

IFMA'S WORLD WORKPLACE 2010 Booth Application
Oct. 27-28, 2010, Georgia World Congress Center

1. EXHIBITOR INFORMATION:

NAME : _____

TITLE: _____

COMPANY NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE/PROVINCE: _____

ZIP/POSTAL CODE: _____ COUNTRY: _____

PHONE: _____ FAX: _____

E-MAIL: _____

WEB ADDRESS: _____

2. BOOTH SELECTION:

Indicate your preference by booth number

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

IFMA reserves the right to make modifications, adjust the floor plan and change or reallocate booth assignments as deemed necessary for the good of the overall Show. Management has the right to limit space if necessary.

FOR OFFICE USE ONLY -- DO NOT WRITE IN THIS SPACE

Booth Assignment: _____ Date: _____

Deposit Received: \$ _____ Balance Due \$ _____ Total Paid: _____

Approved: _____

3. BOOTH FEES:

- Exhibit space: \$3,150 (U.S. equivalent) per 10x10 booth (3mx3m)
- Booths are available in increments of 10x10 (3mx3m)
- Corner Booths are an additional \$150 (U.S. equivalent) per corner

4. PRE-SHOW MARKETING ITEMS:

_____ Add my logo to the World Workplace Web site and Show Directory \$250

_____ Pre-Registered Attendee Mailing List \$500

_____ Attendee Bag Insert \$750

_____ Pre-Registered Attendee Broadcast E-mail \$1,500

Total pre-show marketing items: \$ _____

5. PAYMENT INFORMATION:

▪ _____ Size of booth per 10x10 (3mx3m) _____

▪ _____ # of Aisle corners @ \$150 each + _____

▪ IFMA Corporate Sustaining Partner (CSP) 10% discount (_____)

▪ Marketing Items total from Section 4 above _____

TOTAL DUE = _____

Note: This application is not a contract. It will not become a contract unless and until accepted by IFMA. Acceptance of this application by IFMA constitutes a binding contract between the named company and IFMA and the space is officially secured for you.

FULL PAYMENT IS DUE WITHIN 30 DAYS OF THIS APPLICATION.

NO CANCELLATIONS. NO REFUNDS.

Method of Payment: _____ American Express _____ MasterCard _____ Visa

Credit Card Number: _____ Exp. Date: _____

Authorized Name on Card: _____

Authorizing Signature: _____

I acknowledge receipt of the stated World Workplace 2010 Expo rules and regulations and agree to its terms and conditions. I understand that the rules and regulations, including those listed in the Exhibitor Services Manual, are part of the contract upon acceptance of the application.

AUTHORIZED NAME (Please type or print): _____

TITLE: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

5. SEND COMPLETED APPLICATION TO:

Attn: T.J. Mendieta

IFMA's World Workplace 2010

1 E. Greenway Plaza, Suite #1100, Houston, Texas, 77046-0194

Tel: 713-623-4362 Fax: 281-974-5680

E-mail: tj.mendieta@ifma.org

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EXHIBITOR CONTRACT TERMS AND CONDITIONS

Booth # Secured: _____

Date Secured: _____

ADDITIONAL FUNCTIONS: No Exhibitor or group of Exhibitors may sponsor a meeting or present information as part of a planned attendee program any time prior to, during or after World Workplace without prior written approval of IFMA. Nor may Exhibitor host cocktail parties or similar functions without written approval.

ADMITTANCE DURING NON-SHOW HOURS: Booth representatives are not permitted to enter the exhibit hall until 1 hour before the scheduled opening time each day of the Show and will not be permitted to remain in the hall after hours, with the exception of the final night (during move-out). Exhibitors having special circumstances that require additional time should check with IFMA the previous day.

ALCOHOL, FOOD & BEVERAGES: Dispensing, distributing, using alcoholic beverages or providing food in the Show is prohibited without prior written approval. The Exhibitor is responsible for acquiring any required licenses.

ATTORNEY FEES: If IFMA institutes legal action or any other proceeding to enforce this agreement and is the prevailing party; or if IFMA is named a defendant or is a party in any other legal action or proceeding arising out of this agreement between the Exhibitor and IFMA; or of any agreement between IFMA and the Convention Center; or of any agreement between the Exhibitor and the Convention Center; then IFMA shall be entitled to reimbursement of its attorney fees and all other costs and expenses incurred as a result of such legal action(s) or proceeding(s). The rights and remedies afforded IFMA pursuant to this provision regarding attorneys fees shall be in addition to and not in lieu of any rights and remedies also available to IFMA pursuant to the indemnification provision elsewhere in this agreement.

