



**Application and Contract for Booth Space
2008 CMAA National Conference & Trade Show
Hyatt Regency Embarcadero Hotel — San Francisco, California
October 12-14, 2008
PLEASE PRINT NEATLY BELOW.**

Contact Name _____

Phone _____

Company _____

Fax _____

Address _____

City _____ State _____

Zip _____

Email _____

Company Website _____

Type of Product or Service Offered _____

Authorized Signature _____

By signature above, the individual signing this application represents and warrants that he/she is duly authorized to execute this binding contract. We agree to comply with the trade show regulations, instructions and conditions as published in this contract and in the official Exhibitor manual which will be forwarded at a later date, and with all conditions under which facilities at the hotel have been rented to CMAA.

Correspondence/Billing Contact (if other than signer) with Address, Phone, Fax, and Email

Booth Prices:

	<i>Regular</i>
Regular In-Line	\$2,000
Corner	\$2,200
Facing Foodservice	\$2,300
Main Entry	\$2,300

Special early bird pricing for 2007 exhibitors expired on March 1, 2008.

Company Name _____

Booth Price Includes:

- 8’x10’ booth with 6’ draped, skirted table; two chairs, wastebasket, and identification sign
- Carpet is provided as the exhibit hall is already carpeted
- Pre- and post-conference attendance roster with mailing addresses for promotion
- One (1) full conference registration (includes several networking events)
- Firm listing and description in Onsite Program
- Firm listing on CMAA’s website with link to exhibitor’s website
- Exposure in CMAA’s *CM Advisor* Newsletter

Please reserve one 8’ x 10’ booth for my firm.

1st booth choice _____ 2nd booth choice _____ 3rd booth choice _____

OR,

Please reserve multiple 8’x10’ booths for my firm. Number of booths requested: _____

1st booth choices _____ 2nd booth choices _____

3rd booth choices _____

Total Amount to Be Paid _____

Booth Assignments: Space is limited. Upon receipt of application with payment and the signed contract, confirmation of booth assignment and additional information will be forwarded to the correspondence contact noted above. Booths reserved without payment being are not considered officially reserved and can be assigned to another firm until payment is received.

Cancellation Policy: In the event that an Exhibitor wishes to cancel all or part of the contracted exhibit space, the Exhibitor must do so in writing. Refunds of 100 percent, less a processing fee of \$100, will be made until **June 15**; no refunds will be made after that date.

Payment Information:

Check (Payable in US funds to CMAA; Mail to: CMAA, 7926 Jones Branch Dr, Suite 800, McLean, VA 22102)

Credit Card (check one): AMEX Visa Mastercard

NAME ON CARD

CARD NUMBER

EXPIRATION DATE

CREDIT CARD BILLING ADDRESS

ZIP CODE

AUTHORIZED SIGNATURE

Completed Forms can be faxed to 336-492-5831, ATTN: Martha Montague.

Rules Governing Trade Show

CONTRACT FOR SPACE:

Acceptance of an application does not imply endorsement by CMAA of the applicant's products/services, nor does rejection imply lack of merit of product or manufacturer. CMAA has sole right to determine eligibility of any company or product for inclusion in the trade show and retains the right to rescind the contract within 30 days of receipt if the exhibit is deemed to be contrary to the best interest of the show.

This application for booth space will become a contract when accepted by CMAA.

DAMAGE TO PROPERTY:

If the Exhibitor or its representatives shall damage any part of the building or building equipment or of another Exhibitor's property in any way, the Exhibitor agrees to be fully responsible and to pay the cost of repairing any such damages.

INSURANCE:

Exhibitors shall insure their own exhibit and display materials. Exhibitors must carry through the term of the installation and use of trade show premises, policies of Comprehensive General Liability insurance and Contractual Liability Insurance, insuring and specifically referring to the Contractual liability set forth in the Exhibit Agreement, in an amount not less than \$1,000,000 Combined Single Limit for personal injury and property damage. Proof of this insurance must be submitted in advance to CMAA.

Independent of any insurance coverage, the exhibitor shall be fully responsible to pay for any and all damages to property owned by Hyatt Regency San Francisco, its owners or manager which result from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, Hyatt Regency San Francisco, its owners, manager, officers or directors, agents employees, subsidiaries and affiliates, and CMAA, from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from, out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the Hotel or any part thereof.

