

ISM SUSTAINABILITY & SOCIAL RESPONSIBILITY CONFERENCE
November 5 - 6, 2009, Marriott Inn and Conference Center UMUC
Adelphi, Maryland

CONFERENCE EXHIBIT/TABLETOP OPPORTUNITIES

Register now to exhibit at the Sustainability & Social Responsibility Conference, November 5 - 6, 2009 at the Marriott Inn and Conference Center UMUC, 3501 University Blvd., E, Adelphi, MD 20783. The conference brings together a group of supply management professionals engaged in developing and supporting corporate social responsibility and sustainability initiatives.

ISM defines Sustainability and Social Responsibility as a framework of measurable corporate policies and procedures and resulting behavior designed to benefit the workplace and, by extension, the individual, the organization and the community in the following areas: Community, Diversity, Environment, Ethics & Business Conduct, Financial Responsibility, Human Rights, Health & Safety and Sustainability.

The tabletop displays are available on Thursday, November 5 and as part of your exhibit/tabletop package you receive one full conference pass. For additional networking we encourage you to attend the conference on Friday, November 6th as well. We expect 75+ attendees at the Sustainability and Social Responsibility Conference.

The tabletop display tentative schedule is as follows:

Thursday, November 5, 2009

6:00-7:00 am Set-up
7:00-8:00 am Breakfast & Exhibits
9:15-9:45 am Break & Exhibits
11:00-11:15 am Break & Exhibits
12:15-1:45 pm Lunch & Exhibits
3:00-3:30 pm Break & Exhibits
5:00-6:30 pm Networking Reception & Exhibits
6:30-7:30 pm Move-Out

EXHIBIT/TABLETOP DISPLAY FEE - \$1,500.00

- Draped 6' table with two chairs available for Thursday, November 6 tabletop display
- Signage acknowledging sponsor in registration area
- One complimentary full conference registration
- Company name & color logo with 50 word description on conference brochure (if contract received prior to printing)
- Company logo and link with 50 word description on conference web site
- Post list of attendees – name, title, address (for use one time only)

EXHIBIT/TABLETOP AGREEMENT

Company Name: _____

Contact Name: _____ Title: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Website: _____

Method of Payment

Check enclosed (all payments in U.S. funds only, drawn on U.S. Bank, made payable to ISM)

Please invoice

Charge to: VISA Mastercard American Express

Account Number: _____ Expiration Date: _____

Name as it appears on card: _____ Signature: _____

I agree to all sponsorship terms and attached rules and regulations:

Authorized Signature: _____ Date: _____

IF YOU ARE INTERESTED IN SIGNING UP TO EXHIBIT PLEASE COMPLETE THE EXHIBIT/TABLETOP AGREEMENT AND FAX TO ISM SALES DEPT. AT 480-752-7890. If you have any questions, please contact Trish True or Kathy Braase at true@ism.ws or kbraase@ism.ws or call 480-752-6276 ext. 3086 or 3061

