

Application & Agreement for 2012 Exhibit Space

May 21-23, 2012 | Orlando, FL



Please Print

Check here if contact information is the same as 2011 Conference

Company		Date	
Address			
City	State Prov	ZIP code	
Contact	Title		
Phone	Cell Phone		
Fax	E-Mail		
Web site			

Please contact me regarding other conference opportunities: Sponsorship Advertising Door-prize donations

Exhibit Space Reservation

Multiple booths may be reserved in areas not designated as multiples to accommodate requests.

- 10' x 10' booth \$3,595
- 10' x 10' corner booth \$3,895
- 10' x 20' booth \$7,190
- 10' x 30' booth \$10,785
- 20' x 20' Island booth \$14,380

Total \$

Virtual Exhibit Reservation

- Virtual Exhibit on www.worldatwork.org
(Available for exhibitors only) —
\$300 for four months.

Total \$

Placement Preferences

Booth location preferences (see floor plan):

- 1st _____
- 2nd _____
- 3rd _____

Please list any competitors you do NOT wish to be your neighbors*: _____

*We will do our best to meet your request; however, we cannot guarantee placement.

Payment

Within 30 days of application, a 50 percent deposit is required to reserve the booth. Balance due by Dec. 31, 2011. Full payment required for applications submitted after Jan. 1, 2012.

- Full payment enclosed 50 percent deposit enclosed Invoice me please

Check or Credit Card

- Check enclosed *Make checks payable to WorldatWork*
- Visa MasterCard American Express

I authorize WorldatWork to charge \$ _____ to the credit card below

Card Number	Exp. Date
Billing Zip Code	
Name on credit card	
Cardholder's Signature	

Send Exhibit Space application and payment to:

WorldatWork • **ATTN: Audrey Johnson**
Visibility Manager, P.O. BOX 29312 Phoenix, AZ 85038-9312
Phone: 480-304-6846 • Fax: 480-483-8352 • E-mail: Audrey.Johnson@worldatwork.org

Exhibitor agrees to comply with all applicable federal, state and local laws and with the Terms and Conditions included in this application. Terms and Conditions on back.

Name of Authorized Representative (Print)
Signature (Required)

For WorldatWork use only.

Booth number(s) Total Due \$

Terms and Conditions

Exhibitor Terms and Conditions

WorldatWork has the right to make rules and regulations or changes in arrangements as necessary, and to amend as needed. WorldatWork shall have the final determination and enforcement of all rules, regulations and conditions. Floor plan may be modified as necessary will all changes approved by the Fire Marshal. Additional regulations as related to WorldatWork, Freeman and the Gaylord Palms Resort and Convention Center will be added to the Exhibitor Service Guide

Compliance

All exhibits must comply with the laws and regulations of the city and state in which the exhibit is held. The person whose signature appears on the Application Form agrees to inform all on-site booth personnel and Exhibitor Appointed Contractors of the show guidelines.

Insurance

Exhibitor agrees to maintain insurance that will fully protect WorldatWork, Freeman and Gaylord Palms Resort and Convention Center from any and all claims of any nature whatsoever, including claims under the Workers' Compensation Act and for personal injury, including death, which may arise in connection with the installation, operation or dismantling of the Exhibitor's display. Exhibitor agrees to indemnify and hold harmless WorldatWork, Freeman or the Gaylord Palms Resort and Convention Center from any such claims.

Event Cancellation

WorldatWork will not be liable for failure to hold the Exhibition as scheduled because of fire or any act of God, or the public or strike, or epidemic or any law, or regulation, or public authority, which makes it impossible or impractical to hold the Exhibition. Payments for exhibit space will be refunded in that event. Any actual expenses incurred in connection with the Exhibition will be deducted if the Exhibition is canceled ninety (90) days or less prior to the opening date.

Indemnity

The Exhibitor assumes all responsibility for any and all loss, theft or damage to Exhibitor's displays, equipment and other property while on the Gaylord Palms Resort and Convention Center premises, and hereby waives any claim or demand it may have against the Gaylord Palms Resort and Convention Center or its affiliates arising from such loss, theft or damage. In addition, the Exhibitor agrees to defend (if requested), indemnify and hold harmless WorldatWork and the Gaylord Palms Resort and Convention Center and their respective parent, subsidiary and other related or affiliated companies from and against any liabilities, obligations, claims, damages, suits, costs and expenses including, without limitation, attorneys' fees and costs arising from or in connection with the Exhibitor's occupancy and use of the Exhibition premises or any part thereof or any negligent act, error or omission of the Exhibitor or its employees, subcontractors or agents.

Booth Eligibility

Booth space will be offered first to sponsors, and then assigned in the order that applications are received. WorldatWork shall have the sole right to determine the eligibility of exhibits including, but not limited to: Companies, products, systems, services, booth graphics, printed matter distributed at the conference, souvenirs, giveaways, costumes and booth personnel attire, and all other Exhibition features and activities.