BOOTH CONSTRUCTION: Booths will comply with the International Association for Exhibition Management booth standards and the Convention Center rules and regulations. All display materials including, but not limited to, show cases, display and storage units, electrical fixtures, wires, conduits, signs, etc. will not exceed a maximum booth height of 18 feet for island booths and 8 feet for inline booths. Installation and dismantle dates will be specified in the Exhibitor Manual. Construction, set up or arranging of booths will not be permitted during Show hours.

BOOTH DECORATION: Background surfaces and side dividers must have finished exposed surfaces. IFMA will instruct the decorator to finish any unfinished surfaces at Exhibitor's expense. Electronic flashers and neon signs are not permitted. All exhibitors must provide floor covering in their booth.

BOOTH REPRESENTATIVES: Exhibitor booth representatives must be a minimum of 18 years old and shall be restricted to the exhibiting company's full-time employees. They must wear name badges provided by Show management at all times and booths must be staffed during the published hours. All Exhibitors' staff other than those working in the booth must register as attendees to attend the Show. Representatives will at all times conduct themselves in a businesslike, professional manner. Lewd, obscene, disruptive or other inappropriate behavior may result in a representative being banned from the booth and/or the hall or in the shut-down of the exhibit. Nor may Exhibitors display or distribute lewd, obscene, pornographic or otherwise offensive materials in their booths or the hall. IFMA shall be the sole and final judge of what does or does not fall into acceptable or unacceptable behavior and/or content. In particular, under no circumstances will IFMA tolerate harassment of any of its employees based upon legally protected categories such as race, gender, age, disability, etc.

CANCELLATION: Cancellations will be honored only when presented in writing before April 9, 2010. After that date, the exhibitor is responsible for payment of all invoiced fees. All payments made to IFMA after April 9, 2010 are not refundable. IFMA reserves the right to cancel this agreement at any time if it learns that the exhibitor has made any material false or misleading statements, has omitted any material information in obtaining this contract, or has violated any of the terms and conditions of this agreement. No refunds will be made in the event of cancellation by IFMA.

CONTRACT FOR SPACE: (1) In the event of fire, strikes or other uncontrollable circumstances beyond IFMA's control rendering the exhibit hall unavailable or causing the exhibit to be canceled will relieve Exhibitor and IFMA of any obligations under the contract. (2) If the total cost of booth space is not paid as agreed, IFMA has the right to cancel the space without further notice and Exhibitor will forfeit all payments made.

COSTUME PROMOTIONS: Booth representatives wearing distinctive costumes, carrying banners or signs separately, or as part of their apparel, must remain in their booth. Demonstrations and discussions are limited to the booth space only. Clothing may not be lewd, obscene, indecent, sexually degrading or otherwise inappropriate. IFMA shall be the sole judge of whether clothing is permissible or not. Booth representatives found to be wearing inappropriate clothing will be asked to change or leave and IFMA will not be liable for damage of any kind if such action results in the booth being unattended.

CO-ORDINATION WITH LEASE. Exhibitor hereby agrees to indemnify, defend and hold harmless IFMA to the same extent that IFMA may be obliged to indemnify the owner of the building as lessee or licensee of the exhibit hall or space. **If there are any inconsistencies between IFMA's lease or license for the exhibit hall or space and this agreement, the terms of the lease or license shall govern. If there are additional rules, regulations or terms or conditions that IFMA must comply with under its lease or license, to the extent they may be applicable to the Exhibitor's booth, those additional rules, etc. are hereby incorporated herein by reference and the Exhibitor agrees to comply with them.**

DAMAGE TO PROPERTY: Exhibitors are liable for any damage caused by them or their agents to the building or property of other Exhibitors. Exhibitors may not apply

paint, lacquer, adhesive or other coating to building columns and floors or to standard booth equipment.

DEFAULT OF OCCUPANCY: Exhibitors failing to occupy contracted space are not relieved of obligation to pay full space rental fees. IFMA has the right to reassign or use such space in any manner deemed fit if not occupied by the set time making it available to other Exhibitors without releasing the original Exhibitor from its contracted obligations.

ELIGIBLE EXHIBITS: Exhibits are limited to companies whose products and services are of specific interest to attendees. IFMA has the right to determine eligibility of a company or product for inclusion and may reject any or all applications. IFMA may prohibit, close, correct, remove or eliminate an exhibit or any part of an exhibit that it determines is not suitable to, or in keeping with, the Show's character.

