



# EXHIBIT SPACE APPLICATION

You may also reserve & purchase your space and sponsorship at <http://www.urisa.org/conferences/Addressing/exhibits>

**DOUBLETREE HOTEL PORTLAND-LLOYD CENTER**  
**EXHIBIT DATES APRIL 8-9, 2008**

## EXHIBITOR INFORMATION:

Please print or type all sections of this application. Contact Information will be used for operational matters. Information for the program directory will be requested separately.

Company Name

Address

City

State/Prov.

Country

Zip/Postal Code

Exhibit Contact

On-Site Representative (If different than exhibit contact)

Email Address

Phone

Fax

Company Name for Final Program

## EXHIBIT SPACE INFORMATION:

Exhibit space is available in increments of 8' x 10'. The cost for each 8' x 10' space is \$950. If you reserve your space by December 28, 2007 you will qualify for a \$200 discount off of the regular rate of \$950.

# of Booths	Discounted Rate	Regular Rate	Total Due:
Each 8' x 10'	Rec'd by 12/28/07	Rec'd after 12/28/07	
_____	<input type="checkbox"/> \$750	<input type="checkbox"/> \$950	\$ _____

## SPECIFY BOOTH NUMBER PREFERENCE:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**SPONSORSHIPS:** Please contact Deborah Shields for availability prior to completing form.

Item(s) Sponsored: \_\_\_\_\_ \$ \_\_\_\_\_

## DEMONSTRATION THEATER: \$500 - First Come, First Served

Please contact Deborah Shields for availability prior to completing form. Tuesday:

5:15pm - 5:45pm     5:45pm - 6:15pm    \$ \_\_\_\_\_

Wednesday:

9:15am - 9:45am     9:45am - 10:15am    \$ \_\_\_\_\_

**METHOD OF PAYMENT:** (All payments for this event must be received in U.S. dollars).

Total Amount Due: \$ \_\_\_\_\_

Applications will NOT be accepted without payment. Acceptable forms of payment are:

Check/Money Order payable to: **URISA/NENA ADDRESSING CONFERENCE**

Master Card     Visa     American Express

Card #

Exp. Date

Cardholder Name

Signature

## PAYMENT DEADLINES & CANCELLATION POLICY:

Full payment for all booth space(s) is due with application. Applications received without payment are not valid. All cancellations must be in writing. Cancellations received by **March 1, 2008** will forfeit 25% of the total cost of the space, plus a \$100 administration fee. Cancellations received after **March 1, 2008** will forfeit their entire fee for all contracted space.

## PLEASE RETURN YOUR COMPLETED APPLICATION AND PAYMENT TO:

**URISA/NENA ADDRESSING CONFERENCE**

1460 Renaissance Drive

Suite 305

Park Ridge, IL 60068

*If submitted using the electronic online form, please do not submit a duplicate hard copy application.*

