

CONTRACT AND SPACE RESERVATION FORM

IHLA 2020 CONVENTION & EXPOSITION

February 4-5, 2020
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)
12574 Promise Creek Lane, Suite 100
Fishers, IN 46038
(317) 288-0008 ~ FAX (317) 288-0009

BOOTH RESERVATION – PLEASE SELECT	
Member	Regular Booth x \$690... \$ _____ *Prime Booth x \$740..... \$ _____
Non-Member	Regular Booth x \$990... \$ _____ *Prime Booth x \$1,040.. \$ _____
Deduct 10% for 3 or more Booths,..... \$ _____	
Amount Due..... \$ _____	
Less Deposit..... -\$100.00	
BALANCE DUE (by September 27, 2019).....\$ _____	
*Shaded areas on the floor plan denote Prime booths	

Date: _____
Contact Name _____
Company Name _____
Address _____
City, State, Zip _____
Phone (____) _____ Fax (____) _____
Email _____
Authorized Signature _____

IMPORTANT PLEASE COMPLETE SECTION BELOW!!!! Person who handles booth preparation, i.e. renting/ordering, completing forms
_____ Phone (____) _____
Email: _____

If paying by credit card, please complete the following:	
<input type="checkbox"/> AMEX <input type="checkbox"/> Discover <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	
Card Number _____	
Exp. Date _____	Sec. Code: _____
<input type="checkbox"/> Check box if we can use the above credit card number provided for full booth payment in September.	

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. Deposit is non-refundable. No refunds within 30 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.

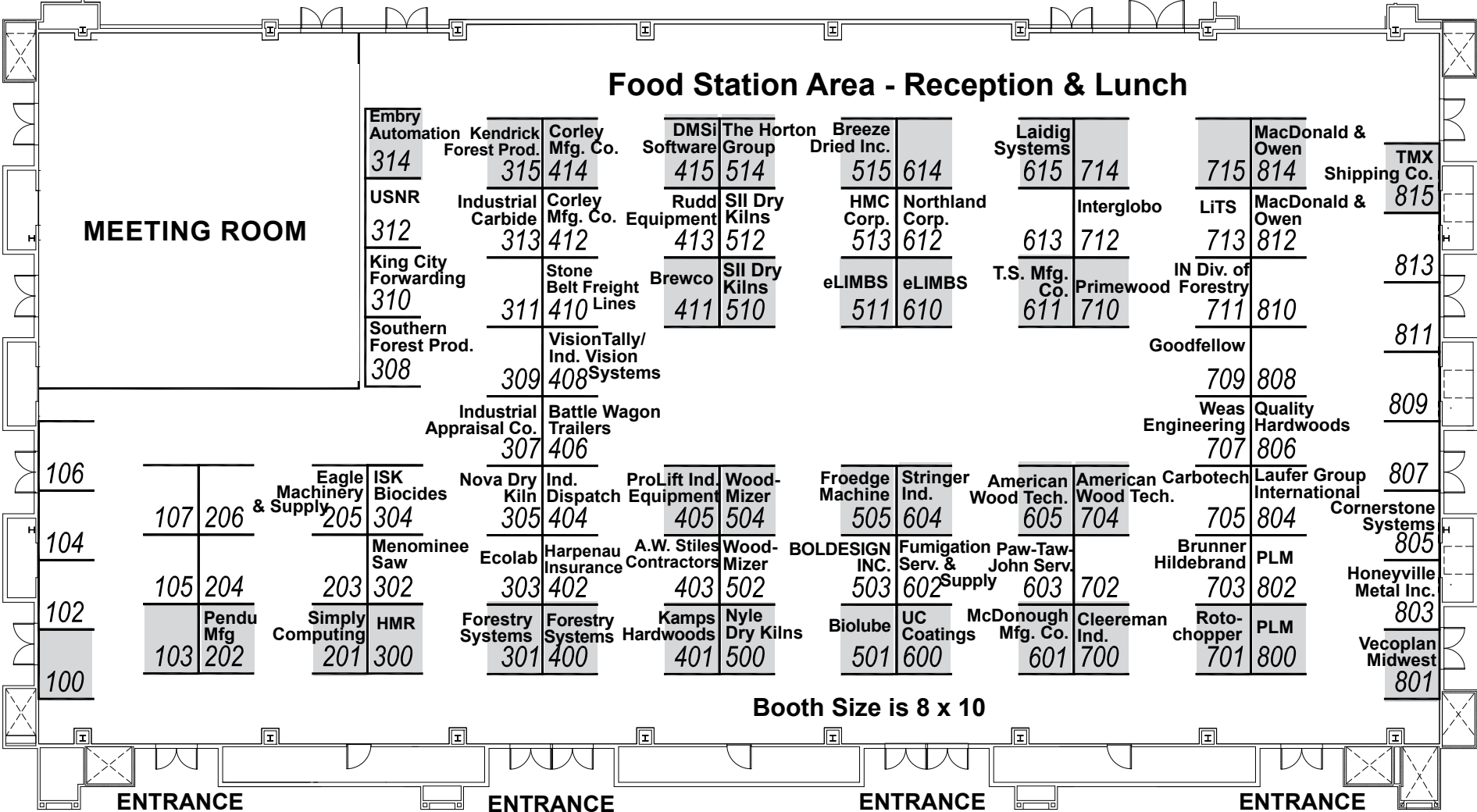
FOR OFFICE USE ONLY		<input type="checkbox"/> Confirmed Space
BoothNumbers _____	Date _____	Date _____
Accepted by _____	Amount Rec'd _____	Amount Rec'd _____
Date _____	Check# _____	Check# _____
	Balance _____	Balance _____

2020 IHLA CONVENTION & EXPOSITION

February 4-5, 2020

INDIANAPOLIS DOWNTOWN MARRIOTT

Food Station Area - Reception & Lunch



Shaded Booth = Prime Booth