



EXHIBIT CONTRACT FOR INFO-EXPO: SLA INFORMATION PARTNERS

We hereby apply for exhibit privilege and space (June 5-10, 2004) at the 95th Annual Conference of The Special Libraries Association, Opryland Hotel, Nashville, TN and agree to make payments at the rates listed in the 2004 Exhibitor Prospectus for booths chosen, and to abide by all regulations given in the 2004 Exhibitor Prospectus and on this Application.

Organization (To be listed on the Web)		Exhibits Contact Person	
Address (No P.O. Box)		Address (No P.O. Box)	
Telephone	Fax No.	Telephone	Fax No.
Web Address		E-mail Address	

All personnel staffing exhibit booths will be required to register and wear an exhibitor badge, available at the exhibitor registration desk. The number of exhibitor registrations is relative to booth size, as listed in the Exhibitor Prospectus. Only authorized personnel wearing these badges will be allowed into the exhibit area immediately prior to the opening hours of the exhibit area and immediately following its closing. Overall security guard service will be available for the exhibit area at all times during the conference. Arrangements can be made by the exhibitor for special protection and/or storage of valuable items at his/her expense during hours when the exhibit area is closed.

Please list below, by number, four choices of space. Please do not select booths in the same general location. If one or more of your preferred booths is not available, assignment of the most comparable booth still available will be made by the Association. **Only applications with payment will be processed, the Association has the right not to assign and/or hold booth space.** (Payment must be made in U.S. funds.)

Booth Size: How Many: 1st Choice _____ 3rd Choice _____ Table Top _____
 _____ 2nd Choice _____ 4th Choice _____

**For booth sizes and fees, see Exhibitor Prospectus.*

We prefer that our booth not be adjacent to or facing the following probable exhibiting companies:

(SLA will try to comply with such requests as much as possible)

All Information Must Be Provided In Order to Process Application	
<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa <input type="checkbox"/> AMEX
<input type="checkbox"/> Diner's	<input type="checkbox"/> Check # _____
Card # _____	Exp. Date _____
Name on Card _____	
Billing Address _____	
<i>Make Checks Payable to SLA</i>	
Return to: SLA • Attn: Exhibits • 1700 Eighteenth St., NW • Washington DC 20009	
Fax: 202.234.2442	
Only applications with credit card information will be accepted via fax.	

Cancellations by exhibitors will be accepted only at the discretion of SLA and then only based upon the following schedule of refunds:

- Before October 1, 2003, 90%
 - October 1 to December 31, 2003, 50%
 - On or after January 1, 2004, none.
- Percentages are based on total booth cost.

Print Name/Title _____

Authorized Signature (application binding with signature) _____

For Office Use Only	ACCT _____	Initials _____
	Date Received _____	Full Amount _____
	Deposit _____	
	Booth space assigned to _____	

General Rules and Regulations For Exhibitors at the Annual Conference of Special Libraries Association

DATE, PLACE AND HOURS

The exhibition hours will be as indicated in the Exhibitor Prospectus. Special Libraries Association (SLA) reserves the right to make changes in the exhibition hours; however, such changes will be made known as far in advance of the exhibition as possible.

PERMISSIBLE EXHIBITS

Every effort will be expended to provide a complement of the technical meetings; and as such, any unusual exhibit activities must be reviewed and approved by SLA well in advance of the exhibition. Undignified methods of attracting attention will not be permitted. SLA reserves the right to determine the eligibility of any company of product for inclusion in the exhibition.

EXHIBIT PURPOSE

The exhibitor represents that the purpose of his/her exhibit is exclusively for the education of persons attending the conference. Exhibitors wishing to solicit and/or accept orders from selling activities must get approval from show management in advance.

BOOTH RENTAL

See Exhibitor Prospectus.

INSTALLATION OF EXHIBITS

Hours of installation are as listed in the Exhibitor Prospectus. Space unclaimed by the opening hour and/or not paid in full is subject to reassignment without refund of any of the rental paid. SLA reserves the right to make changes in the installation hours; however, such changes will be made known as far in advance of the exhibition as possible.