EXHIBIT ADMITTANCE: IFMA has the sole control over the admissions policy and the sole right to refuse admission to anyone. No one under 18 years of age is permitted in the Show unless accompanied by an adult.

EXHIBITOR APPOINTED CONTRACTORS: Exhibitors may, with prior written approval by IFMA, hire outside contractors for installation and dismantling of booths. Exhibitors must employ members of appropriate trade unions where required. EAC houses must supply proof of liability insurance certificates and letters of intent to Show management.

INDEMNIFICATION: (1) Exhibitor agrees to indemnify, defend and protect IFMA and the building owners and hold them harmless from any claims, demands, suits, liability, damages, loss, costs, attorney fees and expenses of whatever kind which result from any action, or failure to act, or negligence by the Exhibitor or any officers, agents, employees and representative, including but not limited to claims or personal injury, damage or loss of property; (2) **Exhibitor hereby assumes the risk of agrees to indemnify and save IFMA (including its agents, servants and employees) and the building owners harmless against all liability, damages, expenses, attorneys' fees and cost for injuries to and deaths of persons whomsoever, and damages to and destruction of property whosoever, including property of IFMA and the building owners, growing out of, incident to, or in any manner resulting from the construction, maintenance, operation and presence of the Exhibitor's booth, regardless of IFMA's or the building owners' negligence;** (3) Exhibitor further assumes the risk of and agrees to indemnify and hold harmless IFMA, the building owner and any officer, agent, employee or other representative thereof for any damage, loss, harm or injury to person or any property of the Exhibitor or any of its officer, agents, employees or other representatives, resulting from theft, fire, water, accident or any other cause, regardless of IFMA's or the building owners own negligence and neither IFMA, nor the owners of the building will obtain insurance against any such damage, loss, harm, or injury.

INSURANCE: Exhibitors and their Appointed Contractors shall obtain adequate insurance against loss, damage or destruction of property, no less than \$1 million (U.S.) comprehensive general liability insurance, including a broad form endorsement and will waive subrogation against IFMA, building owners or their representatives. The Exhibitor shall name IFMA on their insurance and provide IFMA with a copy.

JURISDICTION: Exhibitors must comply, at their expense, with all local and state laws, rules, regulations and ordinances in force. In particular, Exhibitors must comply with federal, state and/or local law with respect to non-discrimination and accommodation of persons with disabilities as places of public accommodation.

MUSIC AND COPYRIGHTS: Exhibitors must confine all activities to their booth during Show hours. Sound devices must be operated so as not to disturb other Exhibitors and not exceed 80 dB and read on the "A" scale of a sound level meter. Show management reserves the right to determine acceptable sound levels. If playing music, Exhibitors are responsible for obtaining all necessary copyrights or licenses to use copyrighted materials. Exhibitor will indemnify IFMA for any copyright infringement claims.

PHOTOGRAPHY: Photography and camera equipment in the Show is strictly prohibited. Only professional, paid photographers paid by the exhibitor are allowed on the floor.

SAFETY DEVICES & FIRE PROTECTION: Exhibitors are fully responsible for complying with national, state and city regulations in provision and maintenance of adequate safety devices and conditions to operate machinery and equipment. Flammable devices, fluids, decorations or display fixture coverings are prohibited. Fabrics, decorative materials, table covers or risers shall be flameproof and subject to Fire Marshal inspection. Fire hose cabinets, service entrances and exit signs must be accessible and in full view. Smoking is not permitted.

SHOW CLOSING: Exhibits must be removed from the building at the end of the Show no later than the time indicated by IFMA. Exhibitors will be liable for storage and handling charges resulting from failure to remove materials at the end of installation and dismantling periods.

SHOW RULES: Any matters not specially addressed shall be subject solely to the decision of IFMA.

SPECIAL NEEDS: Exhibitors shall notify IFMA of any special requirements pertaining to their booth such as telephone, drains, water and power so Management may assist with the booth position.

SUBLEASING: Subleasing or space sharing is not permitted without the written permission of IFMA. No Exhibitor shall exhibit or exhibit in their booth space any merchandise other than that specified in the application.

UNION LABOR

Exhibitors must employ members of appropriate trade unions where required for all installation and dismantling work.

VENUE: If any legal action is brought to enforce this agreement, venue will be in Harris County, Texas, USA and the laws of Texas shall apply.