## FOR INTERNAL USE ONLY

Date Received: \_\_\_\_\_ Amount Received: \_\_\_\_\_

Form of Payment: \_\_\_\_\_ Date Assigned: \_\_\_\_\_

Date Processed/Batch #: \_\_\_\_\_ Booth #: \_\_\_\_\_

Sponsored Item(s): \_\_\_\_\_

# RULES & REGULATIONS

- 1. MANAGEMENT:** The word "Management as used herein shall mean the National Emergency Number Association/URISA and all officers, members, committees, agents or employees acting for it in the management of the Conference/Exposition. The word "Center" as used herein shall mean the Hotel/ Convention Center that is the site of the Conference/Exposition.
- 2. SUB-LEASING:** Exhibitor may not sub-let his space, nor any part thereof, nor exhibit offer for sale, give as a premium, or advertise articles not produced or sold in his own name, except where such articles are required for the proper demonstration or operating of Exhibitor's display, in which case such articles shall be limited to other exhibiting companies articles and their identification shall be limited to the regular nameplate, imprint, or other identification which in standard practice appears normally on them. If a non-exhibiting company's article is displayed in a booth in violation of these provisions, immediate removal of the article will be required, at the exhibitor's expense. Exhibitor may not permit in his booth non-exhibiting companies' representatives. Rulings of the Management shall, in all instances, be final with regard to use of any exhibit space.
- 3. DEFAULT IN OCCUPANCY:** Any Exhibitor failing to occupy space contracted for is not relieved of the obligation of paying the full rental of such space. If not occupied by the time set for completion of installation of displays, such space may be repossessed by Management and reallocated or re-assigned for such purposes as management may see fit.
- 4. PAYMENT DEADLINES AND CANCELLATION POLICY:** Payment is due in full with application. Applications received without payment in full will not be accepted. Exhibitors who cancel space after March 1, 2008 will be responsible for their entire fee for all contracted exhibit space.
- 5. ASSIGNMENT OF SPACE:** Booths are assigned on a first-come-first serve basis.
- 6. LIMITATION OF LIABILITY:** Exhibitor agree to make no claims for any reason whatsoever against Management and the Conference/Expositions display service for loss, theft, damage, or destruction of goods; nor for any injury to himself or employees while in the exhibition quarters; nor for any damage of any nature, including damage to his business by reason of failure to provide space for his exhibit; nor for any action of any nature of Management, display service, nor for failure to hold the exhibition as scheduled.
- 7. BOOTH CONSTRUCTION, DEPTH AND HEIGHT LIMITATIONS:** Booths are limited to a height of 8' in the back half of the booth and 4' in the front half. The 8' height may be extended along the side rails no more than 5' from the back line of the rented space.
- 8. INSTALLATION/SHOWING/DISMANTLING:** Hours and dates for installation, exhibiting and dismantling shall be those specified by Management. Exhibitor shall be liable for all storage and handling charges resulting from failure to remove exhibit material from the exposition before conclusion of the dismantling period as specified by Management.
- 9. DAMAGE TO PROPERTY:** Exhibitor is liable for any and all damage caused to building floors, walls or columns, or to standard booth equipment, or to other exhibitors' property. Exhibitor may not apply paint, lacquer, adhesive or other coating to building columns and floors or to standard booth equipment.
- 10. ATTENDANCE:** Management shall have sole control over admission policies at all times.
- 11. CHILDREN:** Children under 15 are not permitted access to the exhibit hall during any move-in or move-out times.
- 12. BOOTH REPRESENTATIVES:** Exhibitors booth representatives shall be restricted to employees of exhibiting companies who are actually working in Exhibitor's booth. Booth representatives shall wear "EXHIBITOR" badge identification, furnished by Management at all times. Management may limit the number of booth representatives at any time as well as the total number of booth representatives during the Conference/Exposition. All Exhibitors' company personnel other than those working in booth are to register as attendees at show.
- 13. DECORATION:** Management shall have full discretion and authority in the placing, arrangement, and appearance of all items displayed by Exhibitor and may require the replacing, rearrangement, or redecorating of any item or of any booth which Management deems inconsistent with the Principal Purpose of the Exposition or inappropriate for any reason and no liability shall attach to Management for costs that may revolve upon Exhibitor thereby. Exhibitors building special background or side dividers must make certain that the surfaces of each divider are finished in such a manner as not to be unsightly to exhibitors in adjoining booths. If such surfaces remain unfinished, management shall authorize the official decorator to affect the necessary finishing and Exhibitor must pay all charges involved thereby.
- 14. EXHIBITOR REPRESENTATIVES' RESPONSIBILITY:** Exhibitor agrees to indemnify Management and display services against and hold it harmless for any claims arising out of the acts or negligence or willful misconduct of Exhibitor, his agents or employees.
- 15. ADMITTANCE DURING NON-SHOW HOURS:** All Exhibitors company personnel will be permitted to enter the exposition one (1) hour before the scheduled opening time each day of showing, and will not be permitted to remain in the exposition after the closing hour each day, with the exception of the final day. Exhibitors having special problems that require additional time must check with Management office on the previous day for permission to remain after closing hours.
- 16. FAILURE TO HOLD EXPOSITION:** Should any contingency prevent holding of the Exposition, Management may retain such part of Exhibitor's rental as shall be required to recompense it for all expenses incurred up to the time such contingency shall have occurred.
- 17. FLOOR LOAD:** Under no circumstances may the weight of any equipment or exhibit materials exceed the maximum floor load. Exhibitor accepts full and sole responsibility for any injury or damage to property or person resulting from failure, knowingly or otherwise, to distribute the load of his exhibit material in conformity with the maximum floor load specifications.
- 18. INFLAMMABLE MATERIALS:** No inflammable fluids or materials of any nature, including decorative materials, the use of which is prohibited by Federal, state or city fire regulations, may be used in any booth.
- 19. LOTTERIES; CONTESTS:** The operating of games of chance or lottery devices, or the actual or simulated pursuit of any recreational pastime is permitted only on written approval from Management.