DISMANTLING OF EXHIBITS

The exhibitor agrees not to dismantle the exhibit or do any packaging before the closing hour of the last exhibit day as described in the Exhibitor Prospectus. A \$100 fee will be billed for any exhibit material remaining after these hours. **A \$500 charge will be billed if dismantling takes place before closing hours.**

AVAILABLE SERVICES

On behalf of the exhibitors, SLA has designated official conference contractors to perform the following services at rates considered equitable and normal: cartage, equipment moving and erection, furniture, booth decorations, signs, photographs, telephone, etc. Services of electricians, plumbers, carpenters, and laborers will be provided and charged for at the then-prevailing rates. SLA assumes no responsibility or liability for any of the services performed or materials delivered by the foregoing persons and parties. Specific information will be forwarded by each contractor after booth space has been assigned.

GENERAL RESTRICTIONS IN OPERATION OF EXHIBITS

SLA reserves the general right to restrict any exhibit because of noise, method of operation, or any reason that is judged dangerous or objectionable, and also to prohibit, or to evict, any exhibit which is considered to detract from the general character of the exhibits area as a whole. This general reservation includes persons, things, conduct, printed matter, or anything deemed objectionable by SLA. In the event of such restriction or eviction, SLA is not liable for any refund of rental or other exhibitor expenses.

SOUND SYSTEMS

The use of sound systems is permissible provided they are not audible in neighboring booths, nor more than 3 feet into the aisle, and that the sound is directed only into the exhibitor's booth or vertically. SLA shall have and exercise absolute control over this regulation, the intent of which is that the sound systems shall not be audibly objectionable to neighboring exhibitors.

MOTION PICTURES AND OTHER PROJECTION

Portable projection machines for 16mm or smaller film, film strips, lantern slides, Kodachromes, etc., may be used in the exhibit booth, provided that the films are an approved slow-burning or non-flammable type. It is the responsibility of the exhibitor to engage a union operator for automatic slide projectors or for other projection, if necessary.

BOOTH RENTAL INCLUDES a standard backwall drape 8' high with siderails 3" high, a standard two-line booth sign (7"x44") showing the exhibitor's firm name, city/state and booth number with SLA logo, general overhead illumination, a wastebasket, air conditioning, and overall guard service when the exhibition area is not open.

DISPLAY HEIGHTS

Sidewall construction, if used, may taper diagonally from 8' at the backwall to floor level at the aisle, or extend as a high panel from the backwall for one-half of the depth of the booth. These limitations are intended to provide a clear view of the neighboring exhibits. Raw wood, cardboard or similar materials for wings to booths/islands must be covered or painted if they are visible in adjacent booths. The placing of high equipment must conform to these rules. Exceptions to the above can be authorized for self-contained island configurations.

INSURANCE

SLA will provide regular guard service to cover entrances to the exhibition area on a 24-hour basis. However, SLA shall not be liable for damage or loss to the exhibitors' properties through theft, fire, accident or any destructive cause, whether the result of negligence or otherwise. Exhibitors shall insure their own exhibit and display materials. SLA assumes no liability for any injury that may occur to visitors to the exhibition, exhibitors and their agents and employees or others.

LIABILITY

Exhibitor agrees to protect, save, and keep SLA, the Exhibit Center/Hotel, the City, and State in which the exhibit is held, their agents, or employees forever harmless from any damage or charges imposed for violation of any law or ordinance, whether occasioned by the negligence of the exhibitor or those holding under the exhibitor, as well as to strictly comply with the applicable terms and

conditions contained in the agreement between the Exhibit Center/Hotel, the City, and State in which the exhibit is held, and SLA regarding the exhibition premises. And further, exhibitor shall at all times protect, indemnify, save and keep harmless SLA, the Exhibit Center/Hotel, the City, and State in which the exhibit is held, their agents, or employees against and from any and all damage arising by reason of any incident or occurrence to anyone, including the exhibitor, its agents, employees, and business invitees, which arises from or out of or by reason of said exhibitor's occupancy and use of the exhibition premises or a part thereof.

