



Professional Records & Information Services Management

2017 PRISM International Annual Conference Exhibit Space Application

Loews Ventana Canyon Resort

Tucson, AZ

May 8–11, 2017

We understand that space will be rented at the following rates:

An 8' by 10' inline booth rental is \$2,300 for members and \$3,300 for nonmembers. However, PRISM International offers substantial discounts for both early commitments and multiple booth commitments:

	On or Before July 8, 2016	July 9– Oct. 14, 2016	After Oct. 14, 2016
First booth member	\$2,050	\$2,150	\$2,300
First booth nonmember	\$3,050	\$3,150	\$3,300
Each additional booth	\$1,650	\$1,750	\$1,850
Corner booths (additional fee per booth)	\$350	\$350	\$350

To obtain special space draw pricing, a 50% deposit is due by July 8, 2016. Without deposit, any space reserved during space draw will be released. All space must be paid for in full by February 8, 2017.

We agree to abide by the Terms and Conditions printed on the reverse side, which are made part of this contract. This contract is binding upon receipt and acknowledgment by PRISM.

Size of space _____ Rate _____

After referring to the floor plan on page 5, indicate preferred booth location.

1st choice _____ 4th choice _____

2nd choice _____ 5th choice _____

3rd choice _____ 6th choice _____

List companies you would prefer **not** to be near:

Please indicate the product categories that best describe your company's products.

Check all that apply.

- | | |
|--|---|
| <input type="checkbox"/> Racking and Shelving | <input type="checkbox"/> Bar Code Equipment |
| <input type="checkbox"/> Media Containers | <input type="checkbox"/> Facility Construction Equipment |
| <input type="checkbox"/> Computer Hardware | <input type="checkbox"/> Fire Suppression and Supplies |
| <input type="checkbox"/> Computer Software | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Material Handling Equipment |
| <input type="checkbox"/> Imaging | <input type="checkbox"/> Training |
| <input type="checkbox"/> Disaster Recovery | <input type="checkbox"/> Fireproof Vaults/Equipment |
| <input type="checkbox"/> Routing Software | <input type="checkbox"/> Shredding Equipment |
| <input type="checkbox"/> Box/Paper Supplies | <input type="checkbox"/> Document Destruction |
| <input type="checkbox"/> Compliance | <input type="checkbox"/> Security Products |
| <input type="checkbox"/> RIM | <input type="checkbox"/> X-Ray Film Recycling/Silver Recovery |
| <input type="checkbox"/> Distribution Equipment and Supplies | <input type="checkbox"/> Publications |
| <input type="checkbox"/> Financial Services | <input type="checkbox"/> Other (please indicate) |
| <input type="checkbox"/> Consulting/Business Services | _____ |

Please e-mail your company and product description upon submission of application to cschroll@prismintl.org. Listings received after **March 3, 2017**, will not be included in the official conference program guide.

FOR PRISM USE ONLY

Booth number(s) assigned _____

Total cost \$ _____

Amount paid \$ _____

Accepted by PRISM _____

Company Information

This representative will be contacted for program guide details and for future related mailings. Please print or type.

Company/Institution _____

Website _____

(Exactly as you want it to appear in the printed program and on the exhibit sign.)

Address _____

City, State, ZIP _____

Phone (____) _____

Fax (____) _____

The signer of the application for exhibit space—or person designated, if different—shall be the official representative of the exhibitor and shall have the authority to certify representatives and act on behalf of the exhibitor in all negotiations.

Name _____
(first) (last)

Title _____

E-mail _____

Signature _____

Billing Information: This contract will be addressed to the signer (or designee indicated below, if different).

Name _____
(first) (last)

Title _____

Company Name (if different from above) _____

Address _____

City, State, ZIP _____

Phone (____) _____

Fax* (____) _____

E-mail _____

*I understand that by providing the fax number(s) listed above, on behalf of the company specified above, I consent, as authorized by the company, for the company to receive faxes sent by or on behalf of PRISM.

