



2008 CONVENTION EXHIBITOR CONTRACT

Please complete the information on the following pages to reserve your booth space at the Illinois Funeral Directors Association 2008 Convention, June 24-26 at the Renaissance Hotel & Convention Center in Schaumburg. The hotel is located at 1551 N. Thoreau Drive, Schaumburg, (847) 303-4116.

RATES

<u>Booth Size</u>	<u>Early Bird Rates:</u>	<u>After February 29, 2008:</u>	<u>Indicate Selection</u>
10 x 10	\$ 695	\$ 825	<input type="checkbox"/>
10 x 20	1,390	1,650	<input type="checkbox"/>
10 x 30	2,085	2,475	<input type="checkbox"/>
20 x 20	2,780	3,300	<input type="checkbox"/>

BOOTH SPACE SELECTION

Please refer to the accompanying Exhibit Hall Floor Plan and indicate desired booth space in order of preference.

Choice	Booth Number
First	
Second	
Third	

COMPANY INFORMATION

Business Name _____

Contact Person (please print) _____

Address _____

City, State, Zip _____

Phone _____ Fax _____ E-mail _____

All exhibitors will be included in a "Virtual Expo" on the IFDA website, which will include a link to your website.

Please list your website URL: _____

Booth signage to be worded as follows: _____

DISPLAY DESCRIPTION

You plan to display the following items/information in your booth. (If no manufactured items are to be exhibited, you agree to submit your education area plan to IFDA for approval.)

Value of items to be exhibited: \$ _____

EXHIBITOR REPRESENTATIVE INFORMATION

Please list below the individuals who will be representing your company and should be granted access to your exhibit as official representatives. Four booth representatives will be registered complimentary per 10x10 booth (i.e. a 10x20 booth would allow eight representatives, etc.). Additional representatives may register for a \$50 per person registration fee. Please **type or print names** below or attach additional names on a separate sheet.

1. _____ 2. _____
3. _____ 4. _____
5. @ \$50 _____ 6. @ \$50 _____
7. @ \$50 _____ 8. @ \$50 _____

AGREEMENT

By completing and signing this contract, you agree that:

- Your labor, carpenter, sign painting, furniture and other decorating requirements will be noted on special forms provided by the Convention Committee.
- You understand the rate herein indicated includes the use of the education area(s) from **8:00 a.m., June 24, 2008 to 7:00 p.m., June 25, 2008** and, as provided in the Exhibit Rules and Regulations, the following additional facilities and services: Standard education hall lighting, janitor services, watchman service in exhibit area, one sign, and identification badges for four (4) booth representatives per 10x10 booth, as long as you provide IFDA with the information on or before **June 1, 2008**. You understand that any other special charges as a result of your participation will be your financial responsibility. Draping and tables will be charged on the basis of usage.
- You understand that there will be no refund if you cancel this contract after June 1, 2008. You hereby accept the exhibit space assigned to you by IFDA.
- The Exhibit Rules and Regulations governing the exhibits and exhibit space which are included with this contract are made a part of the contract and are enforceable by all parties thereto.
- You understand and agree that in case IFDA fails to open the Convention exhibits or to furnish space to you, they will refund all sums paid hereunder which shall be in full liquidation of all loss or damage suffered by you.
- You agree that the exhibitor representatives registered herein are bona fide employees of your company.
- Your payment in the amount of \$ _____ represents in-full payment for the exhibit area and any additional exhibit representatives as indicated herein.

Signature of Authorized Representative

Date

PAYMENT INFORMATION

- Check enclosed payable to IFDA. OR
 Please charge my: Visa MasterCard Discover American Express

Number: _____ Expiration Date: _____

Name on Card: _____ Signature: _____

EXHIBIT HOURS

Tuesday, June 24: 4:30–7:00 p.m. (Take Me Out to the Ballgame Opening Party)

Wednesday, June 25: 11:00 a.m.–3:00 p.m. (Light Lunch available at Noon)

EXHIBIT MOVE IN

Car Dealers: Monday, June 23, 3:00–4:00 p.m.

All Other Exhibitors: Tuesday, June 24, 8:00 –4:00

EXHIBIT TEAR DOWN

All Exhibitors: Wednesday, June 25, 3:00–7:00

EXHIBIT RULES AND REGULATIONS

The Convention exhibit, designed as an educational feature of the IFDA Convention programs, will be under the direction and control of the IFDA Convention Committee. These rules and regulations cover only general items and the Convention Committee reserves the right to make interpretations and decisions concerning the exhibit and their conclusions and/or interpretations shall be final in all matters.

