of such restrictions or eviction, TMAC is not liable for any refund or exhibit fees or any other exhibit-related expense.

2. **APPLICATION FOR SPACE:** Application for space shall be made in writing on the official application form.

3. **ASSIGNMENT FOR SPACE:** Exhibit space is assigned on a first-come, first-served basis. TMAC will attempt to honor all requests for exhibit space. Notwithstanding the above, TMAC reserves the right to change location assignments at any time, as it may in its sole discretion deem necessary.

4. **PAYMENT:** When signed on-site, a deposit of \$800 is due with contract; remaining balance is due January 2, 2012. For contracts submitted after the 2011 event, full payment is required with the contract.

5. **CANCELLATION:** TMAC must be notified in writing in the event of cancellation or space reduction. If cancellation of exhibit booth, sponsorship or advertising occurs prior to January 2, 2012 the exhibitor will be refunded 50% of the payment received. After January 2, 2012, no refunds will be made available.

6. **FAILURE TO OCCUPY SPACE:** Space not occupied by the close of the exhibit installation period will be forfeited by the exhibitor, and this space may be resold, reassigned or used by Exhibit Management. If the exhibitor is on hand, Exhibit Management reserves the right to assign labor to set up any display that is not in the process of being erected by the given deadline. The exhibitor will be billed for all charges incurred.

7. **EXHIBIT FEE:** \$2,295 per 10'x10' booth includes:

- One Complimentary Registration
- Draped backdrop and side rails
- Company Identification Sign
- Aisle Cleaning

8. **FLOOR PLAN:** All dimensions and locations shown on the official floor plan are believed to be accurate. Exhibit Management reserves the right to make such modifications as may be necessary to meet the needs of the exhibitors and the exhibit program.

9. **CANCELLATION OF CONFERENCE AND EXHIBITION:** If TMAC should be prevented from holding the Exhibition by reason of any cause beyond its control (such as, but not limited to damage to buildings, riots, labor disputes, acts of government or acts of God) or if it cannot permit the exhibitor to occupy the space due to causes beyond its control, then TMAC has the right to cancel the Exhibition with no further liability to the exhibitor other than refund of space rental less a proportionate share of Exhibition expenses.

10. **RESTRICTIONS ON USE OF SPACE, SPONSORSHIP AND LISTS:** No exhibitor shall sublet, assign, or share any part of the space allocated without the written consent of TMAC. Solicitation or demonstrations by exhibitors must be confined within the bounds of their assigned space. Aisle space shall not be used for exhibit purposes, display signs, solicitation or distribution of materials prohibited in any of the public areas or elsewhere on the premises of the meeting facilities or in the guest rooms or hallways of the hotel. Operation of sound devices is allowed if the exhibitor complies with Exhibit Management discretion on volume. Any firm or organization not assigned exhibit space will be prohibited from soliciting business at the Exhibition. Exhibit space, sponsorships and mailing lists received by the exhibitor or sponsor are for the purpose of promotion of the Windy City Summit and may not be used to promote or solicit attendance at a conflicting event.

11. **CONSTRUCTION OF EXHIBITS:** Exhibits shall be constructed and arranged so that they do not obstruct the general view of any other exhibit. No sidewall higher than 36 inches may extend more than 4 feet from the back wall of the booth. Exhibits shall not exceed 8 feet in height. No display material exposing an unfinished surface to neighboring exhibits or aisles will be permitted. Exhibitors wishing to use other than standard booth equipment, signs, or materials that in any way conflict with regulations must submit two (2) copies of a detailed sketch of the proposed layout at least 45 days prior to the Exhibition and must receive written approval from Exhibit Management.

12. **CARE OF EXHIBITS:** Nothing shall be posted, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. Anything in connection therewith necessary or proper for the protection of the building, equipment or furniture will be at the expense of the exhibitor. All parties who exhibit in the Hotel must conform to the prevailing regulations as established by the Chicago Fire Prevention Bureau. All electrical wiring must conform to the City of Chicago Electrical Code.

13. **FIRE REGULATIONS:** No combustible decorations, such as crepe paper, cardboard or corrugated paper shall be used at any time. All packing containers and wrapping paper must be flameproof, are to be removed from the floor and must not be stored under tables or behind displays. All muslin, velvet, silken or any other decoration must withstand a flameproof test as prescribed by the fire ordinance of the City of Chicago. All inflammable materials and fluids are to be kept in safety containers. Open flames, butane gas, oxygen tanks, etc. are not permitted without the permission of the Hotel and the Fire Prevention Bureau.

14. **INSURANCE:** Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify and hold harmless TMAC, TMAC 2012 Windy City Summit, and its employees and agents against all claims, losses and damages to persons or property, governmental charges or fines and attorneys fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof. In addition, Exhibitor acknowledges that TMAC and the TMAC 2012 Windy City Summit do not maintain insurance covering Exhibitor's property and that it is the sole responsibility of Exhibitor to obtain business interruption and property damage insurance covering such losses by Exhibitor. Exhibitor shall be fully responsible to pay for any and all damages to property owned by the Hyatt (Hyatt Regency Chicago), its owners, and/or managers that result from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, Hyatt (Hyatt Regency Chicago), its owners and/or managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages or expenses arising from, out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the Hotel or any part thereof.

15. **SECURITY:** Peripheral security guard service is provided by Exhibit Management. However, it is the responsibility of each exhibitor to protect display material from loss or damage. Please be certain that all small display and personal items are secure before leaving the display—even temporarily.

16. **UNION AND CONTRACTORS:** It is mutually agreed that it is the duty and responsibility of each exhibitor to install his exhibit before the opening of the exhibition and to dismantle his exhibit immediately after the close of the exhibition. All installation and dismantling activity is to be performed by the Union Personnel carrying the appropriate union card. Carpenters, painters, electricians, plumbers and other skilled labor, as well as common labor and porters, will be arranged by the Exhibit Management at established rates.

17. **COMPLIANCE:** The exhibitor agrees to abide by and comply with the Rules and Regulations including any amendments that Exhibit Management may make from time to time. Exhibitor further assumes all responsibility for compliance with all pertinent laws, ordinances, regulations and codes of duly authorized local, state, and federal governing bodies concerning fire, safety, and health as well as the rules and regulations of the operators of and/or owners of the property where the Exhibition is held.

18. **RELEASE:** As an Exhibitor / Attendee at the conference, I hereby grant WCS permission to make still or motion pictures as deemed necessary. I hereby relinquish to WCS all rights, title, interest in and income from the finished pictures, negatives, prints and reproductions. WCS has the right to give, sell, transfer and/or exhibit the same to any individual, business firm, publication or website