It is suggested that the exhibitors be alert to the liability to risk involved in exhibiting and that they amend their existing bodily injury liability and property damage liability insurance and provide SLA on request, with evidence of such insurance.

FIRE PROTECTION

No combustible decoration, such as crepe paper, tissue paper, cardboard, or corrugated paper shall be used at any time. All packing containers, excelsior, wrapping paper, which must be flameproof, are to be removed from the floor and must be stored under the table and behind displays. All muslin, velvet, silken or any other cloth decoration must stand a flameproof test as prescribed by the applicable fire and safety ordinances. All materials and fluids which are inflammable are to be kept in safety containers. Open flames, butane gas, oxygen tanks, etc., are not permitted. If inspection indicates that any exhibitor has neglected to comply with the foregoing requirements, or otherwise incurs a fire hazard, SLA reserves the right to cancel the entire exhibit, or such parts of it as may be irregular, with no refund of rental or liability for exhibit expense.

RESTRICTIONS IN USE OF SPACE

All demonstrations, interviews, or other activities, such as the distribution of circulars and advertising matter of any description, must be confined to the exhibitor's own booth. The exhibitor agrees not to assign, sublet, or share, the whole or any part of his/her assigned space without any prior knowledge and written consent of SLA. No exhibitor is permitted to show goods other than those manufactured or dealt in the regular course of business. **When two or more exhibitors occupy the same booth, an extra 15% will be charged to the total cost of the booth.** No firm or organization not assigned exhibit space will be permitted to solicit business in any manner in conjunction with the SLA Annual Conference.

ADMISSION

Admission to the exhibition areas will be available to all conference registrants. Publicity will encourage the attendance of all conference registrants.

HOTEL EXHIBITS

Hotels have entered into an agreement with the conference which precludes the rental or assignment of any public space, suite, or sleeping rooms for exhibit purposes, and which prohibits the use of any public facilities for entertainment purposes, for the duration of the conference without the consent of the SLA Associate Executive Director.

PROGRAM AND BADGES

Each exhibit will receive a complimentary copy of the SLA Conference Program. All personnel staffing Exhibit Booths are required to register. **Exhibitor Badges are not to be used by minors. Additional Exhibitor full-conference registrations are available for \$100. Additional staff badges are available for \$25.**

PAYMENT OF SPACE

Applications must be accompanied with payment for the total booth rental amount. If the application is received after all space is exhausted, the payment will be refunded. Failure to comply with these requirements forfeits all right to space, which may in such case be reassigned to others, with no obligations on the part of SLA. Faxed applications with credit card will be accepted.

CANCELLATIONS

Cancellations by exhibitors will be accepted only at the discretion of SLA and then only based upon the refund schedule listed in the Exhibitor Prospectus. Percentage will be based on the full dollar amount of the space contracted. All cancellation requests must be in writing.

AGREEMENT FOR EXHIBIT SPACE

The agreement for exhibit space, the formal notice of assignment by the Special Libraries Association, and the payment of rental charges, constitute a contract, and bidding for the right to use to space subject to the rules and regulations promulgated by SLA.

SPACE ASSIGNMENT

Space assignments will be solely at the discretion of SLA; however, in case of conflicting requests preference will be afforded those exhibitors with continuing participation in past years. Space assignments will be made in the Fall of 2003. A written confirmation will be mailed.

ISLANDS

Any booth that stands alone must receive approval in advance from show management in order to vary from standard height restrictions.

These regulations are a part of the contract for space, which does not become effective until counter-signed by a duly authorized representative of Special Libraries Association. The acceptance of the payment which accompanies the Application for space does not constitute acceptance of a contract. Special Libraries Association reserves the right to make such additional conditions, rules and regulations as it deems necessary to ensure the success of the exhibition.

ALL EXHIBITS MUST COMPLY WITH THE LAWS AND REGULATIONS OF THE CITY AND THE STATE IN WHICH THE EXHIBIT IS HELD.

SLA does not necessarily endorse any vendors who participate in the exhibit show.

* All information is subject to change by SLA.