

2010 EXHIBITOR APPLICATION

CAMPUS SAFETY, HEALTH, AND ENVIRONMENTAL
MANAGEMENT ASSOCIATION

57th CSHEMA ANNUAL CONFERENCE
JULY 17-21, 2010
BALTIMORE, MD



EXHIBITING COMPANY INFORMATION (PLEASE TYPE OR PRINT)

COMPANY _____
ADDRESS _____

CITY _____
STATE/ZIP _____
PHONE _____
FAX _____
E-MAIL _____
WEB _____

CONTACT INFORMATION (PLEASE TYPE OR PRINT)

PRIMARY COMPANY CONTACT _____
CONTACT TITLE _____
TRADE SHOW COORDINATOR _____
ADDRESS _____

CITY _____
STATE/ZIP _____
PHONE _____
FAX _____
E-MAIL _____

DESCRIBE YOUR COMPANY'S PRODUCT/SERVICE IN 50 WORDS OR FEWER:

Are there any competitive companies that you do not wish to be located near?

EXHIBIT SPACE REQUESTED:

SIZE: _____ feet x _____ feet

Corner booth (\$300)

** Companies will not be listed on the website or in
CSHEMA publications unless payment for booth(s)
has been made.*

BOOTH RENTAL RATES (10' X 10' BOOTH):

ASSOCIATE MEMBERS

Priority- \$2,000

Each additional booth is \$1,850
Application and payment must be received
by Dec. 15, 2009.

Early Bird discount – \$2,250

Each additional booth is \$2,100
Application and payment must be received
by March 1, 2010.

Regular fee – \$2,500

Each additional booth is \$2,350
Application and payment must be received
by date of conference.

NONMEMBERS

Priority- \$2,400

Each additional booth is \$2,250
Application and payment must be received
by Dec. 15, 2009.

Early Bird discount – \$2,650

Each additional booth is \$2,500
Application and payment must be received
by March 1, 2010.

Regular fee – \$2,900

Each additional booth is \$2,750
Application and payment must be received
by date of conference.

PLEASE CHECK ONE OF THE PAYMENT PLANS AVAILABLE:

- Full booth rental is enclosed. Make checks payable to: **Campus Safety, Health, and Environmental Management Association**
 Charge full booth rental to my charge card.

MASTERCARD/VISA/AMERICAN EXPRESS # _____

EXP. DATE _____

BILLING ADDRESS _____

NAME AS IT APPEARS ON CREDIT CARD (PLEASE PRINT) _____

SIGNATURE _____

My signature below indicates that my company understands and agrees that this application is subject to the conditions outlined in the 2010 CSHEMA Exhibit Hall Terms and Conditions accompanying this application and in accordance with the stated booth rental fee; that space assigned by CSHEMA staff shall be acceptable; that aforementioned conditions incorporated by reference; that product descriptions provided on this form are those that are planned for our exhibit; and that any changes must be received in writing by CSHEMA prior to the convention opening on July 18, 2010.

AUTHORIZED BY _____

TITLE DATE _____

MAIL THIS APPLICATION AND PAYMENT TO:

Campus Safety, Health, and Environmental Management Association
One City Centre, Suite 204 • 120 W. Seventh St. • Bloomington, IN 47404-3938
Phone: 812.245.8084 • Fax: 812.245.6711 • E-mail: info@cshema.org • www.cshema.org

2010 EXHIBITOR POLICIES

CAMPUS SAFETY, HEALTH, AND ENVIRONMENTAL MANAGEMENT ASSOCIATION

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If, in the judgment of CSHEMA, an exhibitor is operating contrary to the policies of the Association or the Baltimore Marriott Waterfront, CSHEMA may cancel the exhibitor's space, and the exhibitor's fee will be forfeited. CSHEMA reserves the right to change non-rented spaces within the CSHEMA Exhibit Hall without notice to the exhibitors.

