



# InspectionWorld *Atlanta* Exhibitor Application

**January 25-28, 2011 (Expo January 25-27) Hilton Atlanta, Atlanta, Georgia**

rev 6/30/10

**SECTION ONE: PACKAGE** Please select one of the following packages. Please refer to page 6 of the Exhibitor Prospectus to determine what each package includes. You will be able to add ala carte items and sponsorships below.

Exhibit Package	Standard	Premium
ASHI Affiliate Price	<input type="checkbox"/> \$875	<input type="checkbox"/> \$2,075
Non-Affiliate Price	<input type="checkbox"/> \$1,175	<input type="checkbox"/> \$2,375

**SECTION TWO: ADDITIONAL BOOTHS** The Standard Package includes ONE 10x10 BOOTH ONLY. If you desire additional booths, please indicate how many:

Number of Additional Booths	Cost Per Booth	Total Cost
_____	X \$500	_____

**SECTION THREE: ALA CARTE ITEMS** If you have selected a package that does NOT include your desired exposure, you may purchase it at the ala carte price.

Ala Carte Item	Cost	Ala Carte Item	Cost
1/3 Page Program Book Ad	<input type="checkbox"/> \$400	Live Link on IW.org	<input type="checkbox"/> \$200
1/2 Page Program Book Ad	<input type="checkbox"/> \$600	Company Logo in Program Book	<input type="checkbox"/> \$200
Full Page Program Book Ad	<input type="checkbox"/> \$800	Coupon in Onsite Coupon Book	<input type="checkbox"/> \$200
Full Page Cover Ad	<input type="checkbox"/> \$1000	Prize Drawing in Coupon Book	<input type="checkbox"/> \$200
Tote Bag Insert	<input type="checkbox"/> \$700	Vendor Showcase Presentation	<input type="checkbox"/> \$400

Note: Participants in the Vendor Showcase will be given their choice of day/timeslots.

**SECTION FOUR: SPONSORSHIPS** Please indicate your selections below:

Sponsorship	Cost	Sponsorship	Cost
Badge Lanyards	<input type="checkbox"/> \$1,000	Cyber Café	<input type="checkbox"/> \$1,000
Conference Tote Bags (2 available)	<input type="checkbox"/> \$1,000	Afternoon Break Sponsor (Wed, Thur & Fri available)	<input type="checkbox"/> \$1,000
Conference Padfolios/Pens (2 available)	<input type="checkbox"/> \$1,000	President's Gala Sponsor	<b>taken</b>
<b>Other Sponsorships (your ideas welcome)</b>			<input type="checkbox"/> \$TBD

Note: Sponsors of the Afternoon Breaks will be given their choice of day/timeslots.

**SECTION FIVE: BOOTH PREFERENCE** Please indicate your preferences below.

1<sup>st</sup> Choice: \_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_ 3<sup>rd</sup> Choice: \_\_\_\_\_

Please list any companies that you DO NOT wish to be near: \_\_\_\_\_

**SECTION SIX: CONTACT INFORMATION** This person will receive confirmation, personnel registration form, exhibitor manual and ongoing show details.

Company: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

**SECTION SEVEN: PAYMENT** Add up all check boxes from sections one, two, three and four. Full payment must accompany this form in order to be processed.

Exhibit Package	Additional Booths	Ala Carte Items	Sponsorships	TOTAL DUE
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Payment Type:  Check Enclosed  Visa  MasterCard  Discover  AmEx

\_\_\_\_\_ / \_\_\_\_\_  
 Card Number Exp. Date Security Code

(if different than address in Section Six) Billing Address \_\_\_\_\_ City/State/Zip/Postal Code \_\_\_\_\_  
 The address must be provided for credit card processing. ASHI will not record this address for any use.

**By signing this Application, exhibitor agrees to abide by the InspectionWorld Terms and Conditions for Exhibitors on reverse. Copy can also be found in the Exhibitor Prospectus.**

Authorized Signature: \_\_\_\_\_

Make checks payable to InspectionWorld. Completed applications and payment should be mailed to: InspectionWorld C/O ASHI, 932 Lee Street, Des Plaines, IL 60016. Fax: 847-759-1620. Phone: 847-954-3187. E-Mail: bill@ashi.org.  
 ASHI reserves the right at its sole discretion to reject any application and to refund any monies paid. Terms and Conditions for Exhibitors found on reverse.

## InspectionWorld Terms and Conditions for Exhibitors

### Rental Agreement

The exhibit space rental application and these terms and conditions shall constitute the agreement between the American Society of Home Inspectors, Inc. ("ASHI"), the official show management organization, and the exhibitor and is hereinafter referred to as the application and/or agreement. Submission or acceptance of an Exhibitor Application does not guarantee the exhibit space will be assigned.

