



# 19TH ANNUAL COMPUTERS IN LIBRARIES 2004

March 10-12, 2004

Hilton Washington  
Washington, D.C.



**Information Today, Inc.**  
143 Old Marlton Pike, Medford, NJ 08055-8750  
Phone: (609) 654-6266 Fax: (609) 654-4309

### EXHIBIT HOURS

Wednesday, March 10.....9:45 a.m. – 5:45 p.m.  
Thursday, March 11 .....9:45 a.m. – 5:45 p.m.  
Friday, March 12 .....9:45 a.m. – 3:15 p.m.

## CONTRACT FOR EXHIBIT SPACE

**Company name, complete address and telephone number as it should be published:**

Company Name \_\_\_\_\_ Company Phone \_\_\_\_\_

Address \_\_\_\_\_ Company Fax \_\_\_\_\_

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

Web Site \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**Our choice of booths is as follows:** (All Booths are 8' x 10' unless otherwise indicated.)

1st Choice \_\_\_\_\_ 2nd Choice \_\_\_\_\_ 3rd Choice \_\_\_\_\_

### TO VALIDATE THIS CONTRACT:

- (1) Complete the credit card information below or attach a check for one-half the booth rental payable to Information Today, Inc. Contracts received after October 3, 2003, must be accompanied by full payment.
- (2) Agree to pay the balance of the booth rental prior to October 3, 2003.
- (3) Agree to be bound by and comply with the terms on the reverse side and any other rules and regulations determined by Information Today, Inc., its subcontractors, or the host hotel.

Attached is our check payable to Information Today, Inc.

50% payment \$ \_\_\_\_\_ 100% payment \$ \_\_\_\_\_

Charge my:  MasterCard  Visa  AMEX

Account # \_\_\_\_\_ Exp. Date \_\_\_\_\_

It is agreed that the space assigned to us will be acceptable to us unless we reject it within ten (10) days of receiving Information Today's acceptance.

**We fully understand that this form shall become a binding contract upon acceptance of exhibit space by the applicant and is subject to the terms, conditions, rules, and regulations as set forth herein and on the reverse side.**

APPLICANT'S AUTHORIZED SIGNATURE

TITLE

DATE

# Exhibitor Agreement

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## **1. Booth Assignments**

Booth assignments will be made in the order that contracts are received at the offices of Information Today, Inc. One-half of the booth rental fee must accompany applications for space. Phone reservations will be accepted but firm booth assignments will not be made until payment is received. The organizers will make every effort to place exhibitors in their preferred position and separate exhibitors from competitors where requested. The organizers reserve the right to change location assignments at any time.

## **2. Booths**

A standard booth package (back and side wall draping and identification sign) is provided by Exhibition Management without cost to the exhibitor. If an exhibitor plans to install a completely constructed display of such a nature that the exhibitor will not require or desire the use of standard booth equipment, no part thereof shall so project as to obstruct the view of adjacent booths. Booth side dividers of a height in excess of 36 inches must not extend further than three (3) feet out from the back wall. Booth walls must not exceed eight (8) feet in height. Island exhibits must not include a back wall that blocks visibility of neighboring booths. Any exceptions must first be approved by Exhibition Management. Audiovisual aids and/or equipment may not be played at a level that would interfere with adjacent exhibitors.

## **3. Payment and Cancellation**

Booth rental shall be as indicated on the floor plan. One-half of the booth rental must accompany contract. The remaining half is due October 3, 2003. Contracts received after October 3, 2003, must be accompanied by full payment. If appropriate payment is not received within the aforementioned time frames, reserved space will no longer be guaranteed and is subject to release, reduction, and resale at the discretion of Exhibition Management. Exhibitors may cancel this agreement by written notice to the organizers. Cancellations made prior to December 5, 2003, will be subject to a 50% cancellation fee. No refunds will be made on cancellations made December 5, 2003, or later. Furthermore, an exhibitor canceling on December 5, 2003, or later hereby agrees to pay any balance due on the total cost of its booth rental, per this contract.

## **4. Use of Space**

No exhibitor shall permit any other corporation or firm or its representatives to use the space allotted to him, nor shall he display articles not manufactured or sold normally by him. Requests for co-participation by any other corporation or firm or its representatives in space assigned to the original applicant must be made in writing to Exhibition Management. If permission is granted by Exhibition Management, there will be an additional charge of \$150.00 per day for each additional participant for the run of the particular conference or convention. Exhibitors shall not sublet booths or assign this lease in whole or in part without the prior consent of the organizers.

## **5. Limitation of Liability**

The exhibitor shall indemnify the organizers against all claims, demands, actions, expenses, damages, penalties, or proceedings arising out of or in any way connected with the exhibitor's occupancy and use of the exhibition premises or any part thereof. Exhibitors will be required to meet the cost of making good any damage to floors, walls, structures, and accessories.

## **6. Security and Insurance**

The organizers will take reasonable care to ensure security in the exhibition area. The organizers will not be liable for damage or loss to exhibitor's property, nor shall they be liable for any injury that may occur in the exhibition areas. Exhibitors should make their own insurance agreements.

## **7. Protection of the Exhibit Hall Facility**

Nothing shall be posted on or tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the hotel, conference or convention hall exhibit area without permission from the proper building authority and Exhibition Management. Packing, unpacking, and assembly of exhibits shall be done only in designated areas and in conformity with directions of the Exhibition Manager, the hotel, conference, or convention hall manager, or their assistants.

## **8. Installation and Dismantling**

The specific requirements as to time for installation and dismantling of exhibits shall be supplied to each exhibitor. Such requirements shall be binding. All displays must be in place and set up by the time of the official opening of the show. Space not occupied or set up by that time may be reasigned for other purposes. No exhibits shall be dismantled before the official closing time of the show.

## **9. Default Occupancy**

Any exhibitor failing to occupy space which has been contracted is not relieved of the obligation of paying for such space at the full rental price, and the Exhibition Management shall have the right to use such space as it sees fit to eliminate empty space in the exhibit hall, provided such booth space is not occupied by one (1) hour before the official show opening.

## **10. Distribution of Printed Matter, Etc.**

Neither exhibitors nor nonexhibitors shall distribute to the conference or convention delegates printed matter, samples, souvenirs, and the like, except from within rented spaces. Special distribution of such matter elsewhere must be approved by the Exhibition Management.

## **11. Use of Paging System**

The paging system in the exhibit hall is for the use of Exhibition Management. Exhibitors wishing to make announcements may do so only with the approval of the meeting organizers.

## **12. Agreement to Conditions**

Each exhibitor for himself and his employees agrees to abide by these conditions, it being understood and agreed that the sole control of the exhibit hall rests with the Exhibition Management.

## **13. Amendments**

The organizers shall have sole authority to interpret and enforce all rules and regulations contained herein and to make any amendments thereto and to make such further rules and regulations as shall be necessary for the orderly conduct of the exhibition.