



NAFC
National
Accounting &
Finance Council

2011 ITLC/NAFC Annual Conference & Exhibition Application and Contract for Booth Space

June 20-22, 2011 • J.W. Marriott Desert Ridge Resort & Spa • Phoenix, AZ

IN ORDER TO VALIDATE THIS CONTRACT

1. We attach our check (in U.S. Funds) payable to the American Trucking Associations (ATA), or have provided valid credit card information as indicated. **PAYMENT IN FULL MUST ACCOMPANY CONTRACT.**
2. We agree that space assigned shall be accepted by us unless we reject it within ten (10) days of notice from ITLC/NAFC.
3. We agree to the Exhibit Rules and Regulations printed on the reverse side of this contract.

NOTE: Only original, signed contracts with attached checks or valid credit card information are dated and processed. Booth space is not protected via telephone.

(PLEASE PRINT OR TYPE)

List company name, address and phone/fax as you wish it to appear in ITLC/NAFC's 2011 Meeting Program & Exhibit Guide, distributed at the meeting.

Your Company or Organization Name _____

Address _____

City/State/Zip _____

Phone (Include Area Code) _____ FAX (Include Area Code) _____

Email _____ Website (http://. . .) _____

Authorized By (Print Name & Title) _____

Signature _____

PAYMENT INFORMATION

I have provided full payment for my requested booth space below:

Company Check (see attached) Credit card

MC VISA AMEX Exp. Date: _____

CC# : _____

Name: _____

All future information regarding ITLC/NAFC's 2011 Annual Conference & Exhibition (including Exhibitor's Kit) to be sent to:

Same person as above.

Other: _____

PRODUCT DESCRIPTION INFORMATION

Describe your company's products or services in 50 words or less for ITLC/NAFC's 2011 Annual Conference Program & Exhibit Guide. ITLC/NAFC reserves the right to edit descriptions to fit allocated space. Attach separate sheet if necessary.

(PLEASE TYPE or Print)

MAIL TO: ITLC/NAFC Annual Conference & Exhibition
American Trucking Associations
Attn: Meetings Registration
P.O. Box 101360
Arlington, VA 22210-4360

OR FAX TO: (703) 838-1852

Be sure to specify all 4 space choices. You will be assigned your first space choice according to availability. If you fail to provide 4 space choices, and all of your choices are already assigned, we will contact you **once** by phone or email. We will proceed with assignments to companies whose space choices are available until your return call or email.

ITLC is hereby authorized to reserve exhibition space by booth number(s) listed below for use of the undersigned.

Our 4 choices for space are as follows:

1st _____ 2nd _____ 3rd _____ 4th _____

NOTE ANY COMPETITORS FROM WHOM YOU DESIRE BOOTH SEPARATION. THIS IS VERY IMPORTANT!

FOR INTERNAL OFFICE USE ONLY

Total Space Cost: _____

Amount Paid: _____

Check No.: _____ Date: _____

Accepted by: _____

Date Received: _____

Space Assigned: Booth(s) No.: _____

Member Non-Member Data Entry _____

Initials

A signed copy of this contract will be sent to you after approval by ITLC/NAFC.

BOOTH PRICE SCHEDULE

Includes 2 Exhibitor Passes

	On or Before 5/5/11	After 5/5/11
ITLC/NAFC Member	\$2,500	\$3,000
Non-Member	\$3,000	\$3,500

Contract Provisions

DEFINITIONS

(1) "The Council" means the Information Technology & Logistics Council and the National Accounting & Finance Council of the American Trucking Associations, Inc. and its authorized agents and representatives acting within the scope of their authority. "Exhibitor," as used in these rules, means any person or company exhibiting in the 2011 Annual Conference & Exhibition. (2) Decision of The Council in interpreting these rules shall be final.

SPACE ASSIGNMENTS

(3) Although the Exhibitor is required to indicate four (4) booth preferences, The Council will assign booth requests on a first come, first served basis according to the envelope postmark or Council "Date Received" stamp, and number of booths requested.

(4) The Council reserves the right to reassign booth space at its own discretion as it deems necessary after the contract has been signed. Space is leased with the understanding that Exhibitor will hold The Council harmless from any and/or all liability which may result from any cause whatsoever.

PAYMENTS AND CANCELLATIONS

(5) In applying for space, Exhibitor will pay the space cost in accordance with validation regulations appearing on reverse side of this contract. In the event of cancellation by Exhibitor at any time The Council shall have the right to rent the space to another company. No refunds will be given for cancellations received after close of business on Monday, April 4, 2011. The Exhibitor understands that a cancellation is not valid until received in writing at ITLC/NAFC office in Arlington, VA.

