



Nebraska Chapter, ARMA Inc \* Spring Seminar  
April 14, 2010 \* Holiday Inn Convention Center \* Omaha, NE

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## AGREEMENT FOR EXHIBIT SPACE

*Please print or type all information*

Exhibitor \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ Telephone ( \_\_\_\_\_ ) \_\_\_\_\_

E-Mail \_\_\_\_\_

**1. Exhibitor Agreement** – This agreement will be effective only upon its acceptance after it has been signed by the exhibitor and delivered to the Nebraska Chapter, ARMA Inc. In the event of fire, strikes or other circumstances beyond the control of the Nebraska Chapter, ARMA Inc., the chapter will have no liability to the exhibitor or obligation to refund any portion of the exhibitor's payment.

**2. Space Rental** – All booths consist of a **single, 8' display table** and will be appropriately draped. Electrical service and Internet access will be provided on request at no additional cost. Additional services must be requested prior to March 5, 2010, and will be subject to availability and the cost of such additional service.

**3. Space Assignment** – All exhibit space will be assigned by the Nebraska Chapter, ARMA Inc. The Nebraska Chapter, ARMA Inc., reserves the right to bar the use of exhibits that will interfere with other exhibitors, interfere with attendees or others, or which create any hazards.

**4. Exhibit Fee** – The exhibit fee will be \$350.00 for one table and one attendee. Additional attendees may be added for \$135.00 per attendee. No exhibit fees will be refundable after March 5, 2010.

**5. Payment Schedule** – The exhibit fee is due and payable by March 5, 2010. Exhibitor Agreements submitted to the Nebraska Chapter, ARMA Inc., after March 5, 2010, must be accompanied by the full payment of the exhibit fee. Exhibitor Agreements not paid in full by March 5, 2010, are subject to cancellation by the Nebraska Chapter, ARMA Inc.

**6. Cancellation policy** – All cancellations received in writing prior to March 5, 2010 will be charged an administrative fee of \$50.00. When exhibit fees have been paid in full, this administrative fee will be deducted from these payments prior to reimbursement of the remaining fees. When no payment is received prior to cancellation and prior to March 5, 2010, the exhibitor will be billed for the \$50.00 administrative fee. Cancellations received after March 5, 2010, will be charged 100% of the exhibit space fee, regardless of whether or not payment has been made toward the exhibit space.

**7. Installation and Dismantling of Exhibits** – Installation of exhibits may occur from 4:00PM – 5:30PM on April 13<sup>th</sup>, 2010 and 6:00AM – 7:30AM on April 14, 2010. Exhibit dismantling may not begin until the seminar concludes, and all exhibits must be dismantled and removed by 5:30PM on April 14, 2010. Any exhibits not dismantled and removed by that time may, at the option of the Nebraska Chapter, ARMA Inc., become the property of the chapter or be dismantled and removed at the expense of the exhibitor.

**8. Failure to Occupy Space** – Any space not occupied by 7:30AM, April 14, 2010, shall be deemed forfeited by the exhibitor and no refund shall be paid. The Nebraska Chapter, ARMA Inc., may reassign such space, at its discretion, without any obligation to the exhibitor.

**9. Liability** – The exhibitor agrees to indemnify and hold the Nebraska Chapter, ARMA Inc., and Holiday Inn Omaha Convention Center, its officers, directors, members and employees, and all individuals and organizations performing services for them in connection with the Spring Seminar, harmless for all claims, losses or damages, injuries, liabilities, judgments, or settlements, including reasonable attorney fees, cost and other expenses, any or all of them incurred on account of actions, negligent or otherwise, of the exhibitor or its employees or agents. The exhibitor also release the Nebraska Chapter, ARMA Inc., and Holiday Inn Omaha Convention Center from liability for any expenses incurred or other damage suffered by the exhibitor if the Spring Seminar is cancelled because of a strike, riot, act of God, or other cause beyond the control of the Nebraska Chapter, ARMA Inc., and Holiday Inn Omaha Convention Center.