### Exhibit Space Packages

Exhibit Space Package Rates shall be: Standard: \$1175 (\$875 affiliate); Premium: \$2375 (\$2075 affiliate). The Standard package consists of one booth. Additional booths are \$500 each. Booth size is 10' deep x 10' wide. Each linear booth will be equipped with a standard 8'H draped back wall, 3'H draped side rails, one (1) 6' draped table, two (2) side chairs, one (1) 7" x 44" identification sign (ordered in advance), and one (1) wastebasket. The Premium Booth consists of a 10'x20' linear space, and contains features itemized in the Prospectus.

### Conference Registration

Participation in the InspectionWorld conference and exhibits is open to registered conference attendees only. The exhibit booth fee (and any additional booth personnel badge fee) covers exhibitor badge and participation in the Opening Night Exhibitor Reception and breaks only. Breakfasts and lunches will be available for exhibitors and attendees on a cash basis, served in the Expo Hall. The President's Gala is NOT included in the exhibitor package.

### Payment Terms and Benefits

Applications submitted require full payment of the established exhibitor/sponsorship fees. In any event, full payment must be received on or before October 22, 2010, or exhibit/sponsorship will be cancelled and company will forfeit all funds and benefits. To be included in the conference brochure, a signed Application, and payment must be received by December 10, 2010. Full sponsorship benefits are given only to those companies that return the exhibitor/sponsorship application and payment by December 10, 2010. Sponsorships reserved after this date may receive partial benefits and recognition at the Annual Conference. Please call for more information.

### Payment and Cancellation/Space Reduction Charges

Payment in full must be made at the time completed Application is received in order to provide proper arrangements for your exhibit space, sponsorship, or advertisement to appear in the final program. It is understood that exhibit space will be assigned first on the initial assignment basis (outlined in the Exhibitor Prospectus), and thereafter on the basis of a completed Application with required payment, in the order received. **All cancellations must be made in writing.** Booth cancellations received on or before October 22, 2010 will be charged a penalty equal to 50% of the total cost of the booth. Booth cancellations received from October 23, 2010 until November 19, 2010 will be charged a penalty equal to 75% of the total cost of the booth. Booth cancellations received on or after November 20, 2010 will be charged a penalty equal to 100% of the total cost of the booth. Booth size reductions received on or before October 22, 2010 will be penalized 50% of the total booth space released. Booth size reductions received on or after November 20, 2010 will be penalized 100% of the total booth space released. \*Booth size reductions may result in a change in location.

### Space Assignments

Booth space preferences are indicated on the Exhibitor Application. Initial booth space assignments will be made on July 16, 2010, with exhibitors notified on July 23, 2010. Assignments made after that date will be made on an as-available basis, in consultation between ASHI and each exhibitor. ASHI reserves the right to rearrange exhibitors or adjust the floor plan. Proper notification will be provided to all affected exhibitors.

### Subletting Space

No exhibitor shall assign, sublet or apportion the whole or any parts of the space assigned, or have representatives, equipment or materials from companies other than its own firm in the exhibit without prior written consent from ASHI.

### Security and Insurance

All property of the exhibitor is understood to remain under their custody and control, in transit to, within, or from the confines of the exhibit area. Exhibitors are advised to carry floater insurance to cover exhibit material against damage and loss. It is recommended that exhibitors take precautionary measures of their own such as the securing of small or easily portable articles of value. Security service will be provided during move-in, show hours, and move-out, as well as after daily exhibit hours. ASHI, the Hilton Atlanta, the official exhibit contractor, Global Experience Specialists (GES) and the contracted security company are NOT responsible for any loss or damage to exhibitor property.

### Storage

Hilton Atlanta does not have storage for excess material while on site. ASHI management will not accept any responsibility for packing, shipping or storing exhibit items. The exhibit contractor, GES, will provide warehouse space and will advise you of procedures to receive your shipped materials.

### Setting up Displays

Exhibitor move-in is scheduled to begin at 7:00 AM on Tuesday, January 25, 2011. All exhibits must be in place and open materials, cartons and refuse removed from the aisles by 1:00 PM on Tuesday, January 25, 2011. Any space not claimed and occupied prior to 1:00 PM and for which no special arrangements have been made, may be resold or reassigned by ASHI without obligation for refund by ASHI. All exhibit materials and decorations must be completely clear of Hilton Atlanta by 10:00 PM, on Thursday, January 27, 2011.