Applications for space must be made on this Exhibitor Contract. Applications shall contain your designation of square footage needs. The allocation of space for the Illinois Convention exhibit will be made by the IFDA staff and Convention Committee. The judgment of IFDA in assigning space will be final. Contracts for exhibit space will be made only with the owners of the exhibits. No exhibitor shall sublet or share any space without the consent and approval of the Convention Committee.

Non-exhibiting suppliers will not be allowed access to the Convention except upon payment of a registration fee equal to the minimum space rental fee. Exhibiting suppliers agree not to show other goods, merchandise or vehicles within a three block area of the hotel unless previous approval from the Convention Committee has been given.

Consolidated shipping and controlled handling of exhibit materials WILL be available through a local decorator to be designated.

Exhibitors may access their exhibit space on Tuesday, June 24, from 8:00 a.m. to 4:00 p.m. Car dealers shall move in on Monday, June 23, from 3:00 to 4:00 p.m. Any space not claimed and occupied by 4:00 p.m. on Tuesday, June 24, 2008 will be forfeited by the applicant and the space may be re-rented without refund of the original rent paid. Such amount of advance rental will be considered liquidated damages.

Neither the Committee, the Association, nor the Renaissance Hotel and Convention Center shall be responsible for any damage done to any exhibits, crates or boxes, arising in the packing, storing, uncrating or unpacking thereof and the services are rendered and accepted upon this condition and understanding. A representative of the exhibit must conduct or supervise the unpacking and packing of each exhibit.

No combustible decorations shall be used in the Convention exhibits. All packing containers, excelsior and wrapping paper are to be removed from the booths and must not be stored under tables or behind draperies. All cloth decorations must be flameproof. Vehicles must have their gas tanks drained.

One standard size sign will be furnished to each exhibit bearing the name of the exhibitor. The use of additional signs must be approved by the Convention Committee.

All requests for special services shall be made on a Service and Equipment form which will be furnished to each exhibitor well in advance of the Convention. Services and equipment will be available at the charges listed on the form. Payment for special services is to be made upon the presentation of the invoice at the time the service is provided. The Convention Committee will assist in obtaining any required special services, including setting up exhibits, electrical work, carpenter work and special decorations. Any charges for such services will be the responsibility of the exhibitor.

Admission to the exhibits will be by badge only. Member and non-member funeral directors, their employees and families will be admitted to the Convention but all persons will have to be registered and obtain the proper badge. Four exhibit booth representatives will be registered without charge per 10x10 booth (i.e. a 10x20 booth would

allow eight representatives, etc.) provided they are registered with the IFDA office in advance of **June 1, 2008**. **A registration fee of \$50 per person will be required for additional exhibit personnel.** No exhibitor badges are to be provided to non-registered persons. Violations of this rule will be grounds for closing the exhibit of the violator without refund.

Exhibitor Hospitality Rooms shall not be open during exhibit hours. Exhibitors are encouraged to refrain from hospitality hours that conflict with IFDA program functions.

The Convention Committee reserves the right to reject, eject or prohibit any exhibit in whole or in part, or any exhibitor or his representatives, with or without giving cause. If cause is not given, liability shall not exceed the rate to the exhibitor of the amount of rental unearned at the time of ejection. If any exhibit or exhibitor is ejected for violations of these rules, or for any other stated reason, no rate of rental shall be due. In the event of fire, strikes, or other circumstances beyond the control of the Convention Committee, rendering the building unfit for use, all contracts shall be canceled and the parties discharged from all obligations or liability. The hotel has agreed not to rent sample rooms, sleeping rooms or other facilities to any manufacturer for the display of any funeral merchandise during the dates of the Convention. No noisy or obstructive work will be permitted during the course of the Convention. Demonstration of apparatus equipment of any kind that is noisy or distracting to others is not permitted.

It is the intention of the Association that the exhibits be informational and educational in nature. Inasmuch as the exhibits are considered to be an integral part of the Convention programming, the exhibits must be of a nature related to the theme and subject matters of the Convention and the purposes for which it is held. Merits of the particular exhibits may be demonstrated or explained to the Convention visitors in the exhibits.

The exhibitor agrees to make no claims for any reason, including negligence, against the Illinois Funeral Directors Association, the Convention Committee, the Renaissance Hotel & Convention Center, members or agents, or employees for loss, theft, damage or destruction of exhibit items, nor for any injury to himself or employees while in the exhibit building, nor for any damage of any nature or character, including damage to his business by reason of the failure to provide space for the exhibit or for removal of the exhibit, nor for failure to hold the exhibit as scheduled.

The Convention Committee will provide all necessary security. No persons will be permitted to enter or remain in the exhibit areas after closing hours except by written permission of the Convention Committee. Any damage to the building due to carelessness on the part of the exhibitor or his representatives must be paid for by the exhibitor. Exhibitors may not fasten any display or fixtures to the floor or the walls of the building. Exhibitors will be required to keep their booths neatly arranged and clean. The management will sweep and clean the public aisles, passages and open spaces only.

