

# EXHIBIT SPECIFICATIONS

## TERMS OF CONTRACT

### A. APPLICATION DEADLINE

Applications are considered on a first come, first served basis. Space is limited and it is highly recommended requests be submitted prior to February 25, 2009. Reservations must be received prior to March 20, 2009 in order to be included in the final conference program.

### B. LOCATION ASSIGNMENTS

Booth assignments will be made in the order they are received at ARLIS/NA. To be complete, an Exhibit Space Reservation Form, together with required payment, must be received. Every effort will be made to place exhibitors in their preferred positions and to separate exhibitors from competitors, when requested. Exhibitors that have submitted their applications prior to February 28, 2009 will be advised of their booth location and will be forwarded an Exhibitor's Service Kit no later than March 25, 2009.

### C. SPACE RENTAL

When an Exhibitor plans to install a self-contained display, no part of the display shall project so as to obstruct the view of adjacent displays. Booth side dividers of a height in excess of 36" must not extend further than three feet from the back wall and may not exceed 10' in height. Audiovisual equipment must not be played at a level that would interfere with adjacent exhibitors. Information on arrangements for internet connections and special requirements will be included with the Exhibitor's Information Kit; payment for same will be the sole responsibility of the exhibitor. Exhibitors must provide their own electrical and computer equipment, however, rental information on which, if required, will also be contained in the Exhibitor's Kit.

On-site audio-visual services will be made available to all Exhibitors and fees for any equipment and/or service ordered will be the responsibility of the respective Exhibitor. Information on the preferred service provider and appropriate order forms will be included in the Exhibitor Kits.

### D. USE OF SPACE

No exhibitor shall permit any other corporation or firm or its representatives to use the space allotted to the signer of the contract, nor shall he/she display articles not manufactured or normally sold by him/her. Requests for co-participation by any other corporation or its firms or representatives in space assigned to the original applicant must first be made in writing to ARLIS/NA. Exhibitors may not sublet booths or assign this lease in whole or part without the prior consent of ARLIS/NA.

### E. SECURITY AND INSURANCE

The organizers will take responsible care to ensure security in the Exhibit Hall. The organizers will not be liable for damage or loss to exhibitor's property, nor shall they be liable for any injury that may occur in the exhibit areas. The Exhibitor assumes entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitors' displays, equipment and other property brought upon the premises of the hotel and shall indemnify and hold harmless the hotel agents and employees from any and all such losses, damages and claims. Exhibitors are responsible for obtaining the insurance required to participate.

### F. PAYMENT AND CANCELLATION

Full payment is required for reservations. Cancellations, in writing, made prior to February 28, 2009 will receive a refund, less a US\$100 processing fee. No refunds will be processed on cancellations received after March 1, 2009.

### G. LIMITATION OF LIABILITY

The Exhibitor shall indemnify the organizers and/or Indianapolis Marriott Downtown against all claims, demands, actions, expenses, damages, penalties or proceedings arising out of or in any way connected with the Exhibitor's occupancy and use of the exhibitor premises or any part thereof. Exhibitors will be required to pay the cost of making good any damage to floors, wall structures and accessories.

## **H. PROTECTION OF EXHIBIT HALL FACILITY**

Nothing shall be posted or tacked, nailed, screwed or otherwise attached to the columns, walls, ceilings, floors or other parts of the Indianapolis Marriott Downtown Hotel Exhibit Hall without permission from the proper building authority and ARLIS/NA.

## **I. INSTALLATION AND DISMANTLING**

Packing, unpacking and assembly of exhibits will be done only in the designated areas and in conformity with the directions issued by the Conference Manager, the hotel or their assignees. A specific requirement as to the time for installation and dismantling of exhibits is supplied elsewhere in this document and shall be binding. All displays must be in place and set up by the time of the official opening of the Exhibit Hall and space not occupied or set up one hour prior to that time may be reassigned for other purposes.

Arrangements for assistance with installation and dismantling can be made with an additional Labor charge. Please contact the Conference Manager.

## **J. SHIPPING**

An Exhibitor's Service Kit will be forwarded to exhibitors once space has been allocated and payment has been received. Included within this Kit will be details on shipping, literature with rates for all labor, hotel services, electrical connections, and miscellaneous information on audio-visual specifications and rentals.

Questions regarding your confirmation or space allocation should be directed to Susan Rawlyk at: [arlisna@mcphersonclarke.com](mailto:arlisna@mcphersonclarke.com), or telephone: +1 (800) 817 0621 or +1 (403) 541 0911

## **K. CUSTOMS**

It is strongly recommended that Exhibitors not residing in the US use a customs broker to ensure that all materials reach their destination in a timely fashion.

## **L. STORAGE AT THE HOTEL**

The Hotel has limited storage space and materials should not arrive prior to Wednesday, April 15, 2009. Delivery and storage fees may apply and will be applied to a guest room folio or credit card. Delivery specifics will be provided in the Exhibit Service Kit.

## **M. LISTING OF EXHIBITORS IN FINAL CONFERENCE PROGRAM**

Exhibitors will be listed in the final Conference Program, provided their reservation and payment is received prior to March 20, 2009. Exhibitors may also supply a brief product/service description

(100 words or less) to be contained in an on-site Exhibitor Guide. The service description must be provided to Susan Rawlyk, Conference Manager, [arlisna@mcphersonclarke.com](mailto:arlisna@mcphersonclarke.com), no later than April 3, 2009.

Exhibitors who do not provide the description will be listed in the Final Program and on-site Exhibitor Guide by name only.

## **N. DISTRIBUTION OF PRINTED MATERIALS**

Neither Exhibitors nor non-Exhibitors shall distribute to the Conference attendees printed matter, samples, souvenirs and the like, except from within the rented spaces. Special distribution of such matter elsewhere must have prior approval by ARLIS/NA.

Distribution of material within the Conference Delegate Bags is available for a fee of \$300.00 for a 1-3 page insert. A fee structure for materials exceeding three pages can be obtained by contacting Susan Rawlyk ([arlisna@mcphersonclarke.com](mailto:arlisna@mcphersonclarke.com)).

## **O. RESTRICTIONS ON LOCATION OF EXHIBITORS AND SOLICITATION**

Exhibitors are not permitted to conduct or solicit business in the Exhibit Hall unless they have purchased exhibit space. Exhibitors are not permitted to exhibit products and services to the full conference except in the Hall.

Exhibitors may privately demonstrate products to individuals in locations other than in the Exhibit Hall area.

## **P. DEFAULT OCCUPANCY**

An exhibitor failing to equip contracted space is not relieved of the obligation of paying for such space at the full rental price. ARLIS/NA shall have the right to use, as it sees fit, any such booth unoccupied one hour prior to the Exhibition Hall Opening.

## **Q. AGREEMENT TO CONDITIONS**

Each Exhibitor agrees for himself/herself and his/her employees to abide by these conditions, it being understood and agreed that the sole control of the Exhibition Hall rests with ARLIS/NA.

## **R. AMENDMENTS**

ARLIS/NA shall have sole authority to interpret and enforce all rules and regulations contained herein and to make any amendments thereto, and to make such further rules and regulations as shall be necessary for the orderly conduct of the Exhibition. Questions regarding your confirmation or space allocation should be directed to:

Susan Rawlyk  
[arlisna@mcphersonclarke.com](mailto:arlisna@mcphersonclarke.com)  
+1 (800) 817 0621 or +1 (403) 541 0911