

# CONTRACT AND SPACE RESERVATION FORM

## IHLA 2011 CONVENTION & EXPOSITION

February 9-10, 2011

Indianapolis Downtown Marriott Hotel

**Please complete this form by filling in all blocked areas.**

Address all correspondence and make checks payable to:

### Indiana Hardwood Lumbermen's Association (IHLA)

3600 Woodview Trace, Suite 311

Indianapolis, IN 46268

(800) 640-IHLA ~ FAX (317) 875-3661

#### BOOTH RESERVATION - PLEASE SELECT

Member \_\_\_\_\_ Regular Booth x \$645... \$ \_\_\_\_\_  
\_\_\_\_\_ \*Prime Booth x \$695..... \$ \_\_\_\_\_

Non-Member \_\_\_\_\_ Regular Booth x \$895... \$ \_\_\_\_\_  
\_\_\_\_\_ \*Prime Booth x \$995..... \$ \_\_\_\_\_

Deduct 10% for 3 or more Booths,..... \$ \_\_\_\_\_

Amount Due..... \$ \_\_\_\_\_

Less Deposit..... -\$100.00

BALANCE DUE (by October 29, 2010)..... \$ \_\_\_\_\_

\*Shaded areas on the floor plan denote **Prime** booths

Date: \_\_\_\_\_

Mr.  Mrs.  Ms.

Contact Name \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

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

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

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

Name of person who will be responsible for Booth on site  
\_\_\_\_\_  
\_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

If paying by credit card, please complete the following:

Visa  MasterCard

Card Number \_\_\_\_\_

Exp. Date \_\_\_\_\_

#### BOOTH CHOICES

I would like the following Booth(s):

1st Choice(s) \_\_\_\_\_ 2nd Choice(s) \_\_\_\_\_ 3rd Choice(s) \_\_\_\_\_

Brief description of lines and/or type of products you will be exhibiting  
\_\_\_\_\_  
\_\_\_\_\_

#### BOOTH SIGN (please print)

Sign should read: Company Name \_\_\_\_\_

City & State \_\_\_\_\_

#### RULES AND REGULATIONS

◆ The undersigned agrees to abide by the Conditions, Rules and Regulations of the Show as set forth here and in the Exhibit Kit issued in advance of the show. Acceptance of this contract binds us to the payment as set above. No refunds within 21 days of the show's opening date. We understand management reserves the right to: demand release of our space, for failure of ourselves or our representatives to conform to the rules, reallocate space; offer requested space when available; and reject any and all applications. Any exhibiting company setting up or dismantling their booth in whole or in part during show hours will be ineligible for return of the security deposit.

◆ In the event of cancellation of the show due to fire, strikes, act of God, government regulations, or any other causes beyond control, the Management shall determine an equitable basis for the refund of such portion of Entrance, Publicity, Directory, and Exhibit Fee as is possible, after consideration of expenditures and commitments already made.

◆ IHLA, its officers, agents and employees expressly disclaim any and all liability and responsibility for any loss, damage or injury to person or property sustained by an exhibitor, or any other person, caused by fire, theft, water or accidents, either intentionally or negligently caused by the conduct of party or parties other than employees of IHLA. The undersigned exhibitor agrees to fully indemnify and hold forever harmless IHLA, its officers, agents and employees for any loss, damage or injury sustained by an exhibitor or any other person caused by fire, theft, water or accidents, resulting from the conduct of the undersigned exhibitor, his agents or employees.

◆ Exhibits will display only merchandise regularly sold by them and listed in above description. No space may be shared or sublet unless approved by IHLA. Failure to list and pay fees for any all displayed by exhibitors shall be deemed cause for cancellation of space. \*Exhibits must remain intact until the closing of the show. Absolutely no merchandise is permitted to be sold over the counter or leave the premises during show hours. All sales gimmicks, promotions, and giveaways must be approved by the Management. Soliciting of trade must be confined to within your own exhibit booth.

#### FOR OFFICE USE ONLY

Confirmed Space

Booth Numbers \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

Accepted by \_\_\_\_\_

Amount Rec'd \_\_\_\_\_ Amount Rec'd \_\_\_\_\_

Date \_\_\_\_\_

Check# \_\_\_\_\_ Check# \_\_\_\_\_

Balance \_\_\_\_\_ Balance \_\_\_\_\_