- CSHEMA will make every attempt to comply with requests for assignment of exhibit locations on a first-come, first-served basis. Location assignments will be made solely at the discretion of the CSHEMA Exhibit Hall manager by April 1. The CSHEMA Exhibit Hall manager reserves the right to reconfigure the show floor as it deems necessary in the best interest of the show or for logistical reasons. This contract is for the use of the amount of space indicated and not for any specific location on the show floor.
- Any space unclaimed by 9 a.m. on the first show day may be resold or reassigned by the CSHEMA Exhibit Hall manager without obligation on the part of CSHEMA for any refund whatsoever. All set-up must be complete one hour prior to the opening of the show. All exhibits and materials must be removed from the hall within three hours of the close of the show.
- There is no smoking allowed in the CSHEMA Exhibit Hall nor near any entrance to the facility, during the event, set-up, or tear-down.
- Booths must be staffed during all show hours and until the official closing of the CSHEMA Exhibit Hall.
- This contract provides for the use of exhibit space only. Furnishings (other than those included in the basic package), installation or removal labor, freight, drayage, phone, Internet access, and electric service are not included in these fees.
- Each exhibitor is solely and fully responsible for its own material and should insure its exhibit against loss or damage from any cause whatsoever.
- Exhibitors must furnish CSHEMA with a list of items to be exhibited. CSHEMA reserves the right to accept or reject any exhibit that may detract from the general character of the display. Any food or beverage service from your exhibit booth must be coordinated with CSHEMA prior to the conference.
- Display boards and other high exhibits must not be placed so as to interfere with other exhibits. Any construction in excess of 4' in height must be kept within 3' of the rear of the booth, and no construction can exceed 8' in height. If your display exceeds these limits, contact CSHEMA, and an attempt will be made to locate your exhibit where it will not interfere with other booths.
- If the operation of any equipment produces noise or odors annoying or inconvenient to exhibitors or delegates, it will be necessary to discontinue such an operation. Sound may reach the immediate vicinity of the exhibitor's area only, and it is urged that displays with sound be equipped with earphones.
- All demonstrations, interviews, or other activities must be confined to the booth. Aisles must be kept clear, and exhibits must be arranged so that salespersons will be inside the rented space.
- Exhibitors may have drawings and award prizes or gifts in their own exhibit booths. There will be no exhibitor drawings or awarding of prizes at any conference function without prior approval from the CSHEMA Exhibit Hall manager.
- Advertising and sales promotion materials may be distributed from booths only. No materials may be left in public areas for distribution or placed on seats, attached to the walls, ceilings, and so forth of the Marriott.
- No exhibitor or sponsor can exhibit or permit to be exhibited in the space allotted or as part of their sponsorship any company, organization, or products other than those specified in the application. Subletting or licensing of space or use of space not explicitly authorized in writing by the CSHEMA Exhibit Hall manager is prohibited. Sharing of an exhibit by two or more companies is not permitted except as specifically arranged and approved by the CSHEMA Exhibit Hall manager in writing in advance.
- Exhibitors are asked to refrain from operating hospitality suites at times that conflict with events that are part of the official conference program. Hospitality functions should not encourage or permit alcohol abuse nor place emphasis on quantity and frequency of use of alcoholic beverages. Alternative beverages should always be available. Hospitality suites must be open to all registered conference guests and CSHEMA staff.

- Exhibits must comply with all union labor regulations. Rules and regulations for union labor are made by local unions and may be changed at any time.
- Exhibitors will be held responsible for any damage done to the Marriott property by the exhibitor or representatives of the exhibitor. No nails, tacks, screws, or other items can be driven into the walls or floor of the building.
- A security officer will be on duty in the CSHEMA Exhibit Hall area while exhibits are closed. The officer's presence does not constitute acceptance of any responsibility for security of the exhibitors' products. Any items of value should be taken from the hall when booths are unattended. A CSHEMA staff member or volunteer member will staff the entrance during the hours that the exhibit area is open.
- Any grievances during the conference should be directed first to the CSHEMA Exhibit Hall manager.
- The purpose of the Association's exhibits is educational. The exhibits permit conference delegates to become familiar with vendors, their products, and their services. The Association is a tax-exempt educational organization under Section 501(c)3 of the U.S. Internal Revenue Code, and activities that might jeopardize this tax exemption must be avoided.

CANCELLATION OF LEASE

Exhibitors will have the right to cancel this agreement at any time by written notice to CSHEMA. In the event of such cancellation received up to 180 days prior to the CSHEMA Exhibit Hall, CSHEMA will refund any rental payments already made by the exhibitor minus a \$750 processing fee. CSHEMA will refund 50 percent of the total booth space cost on cancellations received between 120 and 180 days prior to the CSHEMA Exhibit Hall provided the booth is paid in full. No refunds will be made on cancellations received within 120 days of the CSHEMA Exhibit Hall.

RULES AND REGULATIONS

To ensure efficient and punctual set-up and tear-down, this show will conform to the rules and regulations formulated by the National Association of Exposition Managers and the Exposition Service Contractors Association. These rules specify exactly how an exhibitor may use the services of a firm other than the official contractor to install and dismantle exhibits in a show. Exhibitors must notify the show manager at least 30 days in advance of the show that they will be using an outside contractor, supplying the name, address, and supervisor in attendance. Outside contractors must communicate to the show manager at least 30 days in advance of the show what exhibiting companies have requested work and whom the outside contractor will employ. The contractor must supply appropriate insurance certificates.

LIABILITY

Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and save CSHEMA and the Marriott and its employees and agents harmless against all claims, losses, and damages to persons or property, governmental charges or fines, and attorney fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy, or use of the exhibition premises or a part hereof, excluding any such liability caused by the sole negligence of the Marriott, its employees, and its agents.

CSHEMA

One City Centre, Suite 204

120 W. Seventh St.

Bloomington, IN 47404-3938

812.245.8084 | info@cshema.org | www.cshema.org