

Exhibitor Application

In accordance with the exhibit regulations governing rental of exhibit space, the undersigned hereby applies for exhibit space at 2009 Chiropractic Symposium & Expo in St. Louis, MO, October 30-31, 2009. We have read and agree to the exhibit regulations. We understand that these regulations are incorporated into this contract by reference and that this application becomes a contract when accepted and confirmed by ACA. We understand that a 50% nonrefundable deposit is due with this application. The balance is due on or before September 1, 2009. If you are making this application after September 1, 2009, the full exhibit fee must accompany the application

SECTION 1: BOOTH LOCATION

All booths are assigned on a first-come, first-serve basis.

Choice #1 _____
 Choice #2 _____
 Choice #3 _____

Please list any organizations you do not wish to be located near:

SECTION 2: BOOTH CHARGES

Each booth is 8'x10' deep, or multiples thereof.
 Per booth charge for 8'x 10' - \$1,500
 Island booth charge for 16'x 20' - \$5,000

Total number of booths requested: _____ x per unit price of \$1,500
 = total amount due \$ _____

50% deposit (check or credit card) enclosed to reserve your space:
 \$ _____

CREDIT CARD PAYMENT:

Visa MasterCard Discover
 American Express

Credit Card Number: _____

Expiration Date: _____

Registration and Cancellation Policy:

All exhibitor fees are due upon commitment; booth space will be assigned on a first-come, first served basis as of September 1, 2009. Cancellations must be made in writing and received by ACA no later than September 1, 2009; such cancellations shall be subject to a 50% cancellation fee. **No refunds will be provided for cancellations received after September 1, 2009.**

SECTION 3: OFFICIAL EXHIBIT REPRESENTATIVE

Designated below is the name of the person in your organization who is to receive all relevant exhibition materials, including booth confirmation, travel information, and the exhibitor updates and service kit:

Representative: _____

Title: _____

Organization Name (as you wish it to be listed):

Address: _____

City State Zip: _____

Telephone: _____

Fax: _____

E-mail: _____

Web-site Address: _____

SECTION 4: SIGNATURE

Note: All applications must be signed in order to confirm booth reservations. I understand, and agree to abide by the official regulations of the contract.

Signature of Representative _____

Date _____

RETURN THIS COMPLETED CONTRACT AND PAYMENT TO:

ACA- CSE
 1701 Clarendon Blvd.
 Arlington, VA 22209
 Phone: 443-838-8923 Fax: 410-335-3746

If paying by check, **please make check payable to:**

ACA-CSE
 1701 Clarendon Blvd.
 Arlington VA 22209

SECTION 5: EXHIBITOR AFFILIATION

At which meeting have you previously been an exhibitor?

- ACA HOD Meeting
- ACA Pediatrics Council
- ACA Sports Injuries & Physical Fitness
- ACA Council on Diagnosis & Internal Disorders
- ACA Council on Occupational Health

FOR ACA USE ONLY

Date: _____ Amt: _____ Personal Check #: _____

Business Check #: _____ Booth #: _____

QUESTIONS?

For more information, contact Jennifer Kerhin at 443-838-8923 or jrkconsulting@hotmail.com.

OFFICIAL EXHIBITION REGULATIONS

All exhibitors and sponsors are subject to the following regulations. The words "Association", "Council" refers to the American Chiropractic Association and the supporting ACA Councils acting through its officers, employees or agents in the management of the Exhibition.

Dates and Hours of Exhibition

<u>Thursday, October 29, 2009</u>	
Exhibit Set-up	12:00 p.m. – 6:00 p.m.
<u>Friday, October 30, 2009</u>	
Show Hours	7:30 a.m. – 5:00 p.m.
<u>Saturday, October 31, 2009</u>	
Show Hours	7:30 a.m. – 5:00 p.m.

1. Exhibition Sponsorship and Objectives. The 2009 Chiropractic Symposium and Expo (herein referred to as the "CSE") is produced by, and is the property of the American Chiropractic Association and supporting ACA councils. The Exhibition is a professional sales adjunct to the educational sessions and meetings held during the CSE. The Exhibition is meant to supplement the educational sessions and meetings by providing attendees with the various types of products, services and information available to them. Exhibitors are expected to display their products and/or discuss their services with awareness of the professional and practical needs of ACA members and non-members. ACA and the ACA supporting councils reserve the right to refuse space to any applicant which, in the opinion of the Association, is unlikely to contribute to the overall objectives of the symposium.

2. Exhibitor Representatives Responsibilities. Each exhibitor must name at least one person to be the official on-site representative and responsible party. The official representative will receive all relevant materials relating to the meeting. That representative shall be authorized to enter into such contracts as may be necessary for fulfillment of obligations to ACA and to other contractors and subcontractors. At least one representative must be at the display during all official hours of the exhibition.

3. Contract for Space. This application for exhibit space, the notices of space assignment by ACA, and the full payment of rental charges, together constitute a contract for a right to use the space. Applications should be filed promptly and must be accompanied by a 50% deposit per booth reserved if made before September 1, 2009; the balance will be paid on or before September 1, 2009. Cancellations must be made in writing and received by ACA no later than September 1, 2009; such cancellations shall be subject to a 50% cancellation fee. No refunds will be provided for cancellations received after October 1, 2009. Management reserves the right to reassign space not completely paid for by September 1, 2009.

4. Arrangements of Exhibits. All exhibits must be arranged so as not to obstruct the general view or hide the exhibits of others. The standard booth equipment provided to the exhibitor by the management will consist of an 8 foot high drape backwall and 3 foot high drape side dividers.