Workers Compensation and Occupational Disease insurance shall be in full compliance with all federal and state laws, covering all of Exhibitor's employees engaged in the performance of any work for Exhibitor. In the event the Exhibitor utilizes the services of an EAC to set up and/or dismantle the booth, that company must provide GES with a General Liability Insurance certificate in the

amount of \$2 million dollars and name GES Exposition Services and CMAA as an additional insured. Also, that company must carry Workers Compensation insurance in the minimum amount required by State law.

CHARACTER OF EXHIBITS:

The general aspect of the trade show is to be that of a serious and dignified offering of products and services with direct commercial merit for the construction and related industries. Trade show rules are designed to give each Exhibitor the opportunity to effectively present its products and services and to be a good neighbor. All sales and promotional efforts of an Exhibitor shall be confined to the Exhibitor's booth.

"Cash and carry" sales are not permitted from the exhibit floor. No solicitation or distribution of materials outside of the exhibit space will be allowed without written permission from CMAA.

EXHIBIT SPACE:

Exhibitors shall arrange their exhibits so that they do not obstruct the view to other exhibits. No exhibits or activities will be permitted which interfere with the use of aisles by other Exhibitors or impede access to them. Aisles must be kept clear. No Exhibitor may sublet, assign, or apportion any part of the space allotted. Any demonstration or activity that results in the obstruction of aisles or prevents ready access to nearby Exhibitors' booths shall be suspended for any periods specified by CMAA. CMAA reserves the right to reject, eject, or prohibit any exhibit in whole or part, or Exhibitor or its representatives, with or without giving cause. If an exhibit or Exhibitor is ejected for violation of these rules or for other stated reasons, no return of booth or personnel registration payment shall be made.

RELOCATION OF EXHIBIT:

The Association reserves the right to alter the location of booth spaces, at its sole discretion, in the best interests of the trade show, and the Exhibitor agrees to accept relocation. Such change of location will be made with notice, which may be ordinary correspondence, to the Exhibitor.

SECURITY:

Although there is security onsite, CMAA and the Hotel are not responsible or liable for items that are missing or left in the exhibit hall. Therefore, CMAA requests that all Exhibitors maintain a staff presence at their designated booth locations until the trade show closes each day. Booth representatives will be permitted to enter the trade show one hour before the scheduled opening time each day of the show and will be permitted to remain in the trade show up to 30 minutes

after the closing each day. Exhibitor's booth representatives shall be restricted to employees of the exhibiting firms who are actually working in the Exhibitor's booth. Booth representatives shall at all times wear "EXHIBITOR" badge identification furnished by CMAA.

RESTRICTIONS:

CMAA reserves the right to restrict exhibits which, because of noise, method of operation, early dismantling of the exhibit, or for any other reason, become objectionable or otherwise detracts from or is out of keeping with the character of the conference as a whole. CMAA may forbid installation or request removal or discontinuation of any exhibit or promotion, which, if continued, departs substantially from the description given advance approval.

CONFLICTING MEETINGS AND SOCIAL ACTIVITIES:

In the interest of the success of the entire conference, the Exhibitor agrees not to extend invitations, call meetings, or otherwise encourage absence of members or Exhibitors from the conference or trade show during official trade show or conference hours.

INTERPRETATION & ENFORCEMENT:

These regulations become a part of the contract between the Exhibitor and CMAA. All matters in question not covered by these regulations are subject to the decision of CMAA and all decisions so made shall be binding on all parties affected by them as by the original regulations.

AMENDMENTS:

These rules may be amended at any time and all Exhibitors will be notified of such amendments. Any amendments shall be binding on the Exhibitor. Any matters not specifically covered herein are subject to decision by the Association. The Exhibitor will abide by these rules and regulations, with fire regulations, and with other regulations of governmental agencies and the hosting property. It is expressly understood and agreed by the Exhibitor that the rules and regulations of the trade show as amended by CMAA shall be considered a part of this contract, incorporated herein by reference and to the same extent and effect as if said rules and regulations were set forth in full in the contract.

In the event of any conflict or inconsistency between these rules and CMAA's contract(s) with the hotel(s) or CMAA's contract with the convention center, the terms of the hotel or convention center contracts will take precedence.