



**Illinois Movers' and Warehousemen's Association
63rd annual convention & trade show - March 7-8, 2016
Bloomington/Normal Marriott**

Exhibitor Contract Signature Page

You must sign and return this page today to guarantee an exhibit space.
Event registration is separate from exhibit.
 Cost for electricity is \$35.00
You must reserve electrical hookup in advance directly with IMAWA,
 or service will be denied on site.

I have read and I accept the terms of the Exhibitor Contract (see following two pages) for the IMAWA convention to be held at **Bloomington-Normal Marriott Hotel & Conference Center, Normal, Illinois.**

I understand that event registration and electricity for the booth are **not** included with the exhibit fee and that **all exhibit personnel must register for at least one event or purchase a badge** to be admitted to exhibit floor.

Signed: _____

Company: _____

Date: _____

**about
ELECTRIC
OUTLETS:
LIMITED
NUMBER**

ALL electrical hookups MUST be arranged in advance through IMAWA.

Make your electrical hookup arrangements on your convention registration form provided by IMAWA. **If you do not make these arrangements in advance, you will be refused electricity on site.** Limited numbers for access to electrical outlets; first come, first served.

YES. I will need electricity. I will confirm this on my convention registration form. **I understand the separate charge is \$35.00 and that I will be denied electricity on site if I do not request it in advance.**

NO. I will not need electricity.

**ACTION
REQUIRED**

To reserve an exhibit space, you must complete & return this signed page to
 Illinois Movers' and Warehousemen's Association
DEADLINE: March 2, 2016

- FAX to 217-585-2472
- or e-mail scanned, signed copy to imawa@imawa.com
- or mail with your event registration form to
 Illinois Movers' and Warehousemen's Association
 40 Adloff Lane, Suite 2 – Springfield, IL 62703-6301





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Exhibitor Contract Terms: *Page 1 of 2*

Thank you for making the decision to exhibit! We appreciate your support and look forward to welcoming you to our annual convention. Please read the following exhibitor contract terms and then FAX back to IMAWA the Exhibitor Contract Signature Page to guarantee space.

Sponsorship & management

Exhibit space in connection with the IMAWA convention is under the control of the Illinois Movers' and Warehousemen's Association. Each exhibitor is required to sign and return to IMAWA the Exhibitor Contract Signature Page to acknowledge and agree to these terms.

Exhibits and electricity MUST be reserved by March 2, 2016 to guarantee your placement.

Registration and Admission

Everyone must register and acquire a badge, even if attending only the exhibit area. The convention is not open to the general public. Admission to any of the convention functions and activities, including but not limited to the exhibit area, is limited to those individuals who have properly registered and paid the registration fee for the convention events and who are identified with an IMAWA convention name badge.

Arrangement of exhibits

Booth assignments will be designated by IMAWA. **No booth assignments may be changed without express permission of IMAWA staff.**

Indoor exhibits are \$375 per booth and include:

- 8 ft. x 10 ft. booth (pipe & drape)
- identification sign for booth
- skirted 6' display table + 2 chairs
- prime exhibit time adjacent to general meeting space, with meals & social events in the exhibit area.

Electrical Hookup is \$35.00 and MUST BE RESERVED IN ADVANCE

Additional booths are \$375 each; you may consolidate several into one larger space.

Exhibit Showcase Hours

Monday Evening - March 7

- 5:00 to 7:30 p.m. — Cocktails and Dinner with exhibitors
- 9:15ish to 10:00 p.m. — Cocktails and coffee with exhibitors following opening speaker.

Tuesday - March 8

- 7:00 to 9:00 a.m.—Breakfast
- 10:30-11:00 a.m. — Coffee Break
- 12:00-1:00 p.m. —Lunch
- 1:30-2:00 p.m.—Round Tables

Exhibit hall is open during general sessions.

You may dismantle your exhibit after lunch on Tuesday. Please be courteous and wait until guests have moved to the general session room for the afternoon program.

Excel Decorators, Inc., is the official decorator for the trade show. Extra and/or special tables, extra chairs, etc., must be arranged in advance through Excel Decorators at a separate charge. (As we receive your registration, Excel will send instructions to you for ordering additional materials or shipping your exhibit. Please register early to avoid last-minute angst for everyone!)

All exhibitors shall arrange their displays so they use only the booth area contracted for, and in such a manner as to recognize the rights of other exhibitors, and to conform to the overall pattern developed for the exhibit area. Exhibit display must not obstruct traffic flow or the view of the adjacent booths. No materials are to be attached, in any manner, to the hotel's walls, floors, ceilings, columns, or fixtures.

No sharing or subletting of space without express permission of IMAWA staff.

Outdoor exhibits Outdoor space may be available for exhibits **with advance notice**. **If you need an outdoor exhibit space**, contact IMAWA no later than March 2 to determine if arrangements can be made for you. Outdoor space is limited; first come, first served.

contract terms continued next page





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Exhibitor Contract Terms: *Page 2 of 2*

IMAWA and the Hotel assume no liability for loss of or damage to any exhibit materials or contents. You are responsible for the safety and security of your exhibit & contents.

Exhibitor shall be fully responsible to pay for any and all damages to property owned by the Hotel, its owners, or managers which results from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless the Hotel and each of its respective affiliates and their officers, directors, partners, agents, members, managers and employees (collectively, the "Hotel indemnified parties") from and against any and all demands, claims damages to persons or property, losses and liabilities, including reasonable attorneys' fees (collectively "Claims") arising out of or caused by the Exhibitors or its members', agent's, employees', independent contractors' negligence in connection with the use of Hotel property, except to the extent and percentage attributable to the negligence of the Hotel indemnified parties.

Exhibitor's liability shall include all losses, costs, damages or expenses arising from or 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 Exhibitor's occupancy and/or use of the exhibition premises, the Hotel or any part thereof. The Exhibitor understands that the Hotel does not maintain insurance covering the Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain such insurance.

Procedure for Set-up:

All exhibits will be available for your setup between the hours of 1 and 4 p.m. on MONDAY March 7, 2016, in preparation for cocktails and dinner in the exhibit area on Monday evening.

If you are unable to set up your exhibit on Monday afternoon, you may set up before 7 a.m. Tuesday morning. For the safety of our guests and smooth flow of the trade show, no set up will be allowed during breakfast.

Note: Please notice the set-up times and plan accordingly. No alternative setup is permitted without express advance permission from IMAWA staff!

Take Down:

For safety and to avoid disruption of the trade show area, booths may not be dismantled until after lunch on Tuesday without express permission from IMAWA staff.

Shipping of exhibit materials:

IMAWA and the Hotel will accept no responsibility for any exhibits shipped directly to the Hotel, and Hotel may assess you a receiving fee. To guarantee security and timely delivery of your exhibit material, please ship it in advance to Excel Decorators. You will receive shipping instructions when you reserve your exhibit booth with IMAWA.

Contact IMAWA by March 2 with questions about shipping your materials in advance..

End. Please remember to complete & return the signature page to reserve your space.