Please complete all three steps:

1. Fax this form to 888.374.7259.
2. Make a copy of this form for your records.
3. Return the original, with a 50% deposit* per booth, to

PRISM Exhibit Office, PO Box 3781, Oak Brook, IL 60522

Make checks payable to **Professional Records & Information Services Management.**

*Note. For applications sent after December 1, 2016, the full payment is due. Credit card payments cannot be accepted by e-mail. To pay with credit card, send a fax to 888.374.7259.

Payment Information

cc#* _____ exp _____ \$ _____

check # _____ \$ _____ date _____

check # _____ \$ _____ date _____

*Credit card payments of up to \$5,000 are welcome. Payment by check is required for orders totaling more than \$5,000.

Terms and Conditions

1. Application and Eligibility. Application for booth space must be made on the printed form provided by PRISM (hereinafter, "the Association"), contain the information as requested, and be executed by an individual who has authority to act for the applicant.

2. Exhibit Booth Price. The standard rate for an 8' x 10' inline booth rental costs \$2,300 for members and \$3,300 for nonmembers. Corner booths are an additional \$350. Discounts apply to companies that submit an application with a 50% deposit before predetermined deadlines outlined on the front of this contract.

These prices include discounted rates on advertising in the conference program guide, a uniformly styled draped booth, an identification sign, a listing in the convention program guide, and one full conference registration. Booth price also includes one 6' x 30" draped table, two chairs, and one wastebasket; one-line company identification sign; company contact information and a brief description of your company in attendee handouts; and recognition in PRISM International's *inFocus* magazine, on PRISM's website, and in preshow e-mails if a signed contract is received by December 1, 2016.

3. Payment Dates. No booths will be guaranteed until the Association receives full payment of the total booth fee, along with a signed contract. If full payment is not received by February 8, 2017, the Association will have the right to resell the assigned booth space. The exhibitor expressly understands and agrees that all amounts paid hereunder will be applied first to any outstanding obligations due the Association by the exhibitor, and then to the amounts due in accordance with this paragraph hereof, that any resulting arrearages must be paid within the time limits specified herein, and that the Association will have the right to cancel this agreement if the exhibitor is or becomes in arrears with respect to any outstanding obligation due the Association.

4. Cancellation of Booth Space. Companies that elect to participate in the 2017 space draw taking place during the 2016 Annual Conference can cancel booth space by July 8, 2016, without any penalty and receive a full refund on any monies paid. After July 8, 2016, no refunds will be made on partial booth payments. Companies that have paid booth space in full will be eligible for a 50% refund for cancellations made in writing prior to January 31, 2017. No refunds will be provided on cancellations submitted after this deadline.

If for any cause beyond the control of the Association—such as, but not limited to, the destruction of the exhibit facilities by an act of God, a public enemy, authority of the law, fire, or other force majeure—the Association is unable to comply with the terms of this contract and deliver the space allotted hereunder, this contract shall be considered terminated and any payments made hereunder by the exhibitor shall be refunded to the exhibitor, less expenses incurred by the Association to the date of the termination allocable to the exhibitor after proration thereof among all exhibitors.

5. Assignment of Booth Space. PRISM will hold a 2017 space draw during the 2016 Annual Conference. Exhibitors will be provided an appointment time based on their earned exhibitor points.

Points earned depend on these factors:

- the number of years the exhibitor has been a PRISM corporate member
- the number of PRISM conferences in which the exhibitor has participated
- the amount of space the exhibitor has used in previous conferences
- the amount of commercial support the exhibitor has provided.

The Association reserves the right to assign space other than the choice requested, if necessary, and the right to rearrange the floor plan and/or relocate any exhibit.