Booth Payment

A 50-percent deposit is required within 30 days of application; remaining balance due by 12/31/11. Applications received after 01/01/2012, must be accompanied with full payment.

Booth Cancellation

Cancellation of space must be submitted in writing. Exhibitors who cancel on or before 12/31/11, will receive a refund less \$500 per 10x10 space. Cancellations received after 01/01/2012, will receive a refund equal to one-half of the registration fee. Any Exhibitor canceling after 03/01/2012 is obligated and agrees to pay the total cost of the assigned booth space. WorldatWork reserves the right to resell any booth space cancelled by an Exhibitor.

Early Moveout

Exhibitor agrees not to dismantle the exhibit or do any packaging before the close of the show. Violations will result in exclusion from future WorldatWork Exhibitions.

Official Service Contractor

WorldatWork, Freeman and the Gaylord Palms Resort and Convention Center have designated contractors to provide services to the Exhibitors and will be indicated in the Exhibitor Service Guide. Exceptions to using the official contractors will be granted only if they do not interfere with the orderly installation, interim services or dismantling of the exhibit. For services such as electrical, telephone, security, cleaning, drayage and rigging, no exception will be made and WorldatWork, Freeman or the Gaylord Palms Resort and Convention Center contractors must be used.

Exhibitor-Hosted Events

Any type of hospitality suite or event or private function scheduled by an Exhibitor or sponsor, held either on site at the Gaylord Palms Resort and Convention Center or any other venue may not begin until the conference and Exhibition has closed officially for that day and does not conflict with any other conference activity. Sponsored hospitality suites must discontinue food, drink and/or entertaining at 10:00 p.m. when held in sleeping room areas of the hotels in the WorldatWork Housing Block. Any entertainment within a hospitality suite must be submitted and approved by the appropriate Gaylord Palms Resort and Convention Center Catering and Convention Services Manager. Any violations will result in exclusion from future WorldatWork Exhibitions and speaking opportunities of the company's employees.

Admission of Exhibitors/ Attendees/Children

- WorldatWork requires a conference badge for everyone who enters the Exhibit Hall. Security will enforce this requirement during move-in, show hours and move-out.
- Children under the age of 16 will not be permitted in the Exhibit Hall during set-up or dismantle.
- Children may visit the Exhibition during show hours if accompanied by an adult wearing a badge.

Installation and Dismantling of Exhibits

- Freeman, the Official Service Contractor, will receive and deliver materials to the exhibit booth. Please refer to the Material Handling & Shipping portion of the Service Guide for complete information. Freeman will have full access to dock and loading facilities and will provide all labor and equipment. Presentation Services Audio Visual is the exclusive provider for all rigging.
- Exhibitor agrees to have set-up completed one hour prior to show opening.

Demos and Entertainment

Exhibitors using costumed persons or models as part of the exhibit agree that such personnel's appearance and dress do not offend even the most critical. The decision on acceptability rests solely with WorldatWork show management. Any type of entertainment must be confined to the booth area and will not be allowed in the aisles.

Noise Level

Amplified music or vocal presentations are permitted if not audible in neighboring booths including those on either side, back to back or across the aisle. Blinking or flashing lights that are distracting to neighboring Exhibitors on either side, behind the booth or across the aisle must be discontinued. No exceptions will be allowed. Show management shall exercise total control of this regulation and will ask that Exhibitor discontinue the distraction if objectionable to neighboring booths.

Literature Distribution

Canvassing in any part of the Gaylord Palms Resort and Convention Center outside of your exhibit space or of the hotels in the WorldatWork Housing Block is strictly prohibited. Any person doing so will be requested to discontinue canvassing immediately. Circulars, catalogs, magazines, invitations, folders and signs may be displayed or distributed only in the Exhibitor's booth and must be related strictly to the approved products and/or services on display.

In-Booth Sales

Selling of any products from the booth is not permitted.

Freight Delivery

The Gaylord Palms Resort and Convention Center does not accept shipments of event related freight materials. All freight must be delivered to official show contractor.

Booth Regulations

- Exhibit Hall is not carpeted.
- Standard booth height is 8 feet — Island, Peninsula and Perimeter Wall booth height can be 14 feet. Requests for height variance must be in writing to Freeman no later than 60 days in advance of the Exhibition and accompanied by a booth drawing or photo showing measurements.
- Each Exhibitor must have a "fair" sight line from the aisle — regardless of the size of the exhibit. No fixture or equipment will be placed where it will block the sight of another Exhibitor unless mutually agreed upon by the exhibiting companies and on-site contacts.
- End-of-row booths are to be draped at the Exhibitor's expense.
- Equipment (e.g., monitors, etc.) that is over 4 feet high and within 10 feet of another booth will be placed in the back 5 feet of the booth.
- All booths must accommodate and be accessible and in compliance with the American with Disabilities Act.
- All electrical equipment must be in good operable condition and able to pass the inspection of the on-site Fire Marshal.
- Booths, tables, curtains, displays or storage may not protrude into an aisle, exit or block any location during the show.
- Each Exhibitor agrees to be responsible regarding regulations pertaining to health, fire prevention and public safety while participating in the Exhibition.
- All packing containers or materials must be removed when emptied. These items cannot be used as exhibit support.
- Booth space is to be left in the same condition as it was at the time of occupancy. Any material left in the booth that requires additional cleaning or large amounts of materials removed will be billed to the Exhibitor.

