

Hospitality Supply Management 2006 Conferences
October 17-19, 2006 Dallas, TX

CONFERENCE SPONSORSHIP OPPORTUNITIES

Secure your spot and register now to sponsor the **Hospitality Supply Management 2006 Conferences**. This year we are giving sponsors the opportunity to secure their space for both events at one time and realize significant savings. IF YOU ARE INTERESTED IN SIGNING UP AS A SPONSOR PLEASE COMPLETE THIS FORM AND FAX TO ISM SALES DEPT. AT 480-752-7890. If you have any questions, please contact Kathy Braase or Trish True at kbraase@ism.ws ttrue@ism.ws or call 480-752-6276 ext. 3061 or 3086.

SPONSORSHIP DESCRIPTION AND TERMS

Attendance and networking at the entire meeting for two attendees*
Verbal recognition during the sponsored event and signage onsite
Recognition and contact information included in the printed meeting program on site
Attendee list with contact information in the program provided at the meeting
Ability to showcase your product in the Showcase Luncheon, breakfast, reception or coffee breaks (EXTENDED TIME)
Recognition in the HSM newsletter (logo and 50-word company profile)
Recognition on the HSM website
Additional conference registrations for company representatives can be purchased for \$450/person (limit 4)
Hotel charges incurred are the responsibility of the sponsor.
Please indicate which event you prefer, it will help us in the planning process. Thank you.

<input type="checkbox"/>
<input type="checkbox"/>

Cocktail Reception, October 17

Breakfast, October 18

<input type="checkbox"/>
<input type="checkbox"/>

Showcase Luncheon, October 18

Coffee Breaks (4), October 18-19

Company Name: _____

Contact Name: _____ **Title:** _____

Address: _____

City, State, Zip: _____

Phone: _____ **Fax:** _____ **E-mail:** _____

Website: _____

SPONSORSHIPS

☐ \$4000

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 _____

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

1. **Date, Place, and Hours.** The exhibition hours are indicated in the Conference 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 Conference 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 \$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