**10. Admission** – Admission to the exhibit area is restricted to those individuals who are duly registered for the seminar.

**11. Sound** – The Nebraska Chapter, ARMA Inc., reserves the right to restrict exhibits which, because of noise or other reason, may detract from the general character of the seminar.

**12. Positioning of Equipment Relative to Aisles** – The exhibitor must display its exhibits so as not to obstruct the general view or to hide other exhibits.

In accordance with the above Exhibitor Requirements and Agreement for exhibit space, I, a duly authorized officer of exhibitor, hereby accept on behalf of the exhibitor the Exhibitor Requirements for exhibiting at the 2010 Spring Seminar. This completed agreement presents an agreement between the exhibitor and the Nebraska Chapter, ARMA Inc.

\_\_\_\_\_  
Signature by Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representative Name

\_\_\_\_\_  
Title

By signature above, the individual signing this agreement represents that he/she is duly authorized to execute this agreement on behalf of named exhibitor.

**EXHIBITOR REGISTRATION/PAYMENT INFO:**

Registration and payment is due by March 5, 2010. Please print or type all information

**Exhibitor:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

| Item                             | Price          | Qty | Amount |
|----------------------------------|----------------|-----|--------|
| Exhibitor Table and One Attendee | \$350          | 1   | \$350  |
| Additional Attendees             | \$135/attendee |     |        |
| <b>Sponsorship (optional)</b>    |                |     |        |
| Bronze Sponsorship               | \$100-174      |     |        |
| Silver Sponsorship               | \$175-249      |     |        |
| Gold Sponsorship                 | \$250 or more  |     |        |
| <b>Total Amount Due:</b>         |                |     |        |

**Attendees:**

| Name | Telephone | Email Address |
|------|-----------|---------------|
|      |           |               |
|      |           |               |
|      |           |               |
|      |           |               |

Only registered attendees are allowed admission to the seminar and exhibit area. Seminar attendance as well as full breakfast buffet, lunch, and all breaks are included in the registration fee.

**Additional Services/Sponsorships (check all that apply)**

- Electrical Service:** Provided to your table for no additional charge.
- Door Prize Donation:** Items such as shirts, pen sets, mugs, personal organizers. Any items with a value over \$100 will be classified as a grand prize and can count toward sponsorship if delivered by March 5, 2010. For example, a digital camera with a value of \$200 would classify the donating company as a silver sponsor.
- Gift Bag Items:** Items such as pens, post-it notes, letter openers, highlighters and other items are appreciated. As we expect a large turnout again this year, we are requesting 125 quantity of each gift bag item.
- Name Badge Donation**
- Gift Bag Donation**

Each seminar attendee will be provided a name badge and a gift bag containing items from various donors (see above). Please check the boxes above if your company would like to donate name badges or bags. Name badge/gift bag donations are on a first come, first served basis upon receipt of signed exhibitor agreement, completed registration form and payment.

**METHOD OF PAYMENT:**

PayPal (Credit Card) – Send payment to treasurer@armanebraska.com or invoice to this E-Mail Address: \_\_\_\_\_

Check enclosed (payable to Nebraska Chapter, ARMA Inc)

Invoice Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_

Zip \_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_

|  |  |  |
|--|--|--|
| <p><b>Mail all checks and signed agreement to:</b><br/>                 Nebraska Chapter, ARMA Inc.<br/>                 c/o Jacque Hornung, Treasurer<br/>                 5900 'O' Street<br/>                 PO Box 81889<br/>                 Lincoln, NE 68510</p> | <p><b>Financial Information and Exhibitor Agreement contact:</b><br/>                 Jacque Hornung, Treasurer<br/>                 (402) 467-7991<br/>                 jhornung@ameritas.com</p> | <p><b>Seminar and Exhibit Information contact:</b><br/>                 Mark Graves, Vice President/Seminar Chair<br/>                 (402) 398-7830<br/>                 Mark.Graves@nngco.com</p> |
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