### Use of the ASHI Name and Logos

Exhibitors may use the supplied InspectionWorld logo on Exhibitor material (including business promotions) subject to written approval by ASHI. No exhibitor shall print the name of the American Society of Home Inspectors, its Logo, or "ASHI," on the Exhibitor's material or elsewhere (including business promotions) without prior written approval by ASHI.

### Utility Charges and Supplementary Exhibition Services

Exhibitors will be responsible for all utility/service charges and supplementary exhibition services related to their displays. According to the contract between ASHI, GES and Hilton Atlanta, charges for the following will be assessed to the individual exhibitors: drayage, placement, or storage of display-related equipment; labor (i.e. carpenters, electricians, booth guard service, elevator operators, etc.); phone lines, any internet connection access, special lighting, audio-visual equipment, floral, booth food & beverage, electrical power. Charges for the additional services will be billed to the individual exhibitor. You will receive information on purchasing these services in the GES Exhibitor manual.

### Exhibit Labor

Exhibitors have the option of utilizing GES, or qualified display houses (see EAC paragraph below), or personnel from their own companies to install and dismantle displays. All rigging and sign hanging must be performed by the Hilton Atlanta exclusive service contractor.

### Freight Handling

All work involved in the loading and unloading of all trucks, trailers and common and contract carriers from the facility docks, including empty crates, and the operation of material handling equipment, is under the jurisdiction of GES. Full-time employees of exhibiting companies may "hand carry" material provided they do not use material handling equipment. When exhibitors do choose to "hand carry" material, they may not be permitted access to the loading dock/freight door areas unless designated as a POV access zone. GES will not be responsible for any material they do not handle. All exhibitors are expected to comply with any union requirements in effect and as outlined in the "Show Site Work Rules" section of the GES Exhibitor manual.

### Gratuities

GES work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, product or gifts in kind by any employee (union or non-union). GES employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

### Always Honest Hotline

GES requires the highest standards of integrity from all employees. Please call the GES confidential Always Honest hotline at 866-225-8230 to report fraudulent or unethical behavior.

### Special Notices

No tape or attachments are allowed on the exhibit floor carpeting. Anything applied to floors, carpets, furnishings, etc., must be approved by Hilton Atlanta. All property destroyed or damaged by the exhibitors must be replaced to its original condition by the exhibitor at exhibitor's expense.

### Fire Regulations

Exhibitor must conform to all standard fire codes of the host city, Atlanta, Georgia. Exhibitor shall not allow display to block the view of, or impede access to fire alarm boxes, fire exits, fire hose cabinets, fire extinguishers or other safety equipment.

### Right of Refusal

ASHI reserves the right to reject, remove or require modification on any and all exhibits, sponsorships, advertising and activities, which ASHI feels is not in keeping with ASHI's standards, policies and principles.

### Liability

Exhibitor shall protect, save, and hold the American Society of Home Inspectors and its officers, directors, employees, and agents and Hilton Atlanta and all agents and employees thereof, and Show Management and its officers, directors, employees, and agents (hereinafter collectively called "Indemnitites") forever harmless from any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the exhibitors or those holding under the exhibitor, and further, exhibitor shall at all times protect, indemnify, save, and hold harmless the Indemnitites against and from any and all losses, costs, damages, liability, or expenses (including attorney's fees) arising from or out of or by reason of any accident or bodily injury or other occurrences to any property, person, or persons, including the exhibitor, its agents, employees, and business invitees which arise from or out of or by reason of said exhibitor's occupancy and use of the facilities, or any part thereof.

### Early Removal of Exhibits

No exhibitor shall be packed, removed, or dismantled prior to the closing of the exhibition at 4:00 PM Thursday, January 27, 2011 without written permission from ASHI. If the Exhibitor acts in breach of this provision it shall pay, as compensation for the distraction to the Exhibition's appearance, an amount equal to one-third of the total space for the exhibitor's allocated area in addition to all the sums otherwise due under this agreement. Additionally, breach of this provision could result in the loss of the exhibitor's booth space in future conferences sponsored by ASHI. For security reasons, any equipment removed from the exhibit facility prior to the official closing shall require a special pass issued by ASHI.

### Exhibitor Appointed Contractors (EAC)

Any exhibitor using an EAC agrees to notify ASHI and GES of such appointment and agrees to indemnify and hold harmless ASHI, GES, Hilton Atlanta, their respective officers, directors, staffs, employees, and their agents and all official contractors from any and all liability or losses for any act, complaint, damage, or loss to any other exhibitor, the exhibition hall, the property of any

contractor or any consequential damages arising out of any such act or loss from the time the independent EAC first arrives at the hall until the final move-out is complete. The EAC must provide proof of insurance to both ASHI and GES 30 days prior to move-in. The exhibitor further agrees that ASHI and GES may prohibit the EAC from working in the hall if it does not fully comply with all rules and regulations set forth for it at this event. Any exhibitor using an EAC agrees to advise its EAC of all rules and regulations.