**Exhibit Rules and Regulations
Institute for Supply Management™ (ISM)**

1. **Date, Place, and Hours:** The exhibition hours are indicated in the Exhibit Hall Schedule. ISM reserves the right to make changes in the exhibition hours; however, such changes will be made known to exhibitors as far in advance as possible.
2. **Set-up of Tabletops:** Hours of set-up are as listed in the Exhibit Hall schedule. Space unclaimed by the opening hour is subject to reassignment without refund of any of the rental paid. ISM reserves the right to make changes in the installation hours; however, such changes will be made known to exhibitors as far in advance as possible.
3. **Exhibit Purpose:** The exhibitor recognizes that the purpose of the exhibit is exclusively for the education of persons attending the Conference and agrees neither to solicit nor accept orders nor to conduct any selling activity at the exhibition other than is necessarily an incident to the furnishing of such education.
4. **Permissible Events:** Every effort will be made to provide a well-rounded event for ISM conference participants. Undignified methods of attracting attention will not be permitted. ISM reserves, in its sole discretion, for any reason or lack of any reason the right to accept or reject any organization or product for inclusion in the Exhibited event. ISM is not required to provide any rationale for the acceptance or rejection of any Exhibit.
5. **General Restrictions:** ISM reserves the 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, that which is considered to detract from the general character of the Exhibited event. This general reservation includes persons, things, conduct, printed matter, or anything deemed objectionable by ISM. In the event of such restriction or eviction, ISM is not liable for any refund of rental or other Exhibitor expenses.
Exhibitors may not make prizes available for general drawing. Advertising novelties are not to exceed \$10 in value.
6. **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.
7. **Dismantling of Exhibits:** The exhibitor agrees not to dismantle the exhibit or do any packaging before the closing hour of the last exhibit time as described in the Exhibitor's Schedule. Charges will be billed of any exhibit material remaining after exhibit hours. If an emergency situation dictates that an exhibitor must leave prior to the close of the exhibit event, ISM Exhibit Management personnel must be notified prior to exhibitor's departure.
8. **Insurance:** Exhibitor shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Comprehensive General Liability and Contractual Liability Insurance, insuring and specifically referring to contractual liability set forth herein, in an amount not less than \$1,000,000 Combined Single Limit for personal injury and property damage. ISM and the Conference and Exhibit venue shall be included in such policies as additional named insureds. In addition, the exhibitor acknowledges that neither ISM nor the Conference and Exhibit venue maintains insurance covering exhibitor's property and that it is the sole responsibility of exhibitor to obtain business interruption and property damage insurance covering such losses by exhibitor. Evidence of such insurance must be provided by the insuring company.
9. **Liability:** Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and save the Institute for Supply Management, event facility, and their employees and agents harmless against all claims, losses, and damages to persons or property, governmental charges or fines, and attorney's fees arising out of or caused by Exhibits installations, removal, maintenance, occupancy, or use of the Exhibited event premises or a part thereof, excluding any such claim caused by the sole negligence of the event facility or its employees and agents.

Furthermore, in case said premises shall be destroyed by fire or the elements, or by any other cause or in case any other circumstances shall make it impossible for ISM to permit the said premises to be occupied by Exhibit for the use herein specified, including without limitation, earthquakes or other natural or weather-related events, labor interruptions, or other occurrences beyond the control of ISM, then and thereupon this contract shall terminate and Exhibit shall and does hereby waive any claim for damages or compensation, except the pro rata return paid for any space rental, less expenses incurred by ISM.
10. **Fire Protection:** No combustible decorations shall be used at any time. All packing containers, excelsior, and wrapping paper, which must be fireproof, are to be removed from the floor and must not be stored under tables or behind displays. Any cloth decoration must stand a flameproof test as prescribed by the applicable fire and safety ordinances. All inflammable materials and fluids 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, ISM reserves the right to cancel the entire Exhibit event, or such parts of it as may be irregular, with no refund of rental or liability for exhibit expenses.
11. **Payment for Space:** Applications should be returned to ISM prior to the event. Upon receipt of the space reservation form, ISM will invoice the company for the full amount. The terms are 30 days net unless the 30 days is past the event. In this situation, payment is due upon receipt.
12. **Cancellations:** If exhibitor cancels their exhibit space agreement more than 90 calendar days prior to the event, a 75 percent refund will be given after the exhibited event is held and only if ISM is able to resell the booth space. No refunds will be given for cancellations within the 90-calendar day window.
13. **Assignment for Exhibit Space:** The agreement for exhibit space and the payment of booth rental charges constitute a contract for the right to use the space allotted, subject to the rules and regulations promulgated by ISM.
14. **Space Assignment:** Space assignments will be solely at the discretion of ISM.
15. **Event Promotion:** The exhibitor authorizes ISM, its employees, or agents to use exhibitor's name to promote the event and to solicit other exhibitors for this and future events.
16. **Exhibited Events or Items:** ISM has the right to final approval to all items and events for Exhibitors. ISM must approve general details of exhibiting items or events, including, but not limited to, advertising novelties (such as bags, pens, apparel), menus, agendas, entertainment, or other specific items or functions that are part of the Exhibitor package.

These regulations are a part of the contract for event Exhibit, which does not become effective until countersigned by a duly authorized representative of the Institute for Supply Management™. The acceptance of the payment that accompanies the application for Exhibitor does not constitute acceptance of a contract. The Institute for Supply Management™ reserves the right to make such additional conditions, rules, and regulations as it deems necessary to ensure the success of the Exhibited event.

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