6. Booth, Furnishings, Equipment, and Service. A uniformly styled exhibit booth will be furnished that consists of draped material on aluminum framework with a back wall that is 8 ft. high, side rails that are 33 in. high, and identification sign that is 7 in. x 44 in. Exhibit displays must not project so as to obstruct the view of the adjacent booths. In the rear 4 ft. of all booths, display material or equipment can be placed to a height not exceeding 8 ft., without the consent of the Association. In the remainder of the booth, all display material or equipment shall not exceed 42 in. in height. The exhibit hall is carpeted.

7. Conduct of Exhibits. The advertisement or display of goods or services other than those manufactured, distributed, or sold by the exhibitor in the regular course of business and identified in this contract is prohibited. An exhibitor may not assign, sublet, or apportion all or any part of the contracted booth space, nor may an exhibitor permit the display, promotion, sales, or marketing of nonexhibitor products or services. Interviews, demonstrations, and distribution of literature or samples must be made within the booth area assigned to the exhibitor. Canvassing or distributing of advertising outside the exhibitor's own booth will not be permitted. There is no restriction on selling on the exhibit floor. However, exhibitors are responsible to the Internal Revenue Service for the collection and submission of the applicable state and local sales taxes for sales that occur on the exhibit floor. Exhibitors may not serve or dispense food or beverages of any type from their booths or in the exhibit area without consent of the Association. Helium balloons are not allowed in the convention center. No part of the display, including products, is permitted outside the exhibit space. Products and furnishings should be arranged with the safety of the exhibitors and attendees in mind. No photography is allowed in the hall without consent from the Association.

The character of the exhibits is subject to the approval of the Association. The right is reserved to refuse the applications of companies not meeting the standards required or expected, as is the right to curtail exhibits or parts of exhibits that are not in accord with the character of the meeting. This applies to displays, literature, advertising novelties, souvenirs, conduct of persons, etc. Booths should be designed to draw attendees into the booths, not to encourage attendees to stand in the aisles.

8. Installation and Dismantling.

Installation. All exhibits must be set up by 5 pm on Monday, May 8, 2017, without exception. Assembly of exhibits during regularly scheduled exhibit hours will not be permitted. At 5 pm, an inspection will be made, and exhibits that obviously are not being worked on and have no representative present will be assigned to the labor contractor for uncrating and erecting to facilitate the removal of crates and the initial cleaning prior to the opening. Charges will be billed to the exhibitor. Exhibit aisles must be clear by 5 pm.

Dismantling. The official closing time of the exhibits is 10 pm on Wednesday, May 10, 2017. All exhibit material must be packed and ready for removal from exhibit area no later than noon on Thursday, May 11, 2017. No packing of equipment or literature, or dismantling of the exhibits is permitted until closing time.

This rule will be strictly enforced and a breach will result in the following penalties:

- A. Your company earns five exhibitor priority points for a booth space at the conference and an additional one point for each additional space. A breach will result in your company losing twice the amount of points that would have been earned.
- B. A letter will be sent to your company's headquarters informing them of the breach.
- C. Two breaches will result in your company losing all exhibitor priority points.

9. Additional Exhibitor Services. All other services are available to exhibitors at normal charges through the official convention contractor (hereinafter "Official Contractor"). An exhibitor's service kit will be mailed or e-mailed to all exhibitors approximately 60 days in advance with complete details and deadline order dates for rental displays, additional decorating, furniture, carpeting, signs, cleaning, photography, floral, electrical, telephone, audiovisual service, drayage, labor, and shipping.

10. Contractor and Labor Coordination. The Official Contractor will have control of all inbound and outbound freight to prevent congestion in the loading and unloading area, in the aisles, and in any freight traffic area. The Official Contractor will have complete control of all labor hired and scheduling and coordination of labor for the purpose of the orderly setup, management, and dismantling of the exposition. It is highly recommended that the labor services of the Official Contractor are used for setup and dismantling. If an outside contractor is used, the following steps must be taken:

- A. The Association and the Official Contractor must be notified, and proof of adequate liability insurance must be given, in an amount no less than the \$1,000,000 combined single limit for personal and property damage, at least 30 days prior to show setup. The booth number, name of the exhibitor, and identification of the outside contractor must be included.
- B. Check-in by all labor will be required at the labor service desk prior to the start of setup. No setup will be permitted without the authorization of the Official Contractor.
- C. All outside contractor personnel shall confine their activities to the booth in which they are working and will not be permitted to solicit on the floor or elsewhere in the exhibit hall.

