



# Exhibit Booth Reservation Form

Please Print Clearly

## Booth Information

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Country: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

email/Web Site: \_\_\_\_\_

What type of products and/or services does your company offer? \_\_\_\_\_

## Contact Information

**Primary Contact/Responsible Party:** Contract must be signed by the individual who is responsible for the exhibit, and to whom correspondence and exhibit kit should be sent.

Print Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

e-mail Address: \_\_\_\_\_

Signature of acceptance: \_\_\_\_\_

## Booth Staff

Exhibitor booth includes two (2) free symposium registrations (one for nonprofit tables) which include admission to all symposium sessions and functions. Special events and workshops require an additional fee.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name (Additional fee applies): \_\_\_\_\_

Name (Additional fee applies): \_\_\_\_\_

## Booth Preference

Please list four booth number choices in order of preference:

1st \_\_\_\_\_ 2nd \_\_\_\_\_

3rd \_\_\_\_\_ 4th \_\_\_\_\_

## Fees

- Corporate Member Single Booth – \$975
- Corporate Member Double Booth – \$1,595
- Regular Single Booth – \$1,125
- Regular Double Booth – \$1,945
- Nonprofit Table – \$480
- Optional:* NALMS Corporate Membership – \$500
- Optional:* Additional Exhibit Staff – \$295 ea.

## Payment Information

Exhibit Booth: \$ \_\_\_\_\_

Additional Exhibit Staff: \$ \_\_\_\_\_

NALMS Corporate Membership: \$ \_\_\_\_\_

**Total Payment Amount:** \$ \_\_\_\_\_

Method of Payment (in US funds only):

- Check/Money Order
- Visa
- MasterCard

\_\_\_\_\_

Credit Card Number

\_\_\_\_\_

Exp. \_\_\_\_\_ V-Code\*

*\*The 3-digit verification code is located on the back of your card in the signature box.*

\_\_\_\_\_

Name as it Appears on Card (Please Print)

\_\_\_\_\_

Signature

\_\_\_\_\_

Billing Address

\_\_\_\_\_

Please forward form and payment in US funds to:

NALMS  
 PO Box 5443, Madison, WI 53705-0443  
 fax: 608.233.3186

## Exhibitor Terms & Conditions

### Exhibit Hours

The exhibit show will be held in conjunction with NALMS' 29th International Symposium, October 27–31, 2009, at the Connecticut Convention Center, Hartford, Connecticut.

#### Exhibitor Move-In

11.00 am – 4.30 pm  
Tuesday, October 27

#### Exhibits Open

Exhibits will be open during all on-site meals & breaks  
Wednesday – Friday, October 28 – 30

#### Exhibitor Tear-Down

1.00 pm – 4.00 pm  
Friday, October 30

### Booth Rental

The fee for rental of exhibit space includes standard pipe & drape, one draped table, two chairs, one wastebasket, identification sign and two free registrations to the conference and its activities. Your company will also be recognized in the symposium program and during the symposium. Additional needs such as electrical, telephone/Internet and related services will be charged to the exhibitor as appropriate by the conference center or exhibition company. Nonprofit tables include all of the above, but include only one registration.

Booth registrations received after July 31, 2009 must be accompanied by full payment. All payments must be received by September 30, 2009. Exhibitors will be unable to set up exhibits without prior payment of the full rental fee.

### Liability

The Exhibitor assumes entire responsibility and hereby waives any claim or demand it may have against NALMS or Connecticut Convention Center, and each of their affiliates, arising from loss, theft or damage to property or use or occupancy of the exhibition premises consideration for the opportunity to exhibit at the symposium and occupy space on the premises. Further, Exhibitor agrees to defend (with counsel reasonably acceptable to Connecticut Convention Center), indemnify and hold harmless NALMS and Connecticut Convention Center and their respective parents, subsidiaries or affiliates from and against any claims, damages, liabilities or other costs and expenses arising from and in connection with the Exhibitor's occupancy or use of the exhibition premises or any act or omission of the Exhibitor or its employees, contractors or agents.

The Exhibitor hereby enters into a covenant not to sue the North American Lake Management Society (NALMS) for any or all incidents arising out of Exhibitor's occupancy or use of the exhibition premises, in consideration for the opportunity to exhibit at the symposium. In addition, Exhibitor acknowledges that neither NALMS nor Connecticut Convention Center maintains insurance covering Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain such insurance.

### Right of NALMS in Event Exhibition is Not Held

NALMS shall not be liable for any damages or expense incurred by Exhibitor in the event the symposium is delayed, interrupted or not held as scheduled; and if the symposium is not held for any reason beyond the control of NALMS, NALMS may retain as much of the amount paid by Exhibitor as is necessary to defray expenses already incurred by NALMS.

### Installation & Dismantling

It is agreed that it is the duty and responsibility of each Exhibitor to install his/her exhibit prior to the opening of the exhibition, unless previously arranged with NALMS staff, between 11.00 am and 4.30 pm on October 27, 2009 and to dismantle the exhibit between 1.00 pm and 4.00 pm on October 30, 2009. Nothing will be posted, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. Anything in connection therewith necessary or proper for the protection of the building, equipment or furniture will be at the expense of the Exhibitor.

### Relocation of Exhibits

NALMS reserves the right to alter the location of the exhibit booths as shown on the official floor plan, or to reassign exhibitor booth space(s), for any reason whatsoever.

### Use of Space

The space contracted for is to be used solely for Exhibitor whose name appears on the Contract, and it is agreed that Exhibitor will not sublet or assign any portion of same without the written consent of NALMS. In the event Exhibitor fails to occupy or use his space or to have his exhibit completed and in place by the opening of the show as designated in the official program, he shall forfeit his right to the space, all prepaid rents, and upon demand pay any rental balance owed to NALMS.

NALMS reserves the right to restrict or remove exhibits, without refund that may have been falsely entered, or may be deemed by NALMS as unsuitable or objectionable. This restriction applies to noise, P.A. systems, personal conduct, display and printed matter or anything of a character that might be objectionable to the attendees, Symposium venue, or to NALMS and its sponsors.

### Admission

NALMS shall have sole control over all admissions. All persons visiting the exhibit area will be admitted according to the rules and regulations of the exhibition. NALMS may amend these rules and regulations from time to time.

### Security

The exhibition area will be open to registered conference attendees with name badges only. While NALMS strives to provide a secure and safe exhibition area, neither NALMS, Capital Convention Contractors, Connecticut Convention Center, nor NALMS' insurance company are financially liable for losses of any kind. NALMS recommends that all Exhibitors contact their insurance agents to confirm proper coverage of exhibit materials and liability. (Please read carefully the coverage provided by decorators and shipping companies, that is included with the Exhibitor Packet mailed separately, to determine if additional coverage is necessary).

### Service Contractor/Drayage

Information on shipping and drayage, as well as additional services and equipment rental forms will be provided to you in a complete exhibitor's kit by Capital Convention Contractors before the conference.

### Contact Information

Philip Forsberg | 608.233.2836 | [forsberg@nalms.org](mailto:forsberg@nalms.org)