



EXHIBITOR CONTRACT

Organization Information		
Organization Name (as it should appear on booth sign)		
Contact Name for all Communications	Title	
Address	City, State	Zip
Phone	Fax	E-mail
Please provide a 40-word description of your company/products for the Conference website and final program along with your company's URL and phone number:		

URL: _____ Phone Number: _____		
Products to be displayed:		

Exhibit Space Information	Anticipated Exhibit Schedule	
Please reserve ___ 8' x 10' booth(s) at \$3,900 each	Show Hours:	Move In:
Booth locations are assigned based on availability at time of payment.	June 6, 2010	4:30 pm – 7:00 pm
	June 7, 2010	10:15 am – 12:00 pm
		3:00 pm – 6:00 pm
		Move Out:
		June 7, 6:00 pm – 8:00 pm
Sponsorship Opportunity Requested: _____		

Payment Information	
Booth Fee	Total: \$ _____
Sponsorship Fee	Total: \$ _____
Total booth cost is due with this application to guarantee space.	
<input type="checkbox"/> Check (Payable to Institute of Management Accountants) <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover	
Card Number	Name on Card
Expiration Date	Signature

Rules and Regulations: The rules and regulations on this form (see next page) and in the Exhibitor Services Manual shall constitute part of this contract, and the Exhibitor and/or Sponsor agrees to abide and conform hereto. In witness whereof, applicant has caused this contract to be signed by an officer of the company or person duly authorized.

Authorized Signature: _____ Date: _____

FOR IMA USE ONLY:	
Accepted By: _____	Date: _____ Booth Number: _____
Sponsor: <input type="checkbox"/> Yes <input type="checkbox"/> No Event/Item Sponsored _____	

Contact: Steve Shannon, Institute of Management Accountants, 10 Paragon Drive, Montvale, NJ 07645
Tel: (800) 638-4427 Ext. 1560 Fax: (201) 474-1602 sshannon@imanet.org

Please retain a copy of this contract for your files.

EXHIBITOR RULES & REGULATIONS

General Rules: Any company exhibiting at the IMA Annual Conference & Exposition (hereafter designated as ACE) should demonstrate related products and services that are of professional interest to IMA members.

Rules and regulations specified in the application, as well as those contained in the Exhibitor Resource Guide, will be strictly enforced. IMA may change, add, or delete regulations, as it deems necessary without notice, to ensure the success of the conference.

Sharing and Subletting: NO two (2) companies can share exhibit space. A company is defined as the same business or firm and can involve only a single line of business. Co-participation by another corporation or firm or its representatives in space assigned to the original applicant must be by prior written permission of IMA and may be subject to an additional charge equal to one-half of the rental cost reserved space. Exhibitors may not permit non-exhibiting companies' representatives to work in their booth. Exhibitors agree not to assign or sublet the whole or any portion of the rented space.

Promotional Materials: Sample articles, premiums, novelties, souvenirs and printed educational and promotional materials may be distributed from the confines of the Exhibitor's booth only. Prize contests or drawings are permitted only with prior written approval by IMA. IMA may, at any time, withhold or withdraw permission to distribute material it considers objectionable.

Care of Premises: Exhibitors will be responsible for any damage done to the Baltimore Marriott Waterfront Hotel by them, their employees, or agents. No part of any exhibit, signs, or other material may be posted, taped, nailed, screwed, or otherwise affixed to walls, doors, woodwork, floors, or any horizontal or vertical surface within the Baltimore Marriott Waterfront Hotel. Helium balloons and tanks are prohibited.

Admission: IMA shall have sole control over show admission policies at all times. All personnel visiting the exhibition are required to wear an appropriate badge while in attendance. All exhibitor personnel must wear an Exhibitor's badge or appropriate conference registration badge at all times. Exhibitor badges do not admit booth personnel to any portion of the conference other than the Exhibit Hall. Exhibitors who wish to attend the conference must register as individual attendees and are required to submit a separate registration form and fee.

Respect for Other Exhibitors: Exhibits may not project beyond the space allotted. Exhibitors are not permitted to give demonstrations that create interference with neighboring Exhibitors or with the normal traffic flow in the aisles.