11. Hospitality and Entertainment. Hospitality suites or events sponsored by the exhibitors must be approved by the Association in writing. No entertainment may be scheduled to conflict with the Association's program hours, activity hours, or exhibit hours. The Association has blocked suites at the official hotel that will be available on a first-come, first-served basis. Reservations should be made directly with the hotel after written approval from PRISM has been received. Firms that are not exhibiting are not permitted to have hospitality functions.

12. Exhibit Staff Registration. One full, complimentary conference registration is included in the exhibit fee with each booth space contracted. Each complimentary registration provides admittance of one company representative to all educational sessions, social activities, and food functions. Additional corporate booth personnel may register as an exhibitor representative for only \$325 per person. This registration fee enables your booth personnel to attend all conference activities, including breakfasts, breaks, receptions, lunches, and the conference dinner. (Please note that the networking dinner and any additional, optional events are not included. These tickets may be purchased separately.)

Additional booth personnel must be your corporate personnel; no other company may be represented in your booth. All booth personnel must fill out a registration form to be registered for the conference.

Each complimentary registration should be indicated on a conference registration form with a \$0 in the total section and the words "Complimentary Exhibitor" written in the payment area. There is also a designated space to choose an additional exhibitor representative with a corresponding charge of \$325.

Each exhibitor who registered in advance will have a printed exhibitor badge available at the exhibitor registration area at the convention center. This badge will entitle registered exhibitors admission to the exhibit area only. Exhibitors must wear badges at all times—including during setup times, exhibit hours, and dismantling—in order to enter the exhibit area.

Exhibitor staff, temporary help, and setup personnel must wear exhibitor badges or other badges designated by the Association or the Official Contractor. Exhibitor badges do not give admission to other conference functions, nor are they transferable.

13. Special Visual and Sound Effects. Audiovisual and other sound and attention-getting devices and effects will be permitted only in those locations and in such intensity as in the sole opinion of the Association does not interfere with the activities of neighboring exhibitors. Operation of equipment being demonstrated may not create noise levels objectionable to neighboring exhibitors.

14. Unacceptable Exhibits. The exhibitor agrees not to use any displays that the Association determines, in its absolute discretion, will unreasonably endanger the person or property of the attendees or of the exhibitors, are in bad taste, are liable to discredit or subject the Association to criticism or legal liability, are inconsistent with the stated purposes of the Association and the interest and welfare of its members, are inimical to the property rights of the Association, or violate the booth regulations or any other provision of this contract. In the event the Association determines at any time that any exhibit may or does violate this contract and the exhibitor is unable or unwilling to cure or correct such violation, the Association may terminate this agreement immediately and forbid erection of the exhibit or may remove or cause the exhibit to be removed at the exhibitor's expense, and the exhibitor hereby waives any claim for refund of the exhibit booth or other damages arising out of such termination and/or exhibit removal. Any exhibitor who is uncertain as to whether an exhibit is in compliance with all applicable regulations and requirements should contact the Association.

15. Insuring Exhibits. Exhibitors are encouraged to insure their exhibits, merchandise, and display materials against theft, fire, etc., at their own expense. It is suggested by the Association that the exhibitor contact the exhibitor's insurance broker and obtain all-risk insurance covering exhibit property while absent from home premises for exhibit purposes, or a rider to the exhibitor's existing policy covering same.

Neither the exhibit facility, the Association, nor the Official Contractor will be responsible for loss or damage to any property in storage, in transit to or from the exhibit building, or while in the exhibit building, or for any loss of income as a result of any reduced sales due to such loss or damage. All property of the exhibitor will be deemed to remain under the exhibitor's custody and control in storage, in transit to or from, or within the confines of the exhibit hall, even though it may at times be under the temporary control or direction of the Association or the Official Contractor.

