



# 6th International Dairy Housing Conference

Minneapolis, Minnesota • June 16-18, 2007

## EXHIBIT SPACE APPLICATION

### BOOTH SELECTION

COST: \$450 per booth      TOTAL BOOTH FEES: \$ \_\_\_\_\_

### CONTACT INFORMATION

Tradeshow Contact: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Country \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
 URL: \_\_\_\_\_

### COMPANY INFORMATION

Products and/or service to be displayed: \_\_\_\_\_  
 \_\_\_\_\_  
 My company is a: \_\_\_\_\_ Manufacturer \_\_\_\_\_ Distributor \_\_\_\_\_ Manufacturer's Rep \_\_\_\_\_ Service Provider  
 Lines/Brands carried: \_\_\_\_\_  
 Five KEYWORDS for WEB search: \_\_\_\_\_  
 \_\_\_\_\_

### EXHIBIT BOOTH PERSONNEL

<input type="checkbox"/> Free Full Registration (One person-Complimentary full w/exhibit)	<input type="checkbox"/> Additional Full Registration - \$250 per person
Booth Registrant _____	<input type="checkbox"/> Limited Registration - \$125
Company _____	Booth Registrant _____
Mailing Address _____	Company _____
City/State/Zip _____	Mailing Address _____
Phone _____	City/State/Zip _____
Fax _____	Phone _____
Email _____	Fax _____
	Email _____

### CREDIT CARD INFORMATION

Check # \_\_\_\_\_ Make checks payable to: ASABE  
 Check one: \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ American Express \_\_\_\_\_ Discover \_\_\_\_\_ Diners  
 Card # \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Month \_\_\_\_\_ Year  
 Cardholder's Name \_\_\_\_\_  
 Cardholder's Signature: \_\_\_\_\_

# CONTRACT RULES AND REGULATIONS

## 1. REASSIGNMENT OF SPACE

All exhibitors must occupy space assigned and said space cannot be subleased to anyone else. No exhibitor shall, without written consent of the ASABE Meetings Department, assign or apportion in whole or in part any of the space assigned to it. Neither shall any exhibitor without written consent of ASABE Meetings Department represent any other firm, corporation, or individual or advertise or distribute literature concerning the product of any other firm, corporation, or individual except as specified in its approved application for space. Absolutely no subletting of space will be allowed unless approved in writing by the ASABE Meetings Department.

## 2. BOOTH EXHIBITS

- a. Booth exhibits will be provided with a suitable backdrop and may be equipped with furniture and floor coverings acceptable to the ASABE Meetings Department. Back walls shall not exceed 8' in height from the level of the floor. Divisions between exhibit spaces shall be 3' in height - no exceptions.
- b. Signs indicating the name of the exhibitor or trade name will be furnished by the decorator.
- c. All booth decorations must be of flameproof material. All hangings must clear the floor.
- d. No exhibitor shall use any nails, tacks, brads, staples, bolts, glue, or any other fastening or anchoring devices of any kind in or on the floors, walls, columns, doors, or any other part of the building or grounds.
- e. No exhibitor shall install or cause to be installed any articles of merchandise (including signs) which will obstruct the view of other exhibits.
- f. If the exhibitor neglects or violates these regulations, or otherwise incurs fire hazards, the ASABE Meetings Department may remove all or such part of the exhibit that may be irregular.

## 3. AG MACHINERY EXHIBITS (if applicable)

Exhibitors will be permitted to exhibit Ag machinery equipment and to equip their displays with such chairs, signs, carpet, other furniture, flowers, or plants subject to the approval of the ASABE Meetings Department. An exhibitor may use illuminated signs only where they constitute standard equipment regularly furnished to the exhibitor's dealers. No exhibitor shall use decorations that have not been approved by the ASABE Meetings Department and that do not conform to these regulations.

## 4. VIDEO AND SOUND DEVICES

Exhibits which include the operation of musical instruments, radios, audio video equipment, tapes or any other sound devices must be turned to a non-interfering level.

## 5. ENTERTAINMENT

All exhibitors agree not to hold any parties, shows, exhibits or other attraction of any kind outside the exposition grounds during scheduled show hours or in conflict with scheduled events. The ASABE Meetings Department shall have the right to close any or all exhibitors violating this agreement.

## 6. CIRCULARIZATION AND SOLICITATION

All demonstrations, interviews, and other activities must be conducted so as not to infringe the rights of other exhibitors or offend visitors to the exhibit. Distribution by the exhibitor of any printed matter, souvenirs, or other articles must be confined to the space assigned. No undignified manner of attracting attention will be permitted.

## 7. LIABILITY AND INSURANCE

- a. ASABE shall not be responsible for loss, theft, or damages of or to the property of the exhibitor. The management will provide guards to assist exhibitors in the safeguarding of the exhibitor's property, but the exhibitor waives any claim against ASABE and the Minneapolis Convention Center for liability, loss or damage to the exhibitor's property.
- b. The ASABE liability for personal injury shall be limited to the terms of its insurance coverage for such personal injury and liability. The exhibitor waives claim against ASABE for any amount in excess thereof or not covered thereby. The exhibitor agrees to provide insurance for personal injury or property damage liability covering himself and ASABE in the amount of \$250,000/\$500,000 bodily injury and \$100,000 property damage or \$500,000 combined single limit (\$250,000 for booth exhibitor). A certificate of insurance evidencing that coverage shall be submitted to ASABE two weeks prior to event starting date.
- c. Exhibitor agrees to assume all liability for any and all accident(s) or injury(ies) to any person or property which occurs on, at, or involving any exhibitor, the exhibitor's display, or any item under the exhibitor's control. Exhibitor agrees that they shall indemnify and hold harmless ASABE, the Minneapolis Convention Center, and the exhibitor shall pay all costs and attorneys fees incurred for the defense of any claim made by any person for any damage to person or property which damage is alleged to have occurred as the result of any act or negligence on, at, or involving any exhibitor, and exhibitor's display, or any items under the exhibitor's control.

## 8. SCHEDULE OF OPERATIONS

- a. All exhibitors agree to keep their exhibits open during all scheduled show hours.
- b. Exhibitors shall move all exhibits, equipment and furnishings into and out of space rented to them in strict accordance with the schedule furnished them by the ASABE Meetings Department in advance of the show. Access to space cannot be guaranteed to late arrivals.

## 9. CANCELLATIONS

a. All payments for reserved space are non refundable. If an exhibitor cancels a portion of his reserved space 45 days prior to the show, any deposit on the canceled space is forfeited by the exhibitor and cannot be credited to retained space. If there is a cancellation of all or a portion of reserved space after 45 days prior to the show, the exhibitor agrees to pay the full price on all of the reserved space. All cancellation requests must be made in writing and submitted to the ASABE office.

10. These regulations may be amended by the ASABE Meetings Department at any time and all amendments that may be so made shall be binding to all parties affected. The regulations become a part of the contract between the exhibitor and ASABE. All matters and questions not covered by these regulations are subject to the sole decision of the ASABE Meetings Department Director.

11. The exhibitor agrees to indemnify, defend and hold harmless ASABE and facility from and against any and all demands, claims, and attorney's fees or liability arising from use of copyrighted music or other materials at the ASABE Annual International Meeting.

12. Please note ASABE's Meetings & Conference Department may find it necessary to alter or change exhibit layouts and or relocate exhibitors for the betterment of the show. ASABE's Meetings & Conferences Department will do their best to work with each exhibitor if this scenario were to occur. ASABE reserves the right to alter and/or amend these contract rules and regulations at any time.