All exhibits must be removed from the Renaissance Hotel & Convention Center by **7:00 p.m. on Wednesday, June 25, 2008**, or they will be stored at exhibitor's expense unless special arrangements are made to the contrary. *No exhibits may be removed before 3:00 p.m. on Wednesday, June 25, 2008.*

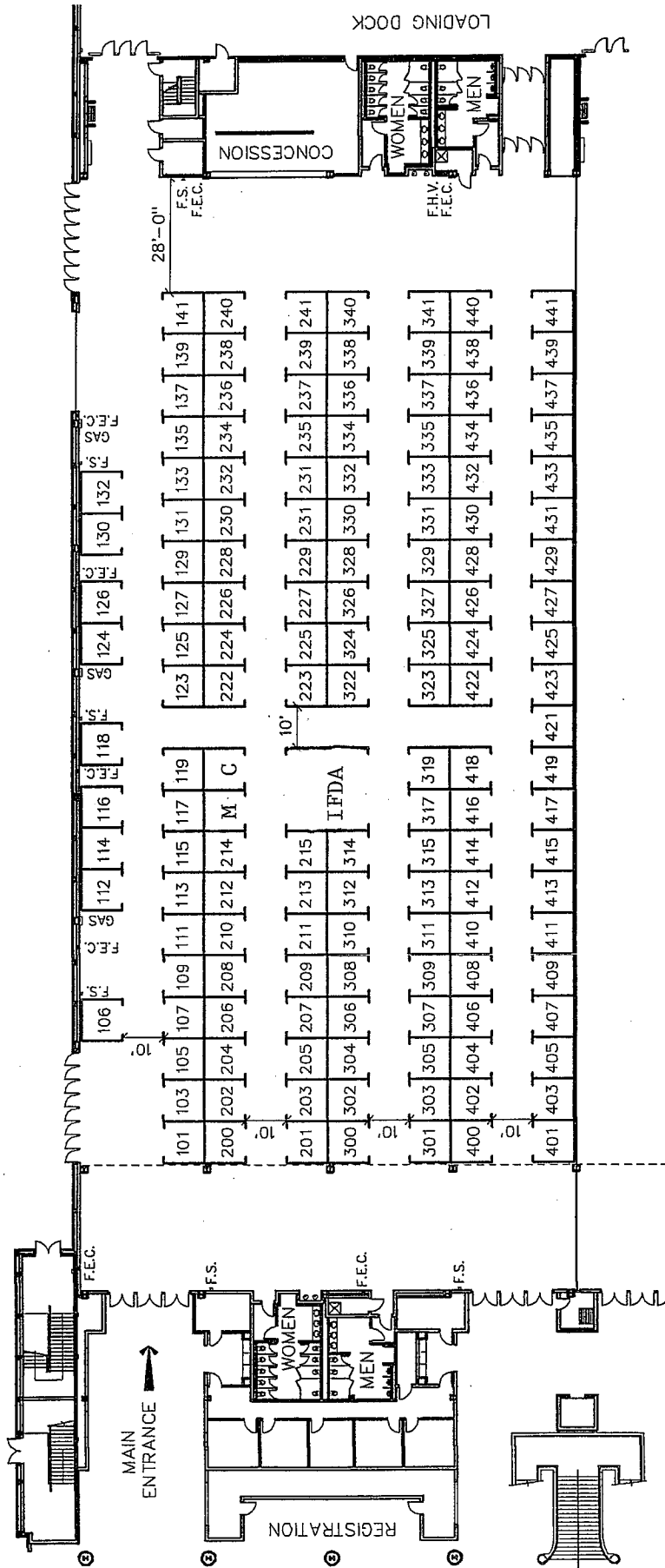
Make inquiries and return this contract to:

**IFDA
P.O. Box 7127
Springfield, IL 62791-7127
217-525-2000, Fax: 217-525-8342
jodi@ifda.org**

ACCEPTANCE OF APPLICATION AND CONTRACT (IFDA Office Use Only)

The above application is accepted by IFDA. A payment in the amount of \$ _____ was received on _____.

Booth number _____ is hereby assigned to the applicant.



VIPER
 Tradeshow Services
 200 Berg Street
 Algonquin, IL 60102
 Office - (888) 458-9760
 Fax - (847) 458-9760

ILLINOIS FUNERAL DIRECTORS ASSOCIATION
 JUNE 23 - 25, 2008
 EXPLORATION HALL
 RENAISSANCE HOTEL and CONVENTION CENTER
 SCHAUMBURG, IL

ISSUE DATE:
 JANUARY 30, 2008

BOOTHS:
 10x10 = 150

SCALE:
 0 5 10 20 30 50