

APPLICATION FOR EXHIBIT SPACE

Illinois State Bar Association - Solo and Small Firm Conference

Hilton Springfield

Springfield, IL

October 27 & 28, 2011

In accordance with the Rules and Regulations governing the exhibits to be held at the Solo & Small Firm Conference of the Illinois State Bar Association at the Hilton Springfield in Springfield, Illinois, October 27 & 28, 2011, the undersigned hereby makes application for exhibit space.

COST OF EXHIBIT

Table Top Exhibit Only- \$450 includes wireless Internet, one (1) – 6' skirted table, two (2) chairs, one (1) small waste can, (1) Badge for exhibitor, and post show attendee list

Please check if you need one (1) 110 –volt, 20 amp electrical outlet at your table

Each additional person will be charged at \$40.00

Refreshment breaks may be hosted for an additional \$400 each.

My Company will host a refreshment break..... \$400 each

Please check if you wish to be contacted about other conference sponsorship opportunities

Raffle Prize(s): All exhibitors are encouraged to provide a raffle prize to be awarded at the conference in the exhibit area. Drawings will be held throughout the events scheduled in the exhibit area.

My Company will provide a prize for a drawing

Friday Lunch Buffet: All exhibitors are invited to the lunch buffet at 11:20 a.m.

I/We plan on attending

TOTAL PAID _____

PAYMENT OF EXHIBIT SPACE

Full payment for exhibit space is due with this application. Space assignment will not be guaranteed before complete payment has been received. Make checks payable to the "Illinois State Bar Association".

ISBA accepts MasterCard, Visa, Discover, or American Express. Please complete the following:

MC Visa AmExp Discover

Card# _____ Exp. Date _____

Cardholder Name (please print) _____

Cardholder Signature _____

IMPORTANT!!!

CONTACT INFORMATION & REPRESENTATIVE'S NAMES (see below)

Along with your company's DESCRIPTION (see back)

Will be used in the Conference Program Guide, which is distributed to all attendees.

PLEASE COMPLETE ENTIRE FORM (FRONT AND BACK).

CONTACT INFORMATION:

Name of Company _____

Address _____

City _____ State _____ Zip _____

Company Contact _____ Title _____

E-mail _____ Phone _____

Signature _____ Fax _____

REPRESENTATIVES:

The following person(s) will be staffing our exhibit table space and will need exhibitor identification badges (please print). **Each additional person will carry a charge of \$40.00:**

Names(s): _____

Link to Company Website from Conference Web page:

Please provide Website URL for link: _____

DESCRIPTION:

Please provide a brief statement (50 words or less) of the products and services that will be displayed. This description will appear in the Conference Program Guide.

ASSIGNMENT OF EXHIBIT SPACE:

Applications will be handled on a first-come, first-served basis and accepted until space is sold out. Space assignments will be made with full consideration given to the amount of space required, date of receipt of application, competing products, and general grouping of exhibits for proper display and comparison.

Please specify companies and/or products you would like to be near or away from:

Near to _____ Away from _____

Doesn't Matter _____

Limited space is available. You are encouraged to make your reservations early!

FORWARD COMPLETED APPLICATION AND PAYMENT TO:

**Illinois State Bar Association
Attn: Janet M. Sosin, Director of Bar Services
20 S. Clark St., Suite 900
Chicago, IL 60603
FAX: (312) 726-9071**

**ILLINOIS STATE BAR ASSOCIATION
SOLO/SMALL FIRM CONFERENCE
EXHIBITOR RULES & REGULATIONS**

These regulations become a part of the contract between the Exhibitor and the Illinois State Bar Association (“ISBA”). Any issues not addressed by these rules and regulations are at the sole discretion of Illinois State Bar Association.

CONTRACT FOR SPACE - The application for space and the formal notice of assignment by Illinois State Bar Association constitutes a contract for the right to use the space allotted.

ISBA shall not be liable for a failure or delay in performance hereunder arising from acts of God, acts of public enemy, acts of a sovereign nation or any state or political subdivision or any department or regulatory agency thereof or entity created thereby, acts of any persons engaged in subversive activity or sabotage, fires, floods, explosions, strikes, slow-downs, lockouts, or labor stoppages, or freight embargos.

PAYMENT FOR SPACE-CANCELLATION FEE – Payment for exhibit space must be made with this application. One-half of the exhibit rental fee will be charged to you as a cancellation fine if your contract is cancelled prior to **September 16, 2011**. No refund will be made for cancellations made after September 16, 2011.

SPACE SERVICES – Standard exhibit equipment will be provided as follows: one 6’ skirted table; two chairs; one small waste basket; one 110 volt-20 amp electrical outlet, one wireless Internet connection, and name badge(s).