INSTALLATION AND DISMANTLING

(6) Exhibitors shall be governed by the following periods for installation and dismantling of exhibits:

Installation: Monday, June 20, 2011 — 12 noon to 4 pm

Dismantling: Wednesday, June 22, 2011 — 8:30 am to 1:30 pm

Note: A removal and storage fee will be charged to any Council exhibitor company having exhibit materials in the exhibition area after 1:30 pm on Wednesday, June 22!

BOOTHS AND EQUIPMENT

(7) Booth space includes backwall and booth dividers as specified in the Rules and Regulations, and one 7" x 44" backwall sign (with two lines of copy, consisting of firm name and city and state). All other furnishings, equipment, facilities, etc., will be provided by Exhibitor at his own expense and responsibility.

USE OF BOOTHS

(8) All demonstrations and exhibits must be confined to the exhibit booths. No Exhibitor shall assign, sublet, or share the whole or any part of the booth space allotted.

EXCLUSION

(9) Council shall have the right to exclude, remove at Exhibitor expense, or to require modification of any display or demonstration which, in its sole discretion, it considers unsuitable or not in keeping with the character of the Exhibition. Council shall have the right to demand modification of the appearance of dress of persons or mannequins used in connection with displays or demonstrations. If Exhibitor refuses Council's demand, Council reserves the right to exclude or remove, at Exhibitor's expense, the entire display or demonstration.

HANDLING AND STORAGE—Very Important!

(10) The JW Marriott Desert Ridge does not have the facilities to accept/store exhibit materials prior to the published move-in period as outlined in paragraph (6). Exhibitor will comply with the Council's handling and storage arrangements thru the official decorator/drayage service regarding delivery and receipt of shipments/crates before move-in time.

LIABILITIES

(11) Exhibitor agrees that The Council, official decorating company and the The JW Marriott Desert Ridge their employees: (a) will not be responsible for any damage to or for the loss or destruction of the Exhibitor's property, or injuries to the Exhibitor, his representatives, or employees—all claim for any such loss, damage, destruction, or injury being expressly waived by the Exhibitor; (b) Will be exempt from or indemnified for any claims for injury to any of the Exhibitor's representatives, agents, or employees.

(12) The Council, its agents and employees, will not be liable for failure to hold the Exhibition as scheduled. Payments for booth space will be returned in that event except that any actual expenses incurred in connection with the Exhibition will be deducted if the Exhibition is cancelled on or after June 3, 2011, because of fire, or any act of God, or the public enemy, or strike, or epidemic, or any law or regulation of public authority, which makes it impossible or impractical to hold the Exhibition.

ADMISSIONS

(13) The Council will have sole control over all admissions of all persons to exhibit including Exhibitor personnel and/or registrants, according to the Rules and Regulations of the exhibition as issued or amended (with or without advance notice) by authorized representatives of The Council. Council makes every effort to attract the maximum amount of attendees to its exhibit, but does not guarantee specific volumes or levels of attendance.

RESTRICTION OF ROOM ASSIGNMENTS, AND USE OF HOSPITALITY SUITES

(14) Exhibitor agrees that The Council has sole control over the assignment and use of such rooms or suites at the convention center, host and overflow hotels during the period of The Council's Annual Conference & Exhibition. No Exhibitor shall assign, sublet, or share the whole or any part of any accommodation without receipt of written consent in advance by The Council. Violation of any regulation of The Council shall be construed as justifiable cause for the immediate removal of Exhibitor's display without further compensation to Exhibitor and/or their distributors, dealers or personnel.

RULES AND REGULATIONS

(15) Exhibitors will abide by all other provisions of the said Rules and Regulations. Exhibitor further agrees to adhere to all fire, utility, and building codes and regulations and all other regulations of governmental agencies and the hotel. All drapes and decorative material will be flameproof.

LIVE OR RECORDED MUSIC

(16) Exhibitors wishing to have either live or recorded music must submit to ATA/ITLC/NAFC either evidence of ownership of such music or copyright license agreements permitting the use of such music. In the absence of such agreements, the performance of live or recorded music is prohibited. EXHIBITOR AGREES TO INDEMNIFY ATA/ITLC/NAFC FOR ANY LIABILITY ARISING FROM THE UNLICENSED PERFORMANCE OF SUCH MUSIC.

Display Height and Width Regulations

(17) ATA/ITLC/NAFC subscribes to IAEM (International Association of Exhibition Management) Guidelines with regard to width and/or height of backwall structures; also the use or placement of display signs or independent units that are part of but not necessarily attached to a backwall unit. **Display Heights:** Island - 14' from ground, top of hanging sign at 16'. Linear - No display may extend above 8'H, perimeter booths may extend to 10' H.