



## Illinois State Bar Association

### 2015 Midyear Meeting

Sheraton Chicago Hotel and Towers

301 East North Water Street

Display for Friday, December 11, 2015

8:00 a.m. – 4:00 p.m.

### APPLICATION FOR EXHIBIT SPACE

Please return this form no later than Wednesday, November 25<sup>th</sup>, 2015.

#### EXHIBIT SPACE = \$400

Includes: Admission to the Opening Reception on Thursday evening, (1) 6' x 30" skirted table, two (2) chairs, exhibitor badges and an electrical outlet at your table. Wired internet is available at an additional cost as set by the hotel.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Company Contact: \_\_\_\_\_ Title: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Exhibitor Name(s) for badges *(Please print or type)*:  
\_\_\_\_\_

#### PAYMENT OF EXHIBIT SPACE:

Full payment for exhibit space is due with this application. I have enclosed

☐ \$400 for exhibit space

☐ Check *(made payable to ISBA)*

☐ Visa   ☐ MasterCard   ☐ American Express   ☐ Discover

Credit Card # \_\_\_\_\_ Exp: \_\_\_\_\_

Signature: \_\_\_\_\_

#### LODGING

Overnight accommodations are available at the Sheraton Chicago Hotel & Towers for \$155 per night, plus applicable taxes. (Requests for lodging must be received by November 13<sup>th</sup>.) Reservations will be included on the Master Rooming List and guaranteed for late arrival. Exhibitors will be responsible for individual charges and must provide a form of payment upon checking in to the hotel. ***Please note: no-shows, early departures and cancellations received less than 72 hours prior to arrival will be billed to the party requesting the reservation.***

☐ Yes, lodging is requested

☐ No, lodging is not requested

Arrival: \_\_\_\_\_

Departure: \_\_\_\_\_

**SHIPPING:** *(Please Check One)*

- ☐ Yes, materials will be shipped to the Sheraton. Number of boxes shipped: \_\_\_\_\_  
***Note:** Sheraton Chicago Hotel & Towers may charge a fee to receive your boxes. This cost will be an extra charge to you. Please contact the hotel for cost information.*

Ship materials to: Lisa D. Wingerter, Catering & Convention Service Manager  
Sheraton Chicago Hotel & Towers  
301 East North Water Street  
Chicago, IL 60611

Phone: 312-329-7022

*Please advise the hotel the materials shipped are for the Illinois State Bar Association Midyear Meeting.*

- ☐ No, materials will not be shipped to the Sheraton Hotel.

**RAFFLE PRIZE(S):**

All exhibitors are encouraged to provide a raffle prize to be awarded at the conference in the exhibit area. Prizes will be an added incentive to bring attendees to your exhibit.

My company will provide the following for the drawing:

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**ASSIGNMENT OF EXHIBIT SPACE:**

Applicants 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.

**EXHIBIT SET-UP:**

Friday, December 11<sup>th</sup> at 7:30 a.m. – Chicago Ballroom X

**EXHIBIT HOURS:**

Friday, December 11<sup>th</sup> – 8:00 a.m. – 4:00 p.m.

**EXHIBIT TEARDOWN:**

Friday, December 11<sup>th</sup> – 4:00 p.m. to 4:30 p.m.

Please submit completed application, with payment, no later than Wednesday November 25<sup>th</sup> either by mail to Illinois State Bar Association, Midyear Meeting, 424 South Second Street, Springfield, IL 62701, by email to [nvonnahmen@isba.org](mailto:nvonnahmen@isba.org) or by fax to 217-525-9063.

Direct questions to Nancy Vonnahmen at [nvonnahmen@isba.org](mailto:nvonnahmen@isba.org) or 217-525-1760.

## **ILLINOIS STATE BAR ASSOCIATION EXHIBITOR TERMS AND CONDITIONS**

**These Terms and Conditions together with the signed and accepted Application for Exhibit Space constitute a binding Agreement between Exhibitor and the ISBA. The Agreement may not be assigned or transferred by the Exhibitor. Any issues not specifically addressed by these Terms and Conditions will be resolved at the sole discretion of ISBA.**

**SPACE SERVICES** – Standard exhibit equipment will be provided as follows: one 6' skirted table; two chairs; one 110 volt-20 amp electrical outlet, and name badges.

Upon receipt of the completed Application, payment, and ISBA acceptance, confirmation will be sent to Exhibitor. All other requirements and arrangements must be made by the Exhibitor, at the Exhibitor's expense. *To make these arrangements, contact the ISBA's Midyear Meeting Coordinator, Kim Weaver at [kweaver@isba.org](mailto:kweaver@isba.org) or 800-252-8908.* Additional equipment required by the Exhibitor will be charged at the prevailing Hotel rate.

**PAYMENT FOR SPACE-CANCELLATION FEE** – Full payment for exhibit space must be made with the Application. One-half of the full payment will be refunded if the exhibit space is canceled more than 3 weeks in advance of the conference date appearing on the Application. No refund will be made for space cancellations made less than 3 weeks prior to the conference date.

**EXHIBIT DATES AND HOURS** – *Exhibit hours are Friday, December 11, 2015 from 8:00 a.m. – 4:00 p.m. Beverage breaks will be held in the exhibit area throughout the duration of the conference.* The ISBA reserves the right to make modifications in the exhibit hours to meet program needs.

**INSTALLATION** – *Installation/set up may be started at 7:30 a.m., Friday December 11, 2015 and must be completed no later than 8:00 a.m. that same day. Any space not claimed and occupied before 8:00 a.m. on Friday, December 11, 2015 will be reassigned to another Exhibitor at the ISBA's discretion.*

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.

**SPACE RESTRICTIONS** – 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 marketed 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, December 11, 2015 at 4:00 p.m. Goods must be removed from the exhibit hall by 4:30 p.m. that same day.*

**LIABILITY** – ISBA shall not be liable for any delay or failure in performance under this Agreement beyond its reasonable control including acts of the Hotel and or its agents or employees, acts of God, fires, floods, strikes, terrorism, work stoppages, breakdown of equipment, government action, or internet or website downtime.

The ISBA and its directors, officers, agents, employees, and volunteers are not responsible for any injury, loss, theft or damage that may occur to the Exhibitor or to the Exhibitor's employees or property from any cause whatsoever. Upon acceptance of the Application, the Exhibitor expressly releases the ISBA from any and all claims for such loss, damage, theft or injury.

Exhibitor 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.

**CIRCULARS AND SOLICITATION** – All exhibits and related sales activities must be confined to the limits of the space reserved in the exhibit area. Any Exhibitor whose exhibit or sales activities are conducted outside of the exhibit hall consents and agrees to pay the ISBA an additional \$200. 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 to 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 ON EXHIBITS** – Notwithstanding anything to the contrary in this Agreement, the ISBA reserves the right to restrict, reject, cancel, prohibit, or dismantle any exhibit at any time for any reason (including but not limited to the ISBA's belief that: the exhibit conflicts with ISBA policy, objectives, or image; competes with ISBA products or services; detracts from the general good character of the event; or is otherwise objectionable). ISBA further reserves the right to move an Exhibitor to another table if its display in any way obstructs other exhibit tables. If the ISBA undertakes any action under this paragraph, Exhibitor agrees that it shall not hold, nor seek to hold, the ISBA liable for any expense associated with the action.

**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.

**GOVERNING LAW** – This Agreement is governed by the laws of the State of Illinois without regard to its conflict of laws rules or principles.

I acknowledge that I have read and understand the ISBA Exhibitor Terms & Conditions:

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date