

Internet Librarian 2003

November 3-5, 2003
Monterey Conference Center
Monterey, California



Information Today, Inc.

143 Old Marlton Pike, Medford, NJ 08055-8750

Phone: (609) 654-6266 FAX: (609) 714-2159

Exhibit Hours

Monday, November 35:00 p.m. – 7:00 p.m.

Tuesday, November 49:45 a.m. – 5:00 p.m.

Wednesday, November 5.....9:45 a.m. – 3:30 p.m.

CONTRACT FOR EXHIBIT SPACE

Company name, complete address, and telephone number as it should be published:

Company Name _____ Company Phone _____

Address _____ Company Fax _____

City _____ State _____ ZIP _____

Web Site _____

Contact Person _____

Phone _____ E-mail _____

Our choice of booths is as follows: (All Booths are 8' x 10' unless otherwise indicated.)

1st Choice _____ 2nd Choice _____ 3rd Choice _____

TO VALIDATE THIS CONTRACT:

- (1) Attach a check for one-half the booth rental payable to Information Today, Inc. Contracts received after May 28, 2003, must be accompanied by full payment.
- (2) Agree to pay the balance of the booth rental prior to May 28, 2003.
- (3) Agree to be bound by and comply with the terms on the reverse side and any other rules and regulations determined by Information Today, Inc., its subcontractors, or the host hotel.

Attached is our check payable to Information Today, Inc.

50% payment \$ _____ 100% payment \$ _____

Charge my: MasterCard Visa AMEX

Account # _____ Exp. Date _____

It is agreed that the space assigned to us will be acceptable to us unless we reject it within ten (10) days of receiving Information Today, Inc.'s acceptance.

We fully understand that this form shall become a binding contract upon acceptance of exhibit space by the applicant and is subject to the terms, conditions, rules, and regulations as set forth herein and on the reverse side.

APPLICANT'S AUTHORIZED SIGNATURE

TITLE

DATE

Exhibitor Agreement

1. Booth Assignments

Booth assignments will be made in the order that contracts are received at the offices of Information Today, Inc. One-half of the booth rental fee must accompany applications for space. Phone reservations will be accepted but firm booth assignments will not be made until payment is received. The organizers will make every effort to place exhibitors in their preferred position and separate exhibitors from competitors where requested. The organizers reserve the right to change location assignments at any time.

2. Booths

A standard booth package (back and side wall draping and identification sign) is provided by Exhibition Management without cost to the exhibitor. If an exhibitor plans to install a completely constructed display of such a nature that the exhibitor will not require or desire the use of standard booth equipment, no part thereof shall so project as to obstruct the view of adjacent booths. Booth side dividers of a height in excess of 36" must not extend further than three feet out from the back wall. Booth walls must not exceed eight (8) feet in height. Island exhibits must not include a back wall that blocks visibility of neighboring booths. Any exceptions must first be approved by Exhibition Management. Audio visual aids and/or equipment may not be played at a level that would interfere with adjacent exhibitors.

3. Payment and Cancellation

Booth rental shall be as indicated on the floor plan. One-half of the booth rental must accompany contract. The remaining half is due May 28, 2003. Contracts received after May 28, 2003, must be accompanied by full payment. Exhibitors may cancel this agreement by written notice to the organizers. Cancellations made prior to June 27, 2003, will be subject to a 50% cancellation fee. No refunds will be made on cancellations made June 27, 2003, or later. Furthermore an exhibitor cancelling on June 28, 2003, or later hereby agrees to pay any balance due on the total cost of its booth rental, per this contract.

4. Use of Space

No exhibitor shall permit any other corporation or firm or its representatives to use the space allotted to him, nor shall he display articles not manufactured or sold normally by him. Requests for co-participation by any other corporation or firm or its representatives in space assigned to the original applicant must be made in writing to Exhibition Management. If permission is granted by Exhibition Management, there will be an additional charge of \$150.00 per day for each additional participant for the run of the particular conference or convention. Exhibitors shall not sublet booths or assign this lease in whole or in part without the prior consent of the organizers.

5. Limitation of Liability

The exhibitor shall indemnify the organizers against all claims, demands, actions, expenses, damages, penalties, or proceedings arising out of or in any way connected with the exhibitor's occupancy and use of the exhibition premises or any part thereof. Exhibitors will be required to meet the cost of making good any damage to floors, walls, structures, and accessories.

6. Security and Insurance

The organizers will take reasonable care to ensure security in the exhibition area. The organizers will not be liable for damage or loss to exhibitor's property, nor shall they be liable for any injury that may occur in the exhibition areas. Exhibitors should make their own insurance agreements.

7. Protection of the Exhibit Hall Facility

Nothing shall be posted on or tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the hotel, conference, or convention hall exhibit area without permission from the proper building authority and Exhibition Management. Packing, unpacking, and assembly of exhibits shall be done only in designated areas and in conformity with directions of the Exhibition Manager, the hotel, conference or convention hall manager, or their assistants.

8. Installation and Dismantling

The specific requirements as to time for installation and dismantling of exhibits shall be supplied to each exhibitor. Such requirements shall be binding. All displays must be in place and set up by the time of the official opening of the show. Space not occupied or set up by that time may be reassigned for other purposes. No exhibits shall be dismantled before the official closing time of the show.

9. Default Occupancy

Any exhibitor failing to occupy space which has been contracted is not relieved of the obligation of paying for such space at the full rental price, and the Exhibition Management shall have the right to use such space as it sees fit to eliminate empty space in the Exhibit Hall, provided such booth space is not occupied by one hour before the official show opening.

10. Distribution of Printed Matter, Etc.

Neither exhibitors nor non-exhibitors shall distribute to the conference or convention delegates printed matter, samples, souvenirs and the like, except from within rented spaces. Special distribution of such matter elsewhere must be approved by the Exhibition Management.

11. Use of Paging System

The paging system in the Exhibit Hall is for the use of Exhibition Management. Exhibitors wishing to make announcements may do so only with the approval of the meeting organizers.

12. Agreement to Conditions

Each exhibitor for himself and his employees agrees to abide by these conditions, it being understood and agreed that the sole control of the Exhibit Hall rests with the Exhibition Management.

13. Amendments

The organizers shall have sole authority to interpret and enforce all rules and regulations contained herein and to make any amendments thereto and to make such further rules and regulations as shall be necessary for the orderly conduct of the exhibition.