5. Installation & Dismantle. Exhibits may be installed in the St. Louis Ballroom between 8 am and 5 pm on Thursday, October 29, 2009. The CSE officially closes on Saturday, October 31, 2009 at 5:00 pm. Exhibitors are asked not to dismantle or disturb their exhibit until after the official closing. All exhibits and accompanying supplies must be dismantled and removed from the exhibit area by 9:00 pm on Saturday, October 31, 2009.

6. Registration of Exhibitor Personnel. Each exhibiting organization is entitled to two exhibitor floor pass registrations per 8x10 exhibit space. Additional floor passes may be purchased for \$50 each. Exhibitors may register for additional conference events for an additional fee. In order to register booth personnel in advance, a registration form must be completed for each person and returned to the ACA prior to the registration deadline. Registration forms and complete instructions will be sent to all exhibitors by September 30, 2009. Use of this registration is restricted to booth personnel only.

7. Unclaimed Space. Any space unclaimed by 6 pm on Thursday, October 29, 2009, may be reassigned without refund of rental paid; the Management will not be liable for any incurred expenses.

8. Care of Hotel Facility. Exhibitors or their agents shall not injure or deface the walls, floors/carpeted of the building, the booths and/or the equipment or furnishings in the booths. The exhibitor will be held liable for any such damage caused by him or his agent.

9. Use of Exhibit Space. No exhibitor shall assign, sublet or share the whole or any part of their space allotted without consent of the Management and approval of the terms thereof. No exhibitor is permitted to show goods other than those manufactured or handled by him in the regular course of business. No firm or organization not assigned space in the exhibit hall will be permitted to solicit business in any manner within the exhibit area.

10. Entertainment. The exhibitor agrees not to sponsor group functions such as hospitality suites, tours, film showings, speeches or other activities during the meeting and exhibition hours that would in any way interfere with delegate attendance at the convention or induce visitors away from the Exposition. The exhibitor must clear with the Management any intended group functions.

11. Direct Selling. In the event that an exhibitor engages in on-site transactions, the exhibitor will be responsible for complying with all federal, state and local laws regarding sales taxes and laws that may pertain to such sales.

12. General Restrictions. (A) Exhibitors can distribute only those food and beverage samples which are manufactured or handled by them in the regular course of business. (B) The Management reserves the right to restrict exhibits that, because of noise, methods of operation or for any reason becomes objectionable, and also to prohibit or evict without refund any exhibit or person that in the opinion of the Management may detract from the general character of the Exhibition or who interferes in any way with another exhibiting organization or their exhibit staff. (C) No display material exposing an unfinished surface to neighboring booths or an aisle will be permitted. (D) Exhibitor's are not permitted to set up displays in hotel rooms, hotel suites, or lobbies.

13. Location of Exhibits. The Management reserves the right to alter the location of exhibits or booths shown on the official floor plans as it deems advisable, and in the interest of the Exhibition; however, no change of location will be made without full discussion with the exhibitor affected by such change.

14. Contractor Services. Complete information, instructions and schedules or prices regarding shipping, drayage, labor, electrical, furniture, carpeting, etc. are included in the exhibitor service packet to be forwarded from the ACA. Exhibitors that intend to use non-ACA designated contractors for installation and dismantling or other services must comply with ACA exhibition rules and regulations, and provide a certificate of insurance for liability and workers compensation, and report to the exhibitor registration counter for a pass before entering the exhibit area.

15. Fair Employment. The exhibitor agrees that during the life of this contract he will not discriminate against any employee or applicant for employment because of race, color, creed, national origin or ancestry. It is the policy of this association that all parties doing business with the Association adhere to the principals of, and take reasonable affirmative action to ensure positive progress in Equal Opportunity Employment.

16. Liability and Insurance. The exhibit area is not located in a securable area of the hotel. The Hotel Management will take reasonable precautions to safeguard the exhibit area, however, the Management or the Hotel will not be liable for loss or damage to property of the exhibitor or his representatives or employees from theft, fire, accident or any other cause beyond its control. Exhibitors are advised to insure themselves at their expense against property loss or damage and against liability for personal injury. Management's liability for injury to persons or loss or damage to property shall be limited to the Associations staff and agents only. The exhibitor shall indemnify the Management against, and hold it harmless from negligence of the exhibitor in connection with exhibitor's use of display space.

17. Fire Regulation. All materials used in the exhibit booths must be made of flame-proof materials and conform to all fire department regulations. If the exhibitor neglects or violates these regulations, or otherwise incurs fire hazards, the Management may cancel, without refund, all or such part of the exhibit that may be irregular.

18. Failure to Open Exhibition. In case the premises of the Hyatt Regency Riverfront Hotel shall be destroyed or damaged, or if the ACA Exhibition fails to take place as scheduled or is interrupted and/or discontinued, or access to the premise is prevented or interfered with by reason of any strike, lockout, injunction, act of war, act of God, act of terrorism, emergency declared by any government agency, or for any other reason, this contract may be terminated by the ACA. In the event of such termination, the exhibitor waives any and all damages and claims for damages and agrees that the sole liability of ACA shall be to return to each exhibitor his space payments, less his pro rata share of all costs and expenses incurred and committed by ACA.

19. Regulations and Contract. These regulations have been formulated in the best interest of all concerned and become a part of the contract between the exhibitor and the ACA. All matters and questions not covered by these regulations are subject to the decisions of the Management.

*For questions or more information, please call
Jennifer Kerhin at 443-838-8923.
Or visit the ACA website at www.acatoday.org/Symposium/*