

**10th Annual ISM Services Conference  
December 3 - 4, 2009  
Pointe Hilton Tapatio Cliffs Resort, Phoenix, Arizona**

**CONFERENCE SPONSORSHIP/EXHIBIT OPPORTUNITIES**

Register now to sponsor and/or exhibit at the 10th Annual ISM Services Conference at the Pointe Hilton Tapatio Cliffs Resort in Phoenix, Arizona, December 3 - 4, 2009. The conference attracts supply management professionals in both the manufacturing and nonmanufacturing arena who are responsible for acquiring services. The tabletop displays are available on Thursday, December 3<sup>rd</sup> and as part of your sponsorship/tabletop package you receive full conference passes. For additional networking we encourage you to attend the conference on Friday, December 4<sup>th</sup> as well. We expect 300+ attendees at the Services Conference. The conference exhibits and sponsorships have sold out for the last several years so don't hesitate to sign up.

The tabletop display tentative schedule is as follows:

**Thursday, December 3, 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

The following sponsorships are available:

**SPONSORSHIP FEE - \$8000.00 (7 available)**

All sponsorships include the following:

- Draped 6ft Table with two chairs available December 3rd for tabletop display
- Signage acknowledging sponsor in registration area
- Two (2) complimentary full conference registrations
- 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
- One item (flyer, brochure or CD-ROM) inserted into the tote bag
- Pre and Post list of attendees - Name, title, address (restrictions apply)

Choose one of the following:

**a. Tote Bags** - Sponsor logo on tote bag along with ISM's **SOLD!**

**b. Lanyard/Badge holder** - Sponsor logo on lanyard.

**c. Hotel card Keys** - Sponsor logo/message on the resort's guestroom card keys given to all ISM Services conference attendees

**d. Registration & Cyber Café** – Your company banner with logo and/or message displayed prominently in the conference registration area. Attendees can check E-mail, retrieve messages and surf the web on computer terminals with your logo displayed on screensaver and/or wallpaper. You may add an extra touch by providing mouse pads and/or pens at each terminal. **SOLD!**

**e. Thursday, December 3rd Networking Breakfast** - Includes tent cards on tables acknowledging sponsor and wait staff may wear one sponsor logo item (provided by sponsor). In lieu of tote insert sponsor may place one item (flyer, brochure or CD-ROM) at each place setting.

**f. Thursday, December 3rd Networking Luncheon** - Includes tent cards on tables acknowledging sponsor and wait staff may wear one sponsor logo item (provided by sponsor). In lieu of tote insert sponsor may place one item (flyer, brochure or CD-ROM) at each place setting.

**g. Thursday, December 3rd Networking Reception** - Includes tent cards on cocktail rounds and bars, one bar placed as close to the sponsor as possible and wait staff may wear one sponsor logo item (i.e., shirt, hat, pin, etc. provided by sponsor). **SOLD!**

**TABLETOP DISPLAY FEE - \$2,700.00**

- Draped 6ft Table with two chairs available December 3rd for tabletop display
- One (1) complimentary full conference registration
- Post list of attendees - Name, title, address (restrictions apply)

IF YOU ARE INTERESTED IN SIGNING UP AS A SPONSOR OR TO EXHIBIT PLEASE COMPLETE THE SPONSORSHIP/TABLETOP PARTNERSHIP AGREEMENT AND FAX TO ISM SALES DEPT. AT 480-752-7890. If you have any questions, please contact Kathy Braase or Trish True at 480-752-6276 ext. 3061 or 3086.

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**SPONSORSHIP/TABLETOP AGREEMENT**

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Website: \_\_\_\_\_

**SPONSORSHIPS \$8000.00 (select one)**

- ☐ Tote Bags
- ☐ Lanyards
- ☐ Hotel Card Keys
- ☐ Registration Area and CyberCafe
- ☐ Thursday, December 3rd Networking Breakfast
- ☐ Thursday, December 3rd Networking Luncheon
- ☐ Thursday, December 3rd Networking Reception

**TABLETOP DISPLAY ONLY \$2,700.00**

- ☐ Thursday, December 3rd Tabletop

*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                      ☐ Diner's Club

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 \_\_\_\_\_

**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. ***Exhibits may not make prizes available for general drawing. Advertising novelties are not to exceed \$25 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