16. Music Licensing. The exhibitor represents and warrants that it shall comply with all copyright restrictions applicable to exhibitors including, but not limited to, any music performance agreement between the Association and ASCAP or BMI. Exhibitor further represents and warrants that it shall obtain any additional license or grant of authority required of exhibitors under the copyright laws and present the Association with a copy of such license or grant no less than 30 days prior to the start of the show.

17. Liability for Damages or Loss of Property. Guard service or secured exhibit hall is provided by the Association on a 24-hour basis from move-in through move-out. Notwithstanding the guard service provided by the Association for purposes of general security in the exposition premises, the exhibitor shall protect, indemnify, and hold harmless the Association, the exhibiting facility, and the Official Contractor from any and all liability, loss, damage, or expense by reason of any injury or injuries sustained by any persons or property or loss of property or income that might be derived therefrom occurring in or about the exposition premises or entrances thereto or exits therefrom, including that caused by or resulting from the negligence of the Association. The exhibiting facility shall not be responsible or liable for any injury, loss, or damage to any property or person brought in by the exhibitor or otherwise located in the exposition premises.

18. Shipping Instructions. Information on shipping methods and rates will be sent to each exhibitor by the Official Contractor. The exhibitor will ship, at his own risk and expense, all articles to be exhibited. The Official Contractor will provide storage for incoming freight, delivery to the booth, and removal, storage and return of empty crates, and removal and shipment of outbound freight. All charges are based on inbound weights. All shipments must be prepaid. The address on all crated shipments shall include the exhibitor's name and booth number(s).

Exhibit material cannot be received at the convention center prior to the show setup date. Such freight will be directed to and stored at the Association's designated freight handling and storage firm at the exhibitor's expense.

The exhibitor expressly agrees that any exhibit material remaining in the exhibit hall after the contracted move-out time has terminated, or any damaged exhibits left behind, may be removed and disposed of at the expense of the exhibitor and without liability to the Association or the Official Contractor.

19. Failure to Occupy Space. Any space not occupied at the convention center at 5 pm on Monday, May 8, 2017, shall be forfeited by the exhibitor, and space may be resold, reassigned, or used by the Association without refund, unless a request for delayed occupancy has received prior approval by the Association in writing.

20. Fire Regulations. No exhibitor shall use any flammable decorations or coverings, and all fabrics or other materials used shall be flameproof.

21. Advertising Material. The use or distribution of any souvenirs during the convention shall be subject to prior written approval by the Association. Such material shall be submitted to the Association for approval 60 days prior to the convention. Except as otherwise provided, the Association will not endorse, support, or be liable for the claims made by the exhibitors as to the qualities or merits of their products or services, and no advertising or mention will indicate, claim, or suggest such endorsement or support. All handouts must be distributed within the exhibit booths.

22. Convention Program. One (1) copy of the convention program/exhibits directory will be available to each exhibiting company at the exhibitors' registration area.

23. Exhibit Space Floor Plan. Every effort will be made to maintain the general configuration of the floor plan for this convention. However, the Association reserves the right to modify the plan, if necessary, as determined solely by the Association.

24. Photography and Videography. Photographs and video may be taken of exhibitors at PRISM's 2017 conference. These photos and videos are for PRISM's use only and may appear on PRISM's website, in printed brochures, or in other promotional materials. Exhibitor application grants PRISM permission and consent for use of these photographs and videos.

25. Miscellaneous. The exhibitor expressly agrees to be bound by all the terms, conditions, and specifications herein listed and by the rules and regulations established by the Association from time to time thereafter modified, and expressly agrees that this contract and such rules and regulations contain the entire agreement between the parties hereto and supersedes any prior agreement, written or oral. This contract shall be interpreted under the law of the United States and of the State of Illinois.