Liability and Hold Harmless: IMA will provide security during the official hours of installation and each night during non-conference hours and will exercise reasonable care for the protection of Exhibitor materials and displays. The Exhibitor expressly understands and agrees he/she will make no claim of any kind against IMA for any loss, damage, theft, or destruction of goods; or for any injury that may occur to himself/herself or his/her employees while in attendance at the IMA ACE; or for any damage of any nature or character whatsoever, and without limiting the foregoing, including any damage to his/her business by reason of failure to provide space for an exhibit or removal of the exhibit; or for any action of IMA in relation to the exhibit or Exhibitor. The Exhibitor shall be solely responsible to its own agents and employees and to all third persons for all claims, liabilities, actions, costs, damages, and expenses rising out of or relating to the custody, possession, operation, maintenance, or control of said Exhibitor. Exhibitors assume responsibility and agree to indemnify, defend, and hold harmless the IMA and the Baltimore Marriott Waterfront Hotel, and their respective employees and agents against any claim or expenses arising out of the use of the exhibition premises.

Insurance: Prior to the IMA ACE, exhibiting companies must procure, pay for, and maintain business insurance coverage. IMA will require a Certificate of Insurance on file prior to the conference with the following limits of coverage:

- Comprehensive General Liability Insurance including Personal Injury Liability, and Contractual Liability with limits of liability for bodily injury and property damage of not less than \$1,000,000 per occurrence/\$2,000,000 in the aggregate.
- Workers' Compensation and Employee Liability Insurance, including All Other States Endorsement. The limit of liability under the Employee Liability section of the Workers' Compensation Insurance policy shall not be less than \$100,000.
- Comprehensive Motor Vehicle Liability Insurance should include limits of not less than \$1,000,000 for bodily injury and property damage resulting from any one occurrence.

IMA and the Baltimore Marriott Waterfront Hotel must be named as Additionally Insured for all liability coverage and the Certificate of Insurance must state that fact. IMA and the Baltimore Marriott Waterfront Hotel will not be responsible for any loss or damage to any tools, equipment, property, or material of exhibitor. It is therefore recommended that your company maintain its own insurance for these items and take appropriate action for your protection.

Exhibitor Cancellation: Written notice of cancellation of booth space must be received by IMA no later than sixty (60) days in advance of the scheduled exhibition opening date or the Exhibitor will be held liable for the total booth space rental cost regardless of the reason for cancellation, including cancellation due to the failure of an exhibit to arrive onsite. Cancellation of exhibits prior to the sixty (60) days will be subject to a \$500 per booth space service charge.

IMA shall not be responsible for shipping charges, construction costs, labor charges or expense for preparation of exhibits or any other expense in the event that the exhibition is postponed or cancelled for any reason whatsoever, or in the event that the material fails to arrive.

Cancellation of the Exposition: If IMA should be prevented from holding the exposition for any reason beyond the IMA's control (such as, but not limited to building, riots, strikes, or other labor disputes, acts of government, acts of terrorism, or acts of God), then IMA has the right to cancel the exposition or any part thereof, with no further liability to the exhibitor other than a refund of exhibit fees less a proportionate share of the exposition cost incurred.

Arrangement of Booth Space: The space provided will be arranged inline, based on the floor plan, to the extent possible. IMA reserves the right to change booth locations if deemed to be in the best interest of the exposition. Booths cannot exceed the boundary of booth space. If an Exhibitor plans to install a completely constructed type of display that will not require the use of standard booth equipment, no part thereof shall project to obstruct the view of adjacent booths. In addition, the Exhibitor must notify the drayage company.

Fire Protection: Demonstrations that create a fire, safety, or health hazard are not permitted. All materials used for decorative purposes shall be flameproof. Crepe paper, corrugated paper, cardboard, or other combustible materials are prohibited. Explosive or flammable materials that conflict with the Underwriters' Fire Protection or Fire Department rules shall not be permitted.

Union Labor: Exhibitor shall be bound by all contracts in effect between service contractors, the Baltimore Marriott Waterfront Hotel, and labor organizations.

Installation and Dismantling: Dates and times are listed in the Exhibitor Resource Guide. Those exhibitors who are not show ready by 3:00 p.m. on Sunday, June 6, 2010 will not be permitted to set up their booth until after the close of the Networking Reception at 7:00 p.m. Exhibitors who tear down before 6:00 p.m. on Monday, June 7, 2010, the official close of the show, will be subject to a \$500 fine.

Photography: Photographs and videos may not be taken of any booth or product other than Exhibitor's own, except by the official IMA photographer.

Conflicting Events: Exhibitor shall not extend invitations, call meetings, hold hospitality events, or otherwise encourage absence of visitors/attendees from the Exhibit Hall and meeting rooms during the ACE.