Exhibit Hall Regulations

- Every person must wear a badge to enter the Exhibit Hall and while on the show floor. Temporary badges will be issued to individuals assisting during move-in, move-out or before or after show hours.
- Nothing may be attached to or suspended from any Gaylord Palms Resort and Convention Center structure without the express consent of the Gaylord Palms Resort and Convention Center.
- Nothing may be placed or leaned against any wall in the exhibit area. No writing, taping, tacking or nailing on the wall is permitted.
- The booth must be maintained by at least one company representative at all times during Exhibit Hall hours.
- All demonstrations and exhibits must be confined to the contracted space, relevant to the product or service of the exhibiting firm, and be of interest or educational value to the attendees.
- Alcoholic beverages are not permitted in the Exhibit Hall and will be permitted only during scheduled receptions.
- Adhesive-backed decals/stickers (except for name tags) may not be used or distributed on premises.

Multi-Level or Enclosed Booths

The Gaylord Palms Resort and Convention Center requires that plans for all two story exhibits (double deckers) be submitted for approval by the Fire Marshal prior to installation. All such plans must bear the stamp of a registered structural engineer and/or certified architect and be accompanied by a letter from the engineer and/or architect stating that the exhibit conforms to the current Gaylord Palms Resort and Convention Center.

Rigging

The Gaylord Palms Resort and Convention Center PSAV must approve all rigging prior to the move-in of an event. All drawings should be submitted three (3) weeks prior to the first day of move-in. Production Services can provide building drawings in various formats. Rigging limitations are printed on the Gaylord Palms Resort and Convention Center's

drawings. No rigging can commence until a complete set of drawings have been reviewed and approved by Production Services. PSAV has exclusive rigging rights at the Gaylord Palms Resort and Convention Center. Pricing and contact information will be provided as part of the exhibitor kit.

Booth Equipment

The Gaylord Palms Resort and Convention Center does not provide miscellaneous items to Exhibitors such as chairs, tables, punch bowls, kitchen equipment, etc. These must be obtained from Freeman, the official Service Contractor.

Electrical Services

All connections to the electrical circuits in the Gaylord Palms Resort and Convention Center must be made through Gaylord. Gaylord will provide a listing of fees for electrical services within the exhibitor kit.

Security

- Continuous security coverage of the Exhibit Hall will be furnished from move-in through move-out by Gaylord Palms staff.
- Exhibitors are responsible for the security of their personal property from move-in through move-out. Keep an eye on your valuables at all times.
- WorldatWork, Freeman and the Gaylord Palms Resort and Convention Center are not liable for any loss or damage of materials. Should any loss occur, report the incident to Security immediately. WorldatWork, the facility management, or any officers or staff members will not be responsible for the safety or the property of the participants from theft, damage by fire, accident or other causes.

Fire Code

- A certificate of fire retardation must be on hand within an exhibit as proof of any flame retardant treatment.
- Fire regulations require all display material used for decoration to be made of flame retardant or non-combustible materials.

Smoking Restrictions

The Gaylord Palms Resort and Convention Center is a smoke-free building. Smoking is prohibited in the Gaylord Palms Resort and Convention Center at all times.

Food/Beverage Dispensing

All food and beverage served at Exhibitor's booth must be provided and prepared by the Gaylord Palms at the Gaylord Palms Resort and Convention Center. Exceptions may be granted to the Exhibitors who are manufacturers or suppliers of food or food products. Requests for exceptions must be submitted by the Exhibitor and will be reviewed by Gaylord Palms on a case-by-case basis. The Fire Marshall in addition to the Gaylord Palms Resort and Convention Center Management must approve cooking in the exhibit area. Exhibitors who wish to provide food and beverage at their booth for attendees of the Exhibition must contact the designated Gaylord Palms Catering Manager for rules, regulations, and pricing

Balloons

Helium balloons may not be distributed in the Gaylord Palms Resort and Convention Center. However, helium balloons may be used if permanently attached with approval of Gaylord Palms Resort and Convention Center. If any balloons are released, there is a \$75 balloon removal fee for the first balloon and \$50 each balloon after that.

Parking

An exhibitor parking area is not available. Parking fees apply at the Gaylord Palms Resort and Convention Center. Fees will not be waived or validated for Exhibitors during move-in, move-out, or show dates. Parking is available at the Convention Center for \$13/vehicle for self parking and \$20/vehicle for valet parking. No in/out privileges for non-hotel guests.