- 20. NOISE AND ODORS:** No noisy or obstructive work will be permitted during open hours of exposition, nor will noisily operating displays or exhibits producing objectionable odors be allowed. In the event of a dispute, it is the prerogative of Management to make a determination if a given activity is unacceptable, and consequently, must be stopped.
- 21. OBSTRUCTION OF AISLES OR BOOTH:** Any demonstration or activity that results in excessive obstructions of aisles or prevents ready access to nearby Exhibitors booth shall be suspended for any periods specified by Management.
- 22. REJECTED DISPLAYS:** Exhibitor agrees that its exhibit shall be admitted and shall remain from day to day solely on strict compliance with the rules herein laid down. Management reserves the right to reject, eject, or prohibit any exhibit in whole or in part, or Exhibitor or his representatives, with our without giving cause. If cause is not given, liability shall not exceed the return to Exhibitor of the amount of rental unearned at the time of ejection. If an exhibit or Exhibitor is ejected for violation of these rules or for other stated reasons, no return shall be made.
- 23. SAFETY DEVICES:** Exhibitor agrees to accept full responsibility for compliance with Federal, state and city regulations in the provision and maintenance of adequate safety devices and conditions for the operation of machinery and equipment, and for assuring that attendees remain a safe distance away from such machinery or equipment.
- 24. ADA COMPLIANCE:** Exhibitor understands that Americans with Disabilities Act (ADA) requires that its display must be accessible to persons with disabilities, and the Exhibitor agrees that it is solely responsible for assuring that its display complies with the ADA. Exhibitor agrees to indemnify and hold Management harmless for any claims arising out of or in connection with the failure of Exhibitors booth to comply with the ADA.
- 25. SAMPLES; SOUVENIRS:** Samples, souvenirs, publications, etc., may be distributed by Exhibitors only from within the booth. The distribution of any article that interferes with the activities in or obstructs access to neighboring booths, or that impedes aisles, is prohibited.
- 26. SIGNS; SIGN COPY; ILLUMINATION:** Electric flashers or signs involving the use of Neon or similar gases are prohibited. Should the wording on any sign or area in Exhibitors booth be deemed by management to be contrary in any way to the best interests of the exhibition, Exhibitor shall make such changes as are requested by Management. All signage must remain within the confines of the booth.
- 27. EXHIBITOR DISCUSSIONS; COSTUMES; PROMOTION:** Exhibitors' representatives may conduct discussions, answer questions, explain their products or services, or engage in sales or order taking, but such activities shall not be conducted in any manner, which is inconsistent with, or derogates from, the Principal Purpose of the Exhibition. Exhibitor shall cease any activity determined to be inconsistent with the Principal Purpose of Exhibition immediately upon notification by Management to do so. Exhibitor shall not engage in any activities in the aisles or in booths other than its own. No signs shall be displayed nor shall public announcements be made concerning sales, prices or conditions of sale. Exhibitor's representatives wearing distinctive costumes, or carrying banners or signs separately or as part of their apparel must remain in their own booths. Booth representatives may not wear clothing that Management deems scanty or excessively revealing.
- 28. SOUND AMPLIFYING; REPRODUCING EQUIPMENT; NOISE LEVELS FOR OPERATING EQUIPMENT:** Exhibition Management shall be the sole arbiter of acceptability of sound levels and may require reduction of sound level or elimination of sound reproducing devices in those cases where in the judgment of Exhibition Management such sound is in violation of these standards or otherwise objectionable.
- 29. GIVE-A-WAYS:** Hazardous or nuisance-causing promotional giveaways, including noisemakers and other items of carnival nature, may not be distributed at the Conference/Exposition.
- 30. STORAGE OF CRATES, CARTONS and EXTRA MATERIALS:** Any open space between back-to-back booth spaces is for electrical feed lines and storage of exhibit materials is prohibited by the hotel and the local fire Department because such use is considered to be hazardous. Accessible storage areas for literature can be arranged by contacting the Exhibitor Service Center (located on the exhibiting floor). No individual exhibitor will be allowed crate storage outside the confines of their booth "EMPTY" stickers are available from the Exhibitor Service Center to identify your empties, which will be removed to storage and returned at the conclusion of the show.
- 31. DISMANTLING OF BOOTH(S):** Exhibitors will not be permitted to dismantle their booth(s) prior to the close of the Conference/Exposition. This rule will be strictly enforced.
- 32. AMENDMENT TO RULES:** Any matters not specifically covered by the preceding rules shall be subject solely to the decision of Management. Management may amend these rules at any time, and all amendments so made shall be binding on Exhibitor equally with the foregoing rules and regulations.
- 33. AGREEMENT TO RULES:** Exhibitor, for himself and his employees, agrees to abide by the foregoing rules and by any amendments that may be put into effect by Management. Management, at its discretion, reserves the right to (1) eject any Exhibitor violating its rules or decisions from the exposition without any refund whatsoever of Exhibitors rental fee; (2) restrict or limit the offending Exhibitors participation at future management exhibitions; or (3) take any other action Management, in its discretion, deems to be an appropriate response to the violation. Exhibitor agrees to be bound by Management's decision. Exhibitor agrees to indemnify and hold harmless Management from any and all damages, charges, loss and/or expense arising out of a failure by Exhibitor to comply with these rules and any amendment thereto.
- 34. HOTEL/CENTER RULES:** Exhibitor, for himself and his employees, agrees to abide by and comply with all of the rules and regulations of the Hotel/Conference/Exposition Center.
- 35. PHOTOGRAPHS:** No photographs of individual exhibits may be taken without the express permission of the Exhibitor. Management reserves the right to confiscate any photographic equipment, photographs, and negatives used in violation of this section.
- 36. PERFORMANCE OF COPYRIGHTED MUSIC:** Exhibitor is solely responsible for securing all ASCAP, BMI and other licenses or permission necessary to perform copyrighted musical works in the hotel. Exhibitor agrees to indemnify and hold Management harmless for any claims arising out of or in connection with Exhibitor's failure to secure the necessary licenses or permission for performance of these works.
- 37. COMPLIANCE WITH LAWS:** Exhibitor shall comply with all applicable federal, state and local laws, codes and regulations, and shall be solely responsible for obtaining all permits and paying all taxes associated with Exhibitors use of the booth and exhibitors activities during the Conference and Exposition