Upon receipt of the completed contract and payment, confirmation will be sent to you. All other requirements and arrangements must be made by the exhibitor, at the exhibitor’s expense, with the Hotel staff. To make these arrangements, contact Susan Baltusevich, 217-789-1530 ext 4007. Additional equipment required by the exhibitor will be charged at the prevailing Hotel rate.

EXHIBIT DATES AND HOURS – Exhibit hours are Thursday, October 27, 2011 from 12:00 p.m. – 6:30 p.m. and Friday, October 28, 2011 from 7:30 a.m. to 4:00 p.m. A reception will be held in the exhibit area Thursday from 5:30 p.m. – 6:30 p.m. Beverage breaks will be held in the exhibit area throughout the duration of the conference. The Illinois State Bar Association reserves the right to make modifications in the exhibit hours to meet program needs.

INSTALLATION – Installation/set up may be started at **9:00 a.m.**, Thursday, October 27, 2011 and must be completed no later than Noon that same day. Any space not claimed and occupied before 8:00 a.m. on Friday, October 28, 2011 will be reassigned to another without refund of rental fee.

SECURITY – Security will be provided from 6:30 p.m. Thursday, October 27, to 7:30 a.m. Friday, October 28. The exhibitor is solely responsible for its exhibit materials.

ISBA assumes no responsibility for exhibitor goods or materials. It is suggested that the exhibitor carry insurance covering loss or damage to the exhibitor’s materials.

RESTRICTIONS IN USE OF SPACE – All exhibits and sales activities must be confined to the limits of the space reserved in the exhibit hall. Any exhibitor whose exhibit or sales activities are conducted outside of the exhibit hall will be fined \$200.

No exhibitor shall assign, sublet, or share the whole or any part of the space allotted. No exhibitor is permitted to show goods other than those manufactured or dealt in by it in the regular course of business. Displays shall not be placed in such manner as to interfere with other exhibits. Nothing shall be displayed beyond the assigned exhibit space or the exhibit hours.

NOISE-MAKING EXHIBITS – Exhibits which include the operation of musical instruments, radios, sound systems, or any noise-making machines must be conducted or arranged so that the noise resulting from the demonstrations does not annoy or disturb adjacent exhibitors and their patrons. Operators of

noise-making exhibits must secure ISBA's approval of operating methods before the exhibit opens. Noise must be kept to a minimum during education programs or assemblies.

DISMANTLING – The exhibitor expressly agrees not to dismantle its exhibit or do any packing before the final closing hour of the exhibit, which is Friday, October 28, 2011 at 4:00 p.m. Goods must be removed from the exhibit hall by 6:00 p.m. that same day.

LIABILITY – The Illinois State Bar Association and its directors, officers, agents, employees, and volunteers are not responsible for any injury, loss or damage that may occur to the exhibitor or to the exhibitor's employees or property from any cause whatsoever. The exhibitor, on signing the contract, expressly releases the Illinois State Bar Association from any and all claims for such loss, damage or injury.

Contractor agrees to indemnify and hold ISBA and its directors, officers, agents, employees, and volunteers harmless from and against any and all costs (including reasonable attorney fees), losses, damages, liability, claims and causes of action in any way resulting from acts or omissions of exhibitor in connection with or in any way related to the exhibition.

CIRCULARIZATION AND SOLICITATION – Circulars or advertising matter of any description may be distributed and patronage may be solicited only within the space assigned to the exhibitor presenting such material. No firm or organization not assigned space in the exhibit area will be permitted to solicit business in any manner within the exhibit hall.

PROJECTION EQUIPMENT – Portable projection machines, operated with slow-burning or non-flammable films, may be used in the exhibit space. Projection machines and equipment exhibited for promotion of sales of such machines and equipment are limited in their operation to sales demonstration only and shall not be used for showings designed to attract or amuse visitors.

FIRE PROTECTION – All exhibitor decorations must be flame-proofed. Electrical wiring must conform with the hotel rules. If inspection indicates that any exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazard, ISBA reserves its right to cancel all or such part of the exhibit.

RESTRICTIONS IN OPERATION OF EXHIBITS – ISBA reserves the right to restrict exhibits which because of noise, method of operation or any reason, become objectionable, and also to prohibit or evict any exhibit, which in the opinion of ISBA may detract from the general character of the exhibit as a whole. The reservation includes persons, things, conduct, printed matter, or anything of a character, which ISBA determines is objectionable to the exhibit. In the event of such restrictions or eviction, ISBA is not liable of any exhibit expense.

CARE OF BUILDING AND EQUIPMENT – Exhibitors, or their agents, shall not injure or deface the walls or floors of the building, the space, or the equipment of the space. When such damage appears, the exhibitor is liable to the Hotel.