### Errors and Omissions

ASHI assumes no responsibility or liability for any of the services performed or materials delivered by official conference or show contractors or other suppliers to the conference or show, their personnel, or their agents. Any controversies which may arise between exhibitors and official contractors or union representatives, or personnel of either, on the show premises shall be referred to ASHI for resolution and ASHI's decision shall be final and binding.

### Conflicting Meetings & Social Events

In the interest of the entire conference, the exhibitor agrees not to extend invitations, call meetings, or otherwise encourage absence of attendees, exhibitors, or invited guests from the education sessions or exhibit hall during the official hours of the sessions or conference.

### Compliance with ADA

Exhibits must comply with the requirements for public accommodations imposed by the Americans with Disabilities Act and all other pertinent laws and ordinances.

### Restrictions

1. Exhibitors must confine their activities to the space for which they have contracted. 2. No tables, signs or fixtures may extend beyond the defined booth space. 3. No signs or fixtures will block the view of adjoining booths between the front of the booth and one-half the distance to the rear wall of the booth. 4. Maximum allowable height for all display fixtures is 8'. No booth fixture will be visible from the other side of the 8' H drape. 5. All sound must be contained within the display space assigned to the exhibitor. 6. Distribution of advertising material of any description is permitted ONLY from the booth exhibit. 7. Distribution of advertising material of non-exhibitors is strictly forbidden. 8. Exhibitors may not make any public announcements in the general meeting or exhibit areas regarding their products or services.

### Conference Onsite Program Advertisement

ASHI does not guarantee or agree to place the advertisement in a specific position in the InspectionWorld onsite program, unless Advertiser reserves a specific position and is approved by ASHI. Service charges will be applied for requests to modify advertisement materials. Advertiser agrees to be solely liable for the content of its advertising.

### Enforcement of Regulations

ASHI has full power to interpret and enforce all regulations of the exhibit and exhibit hall and the power to make amendments and/or further regulations, orally or in writing, that are considered necessary for the proper conduct of the exhibition. Such decisions shall be binding on exhibitors. Failure to comply with these or any other regulations or amendments may be sufficient cause for ASHI to require the immediate removal of the exhibit and/or the offending exhibitor at the expense of the exhibitor. Such removal shall be without any liability of any kind to ASHI. In addition, all exhibitors agree to be bound by the terms of ASHI's agreement with the facility in which the conference is held. Failure to comply with all applicable rules may also result in the forfeiture of all further rights to exhibit at future shows. ASHI may lease any space so forfeited to any other exhibitor and retain all revenues collected.

### Agreement to Exhibit

By signing the Exhibitor Application form, exhibitor shall abide by the terms and conditions exactly as outlined in the InspectionWorld Exhibit Terms and Conditions included with the Exhibitor Prospectus and on the reverse of the Exhibitor Application form.

### Complaints

Complaints of any violation of the contract terms and conditions, or otherwise, are to be made promptly in writing to ASHI.

### Force Majeure

In the event that the performance by ASHI or the facility or any part of the utilized area is unavailable whether for the entire event, or a portion of the event, as a result of fire, flood, tempest, inclement weather, or other such cause or as a result of governmental intervention, malicious damage, acts of God, war, strike, lock-out, labor dispute, riot, curtailment of transportation, or other cause or agency over which ASHI has no control, or should ASHI decide that because of any such cause that it is necessary to cancel, postpone or re-site the event, or reduce the move-in and installation time, show time or move-out time, ASHI shall not be liable to refund, indemnify, or reimburse the exhibitor in respect of any fees paid, damage or loss, direct or indirect, arising as a result thereof. In addition, should ASHI cancel InspectionWorld for any other reason, ASHI shall return all deposits paid by exhibitor and ASHI shall not be liable or responsible for any losses incurred by or anticipated by exhibitor.

### Amendments

Any and all matters not specifically covered herein and in the GES Exhibitor manual are subject to the decision of ASHI. ASHI shall have the full power to interpret, amend, and enforce these Terms and Conditions for Exhibitors, provided any amendments, when made, are brought to the notice of exhibitors. Each exhibitor, for itself and its employees, agrees to abide by the foregoing Terms and Conditions for Exhibitors and by any amendments or additions thereto in conformance with the preceding sentence.

### Laws Applicable

The laws of the State of Illinois shall govern this contract.