



CSI METROPOLITAN NY TRADE SHOW AND EDUCATION DAY 2008 – EXHIBITOR CONTRACT

Instructions: Complete all information on this form. Payment in form of Company Check, MC, Visa and American Express are acceptable.

Visa, MC, A/E # _____ Exp date. _____

Make your check payable to CSI Metro NY. Mail payment check and signed contract to

CSI Trade Show c/o Jeff Matles – Matles Enterprises – 170 Treetop Circle – Nanuet, NY, NJ 10954.

Phone: (845)352-3511 / Fax: (845)356-5499. E-Mail: jmatles@aim.com.

This Agreement, dated _____ is between the Metro NY Chapter of The Construction Specifications Institute, a not-for-profit membership association in the State of New York, and:

(Your Company Name)

1. Describe products and or services to be displayed: _____

2. Company person responsible for set-up logistics: Provide the name of individual who is to receive ALL FUTURE CORRESPONDENCE regarding set-up information and ON-SITE INFORMATION. This person is responsible for forwarding all show guidelines to on-site personnel.

Name of Contact: _____ Title: _____

Firm: _____ Phone: _____

Address: _____ Fax: _____

City, State, Zip: _____ E-Mail: _____

3. Request for Booth(s): In consideration of \$ _____ we request that NY Metro CSI lease to us _____ 6' x 8' / _____ 8' x 10' booth(s) in the Metro NY CSI Trade Show and Education Seminar 2007 at Gotham Hall, 1356 Broadway, NY, NY 10018.

4. Booth Definition: The price of the booth includes booth space that is either 6' wide and 8' deep or 8' wide and 10' deep with rope & stanchion separation between booths. Exhibitors are responsible for their own signage and security.

5. Exhibitor Fee(s): 6' wide x 8' deep booth \$1,600.00 - 8' wide x 10' deep booth \$1,800.00.

6. Electric: 110 volt outlet: Yes _____ No: _____ Cost per booth is additional \$150.00 per outlet.

7. Total Booth Fees (Booth Fee + any electric): \$ _____

8. Important Information:

Move in and set up date and time: Friday, August 15, 2008 from 6:30AM until 8:30AM.

Show hours: 9AM to 6PM.

Break down date and time: Friday, August 15, 2008 - Not prior to 6PM and no later than 7:30PM. All items must be physically removed from Gotham Hall by 7:30 PM. Overtime penalty will be passed on to those not in compliance.

9. Door Prize: Please advise if you will contribute a door prize for attendees' participation drawing. Yes _____ No _____

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10. **Payment Schedule:** Payment for booth (s) contracted under this agreement is due in full upon receipt of this signed agreement.
NO REFUNDS after July 1, 2008.

11. **Booth Assignment:** Booths will be assigned by CSI Committee. No firm will be allowed to assign their contracted space to another firm. Metro NY CSI Trade Show committee will be responsible for booth assignment. This agreement is subject to all rules and regulations printed on the reverse side and becomes a part hereof.

Contracting Firm Information: (Please print or type carefully):

Company: _____

Telephone: _____ Fax: _____

Address: _____ City: _____ State: _____ Zip: _____

Accepted and Agreed to by: _____

(Signature & Title) Contracting Firm Representative

By: _____ Date: _____

(Signature & Title) CSI Metro NY Officer

Additional Information: Deadline to appear in printed materials is July 15, 2008.
Please call Jeff Matles (845) 558-0123, Arnie Kravitz (917) 715-4079 or Scott Tobias (845) 742-4827

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CSI METROPOLITAN NY TRADE SHOW AND EDUCATION DAY 2008 – EXHIBITOR CONTRACT
Exhibit Rules and Regulations

Metro NY Construction Specifications Institute hereinafter referred to as "CSI" is the sponsor of the 2008 TRADE SHOW AND EDUCATION CONFERENCE, hereinafter referred to as "Show".

1. **SPACE RENTAL CHARGE:** Booth -Booth - 6' x 8' at a cost of \$1650.00 and 8' x 10' at a cost of \$1,800.00. Booth includes 6' table, tablecloth and skirt, wire basket, two chairs. A 110 volt electrical outlet is available @ \$150.00 additional per booth.
2. **PAYMENT:** All booths must be paid for, in full, by July 1, 2008. Company Check, Visa, MC and American Express are acceptable forms of payment. There will be no refunds after July 1, 2008.
3. **SPACE PLACEMENT:** CSI reserves the right to make the final determination of all space assignments in the best interest of the Show.
4. **LIABILITY:** Neither CSI, and the, Convention Management Group, its official service contractors, nor its representatives and employees will be responsible for injury, loss or damage that may occur to the exhibitor or to the exhibitor's employees or property from any cause whatsoever, prior, during or subsequent to the period covered by the exhibitor's contract. It is agreed by the parties that by the nature of the facilities available, the presence and circulation of large numbers of people, the difficulty of effective supervision over the protection of large numbers of removable articles in numerous booths, and various other factors make it reasonable that each exhibitor shall assume their own risk of injury, loss or damage, and the exhibitor, by signing this contract, hereby assumes such risk and expressly releases the organization and individuals referred to above from any and all claims for any such loss, damage or injury. Protection against unauthorized removal of property from the booth occupied by the exhibitor shall be the exhibitor's responsibility.
5. **EXHIBITOR INSURANCE:** The exhibitor shall, at its sole cost and expense, procure and maintain through the term of this contract, comprehensive general liability insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the premises leased. Such insurance shall include contractual liability and product liability coverage, and the following minimums are required: \$100,000 workmen's compensation and employer's liability; and general liability of \$500,000 bodily injury and \$100,000 property damage, or \$500,000 combined single limits of both bodily injury and property damage. Such insurance shall name CSI as an additional insured. Workers Compensation and Occupational Disease insurance shall be in full compliance with all federal and state laws, covering all of the exhibitor's employees engaged in the performance of any work for the exhibitor. All property of the exhibitor is understood to remain under its custody and control in transit to and from the confines of the hall.
6. **DAMAGE TO PROPERTY:** The exhibitor is liable for any damage caused to building, floors, walls or columns, or to standard booth equipment, or to another exhibitor's property. The exhibitor may not apply paint, lacquer, adhesives, stickers or other coating to building columns and floors or to standard booth equipment.
7. **ORDINANCES AND REGULATIONS:** Each exhibitor is charged with knowledge of all laws, ordinances and regulations pertaining to health, fire prevention and public safety while participating in the Show. Compliance with such laws is mandatory for all exhibitors and the sole responsibility of the exhibitor. All aisles, corridors, exit areas and exit stairways must be maintained at their required width at all times the Show is open. No obstructions such as chairs, tables, displays or other materials will be allowed to protrude into the aisles.
8. **EXHIBIT INSTALLATION / BREAK DOWN:** All Booths may be erected starting at 6:30 AM. Show hours are from 9AM to 5:30PM. Breakdown must be done immediately following AND NOT PRIOR TO the closing hour 6:00 PM – all materials MUST be removed from exhibit hall by 7:30PM. If materials are not removed, the exhibitor will be responsible for overtime fees incurred.
9. **AMENDMENT OF RULES:** CSI reserves the right to make changes, amendments and additions to the rules at any time, and all changes, amendments and additions so made shall be binding on the exhibitor with the provision that all exhibitors will be advised of any such change. Any matters not specifically covered herein are subject to a decision by CSI.

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