

Green Procurement Exposition & Conference -- CONTRACT FOR EXHIBIT SPACE -- June 4 & 5, 2008

EXHIBIT HOURS

Wednesday, June 4 11:00am – 5:30pm
 Thursday, June 5 8:30am – 1:30pm
 (Lunch and 1 Refreshment Break each day in the Exhibit Hall)

SET-UP HOURS

Tuesday, June 3 8:00am – 5:00pm

TEAR-DOWN HOURS

Thursday, June 5 2:00pm – 9:00pm

EXHIBIT FEES/BOOTH

Each exhibit booth includes 8' back drape, 3' side rails, company sign and two full conference registrations. Hall is not carpeted.

- 10' x 10' (100') standard booth \$2300
- 10' x 20' (200') standard booth \$4400
- 300' + standard booth @ \$ 21 per sq foot *from* \$6300
- Premium Booths**
- 10' x 10' (100') premium booth \$2800
- 10' x 20' (200') premium booth \$5400
- 300' + premium booth @ \$ 26 per sq foot *from* \$7800

50% DEPOSIT MUST ACCOMPANY CONTRACT; balance due 2/15/08. Full payment due for contracts submitted after 2/15/08.

CANCELLATIONS

50% of the total cost of exhibit space is refundable for written cancellations received before 3/14/08. NO REFUNDS AFTER 3/14/08. Exhibitor is responsible for unpaid exhibit fees upon cancellation.

VENUE

Navy Pier, Exhibit Hall B, Chicago, IL

A. Total Exhibit Space requested _____ square feet. Total Amount Due: \$ _____

B. Booth Location Preference: *(Booth space/s assigned on first-come, first-served basis. Next best available booth to be assigned if your choices have been filled.)*

1st Choice _____ 2nd Choice _____ 3rd Choice _____ 4th Choice _____

C. If possible, do not assign space adjacent to: *(Specify a maximum of 4 company names, NOT CATEGORIES.)*

1. _____ 2. _____ 3. _____ 4. _____

D. Product/Services Category: *(Please check appropriate category.)*

- Building/Construction/Maintenance
- Information/Technology Resources
- Energy Solutions
- Office Supplies/Printing
- Carpet/Furnishings
- Recycling/Conservation/Water
- Cleaning Supplies
- OTHER _____

E. Exhibitor Acceptance:

I have read and understand the Rules & Regulations that govern the Green Procurement Exposition & Conference that are a part of this contract, and agree to abide by said Rules & Regulations. I have read and fully understand the cancellation penalty clause that is a part of the Rules & Regulations referenced.

 Exhibitor Authorized Signature Date

F. Payment Enclosed: *(Minimum deposit of 50% required until 2/15/08; full payment required thereafter.)*

Check payable to: *The Green Exposition* Visa MasterCard AmEx Discover **Expo FEIN: 20--0146050**

 Credit Card Account # Expiration Date \$ Amount

Questions? Telephone: 773-866-1539 E-mail: thompson@thegreenexposition.com Fax: 888-380-1538
Mail payment and contract to: Jack Thompson, The Green Exposition, 4047 N. Oakley Avenue, Chicago, IL, 60618

 The Green Exposition Authorized Signature Date Booth/s Assigned

FOR OFFICE USE ONLY. DO NOT WRITE IN THIS SPACE Reg. Code: _____ # Booths _____
 Date _____ Amt \$ _____ Ck # _____ Balance Due \$ _____

Terms and Conditions

Green Procurement Exhibition & Conference

1. Application for Exhibits, Sponsorship or Ad Space

This application must be completed and accompanied by 50% of the total cost for the selected exhibit booths, sponsorship or ad space. Incomplete applications will not be processed.

2. Eligibility

All products and services at the show must be directly related to the advancement and the professional education of procurement and purchasing agents and must be disclosed on the Application/Contract for space or sponsorship consideration. The Green Exposition reserves the right to determine the eligibility of all exhibit, sponsor and advertising space applicants. Applications deemed ineligible by The Green Exposition will be returned with a complete refund of payment.

3. Exhibitor's Representatives

The official representative listed on the Application/Contract For Exhibits, Sponsorship or Advertising Space shall act on behalf of the company in all negotiations. Exhibitor and/or attendee badges are not transferable. Company badges will not be accepted instead of the official badge. Supplementing the badge with business cards is not permitted, and all badges will include the company name as listed on the Application/Contract.

4. Space Assignment

Placement of each exhibitor in the exhibit area will be pre-assigned based on when exhibit space payment is received. Exhibitors may not assign or sublet to others the whole or any part of the space allocated. Displays are limited to those goods or services manufactured or regularly distributed by exhibitor, as disclosed on the Application/Contract for Exhibit Space. The exhibitor, employees and agents, and anyone claiming a right to be on the exhibit floor through the exhibitor, waives any rights or claims for damages to persons or property arising out of The Green Exposition's enforcement of this paragraph.

5. Solicitation

Solicitation of business except by show exhibitors, sponsors or advertisers is prohibited. Exhibitors are urged to report any violation of the rule to The Green Exposition staff. Canvassing by exhibitors outside of their exhibit space is also forbidden. Circulars or advertising matters of any description shall not be distributed except from the exhibitor's space.

6. Exhibit, Sponsor and Ad Space Payment Terms

Applications must be accompanied by check payable to The Green Exposition in U.S. funds for 50% of the total fee with the balance due 2/15/08. Full payment due for contracts submitted after 2/15/08.

7. Cancellation/Refund of Exhibit Space

50% of the total cost of exhibit, sponsor or ad space is refundable for written cancellations received before 3/14/08. NO REFUNDS AFTER 3/14/08. Exhibitor, sponsor or advertisers are responsible for all unpaid fees upon cancellation.

8. Exhibitor Liability

The exhibitor assumes full responsibility for losses and damages to exhibitor's displays, equipment and other property brought upon the premises of the meeting. Neither The Green Exposition, other sponsors, nor the meeting facility, guarantees or insures the exhibitor against loss or damage of any type. Exhibitor is required to maintain sufficient liability insurance covering all losses, damages and claims arising out of the exhibit, including claims against The Green Exposition and the meeting facility and shall indemnify and hold such parties harmless from any losses, damages and claims.

9. Security

Although all reasonable efforts will be made to provide security, exhibitors are urged to secure valuables nightly or take them to their rooms. Neither The Green Exposition, other sponsors, nor the facility will be responsible for lost or stolen items.

10. Exhibitor Rules and Regulations

The exhibitor understands and agrees that the Rules and Regulations as stated in the Regency Exposition Services brochure are an integral and binding part of this Application/Contract for Exhibit Space. Any violation of these Exhibit Terms and Conditions and/or the Rules and Regulations by exhibitor will result in termination of the Application/Contract for Exhibit Space.

11. Termination

The Green Exposition reserves the right to terminate this agreement at any time upon written notification and a complete refund of any exhibit space payment received.

12. Communications

Direct all communications concerning **exhibits** to:

Jack Thompson
The Green Exposition
4047 North Oakley Avenue
Chicago, IL 60618
Telephone: 773-866-1539
Fax: 888-380-1538
Email: thompson@thegreenexposition.com

Direct all communications concerning **sponsorship or advertising** to either of the following:

Greg O'Connor
Telephone: 217-546-5621
Email: oconnor@thegreenexposition.com

Buz Buzogany
Telephone: 847-749-4012
Email: buzogany@thegreenexposition.com