



June 5, 2008
Connecticut Convention Center
Reservation & Application

The undersigned Exhibitor reserves and applies for exhibit space in the CT Business Expo in Hartford, CT on June 5, 2008 subject to the terms and conditions set forth below and on reverse, and subject to acceptance by the CT Business Expo, hereinafter referred to as the Producer.

Company Name _____

Name for Booth Sign _____

Contact Person _____

Mailing Address _____

Shipping Address (for UPS) _____

Phone # _____ Fax # _____

Email _____

Booth Preference(s) 1st _____ 2nd _____ 3rd _____ 4th _____

Quantity of complimentary promotional self-mailers for your use prior to the Expo _____

[] Yes, I would like to attend "Trade Show Best Practices," a pre-show Exhibitor Seminar.

*Date, Time & Location for seminar will be provided.

[] No, I do not want to attend the pre-show Exhibitor Seminar.

The Producer will make every effort to comply with booth preference on a first come - first serve basis. Location assignments are at the discretion of the Producer, within a reasonable period, after receipt of signed reservation and application and payment in full.

Table with 5 columns: Booth Pricing, Island 20x20 (\$3895), Corner 10x20 (\$2295), Corner 10x10 (\$1695), Standard 10x10 (\$1295)

50% deposit required and guarantees your position. Deposit must be received within 10 days of verbal agreement or space may be released. Balance due May 5, 2008. Exhibitor Manual will be provided upon receipt of balance payment.

Payment Method:

__ MasterCard __ Visa __ American Express Card # _____ Exp. Date _____

Or send check made payable to: CT Business Expo, c/o Hartford Business Journal, 15 Lewis Street, Hartford, CT 06103

I have read and agree to abide by the terms and conditions outlined by the CT Business Expo as stated herein and on the reverse side.

AUTHORIZED SIGNATURE _____ PRINT NAME _____ DATE _____

[] Yes, I am interested in receiving information about news from the Hartford Business Journal.

FAX COMPLETED FORM TO: (860) 570-2493



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Terms & Conditions

1. GENERAL: All parties and questions not covered by the Basic Terms and Conditions are subject to the decision of Show Management and may be amended or supplemented at any time by Show Management, and all such amendments or additions shall, upon reasonable notice, be equally binding on all parties affected as the original.
2. The location, dates and hours of the exhibition are as follows: Hartford, CT, 06106 on June 5, 2008, 9:15 a.m. to 5:00 p.m.
3. Exhibit areas shall be available to Exhibitors for installing displays beginning on June 4, 2008 from 9:00 a.m. to 5:00 p.m. All exhibits must be installed by 5:00 p.m. on June 4, 2008, unless informed otherwise.
4. All exhibits, promotions or demonstrations must be kept within the limits of the Exhibitor's space. Exhibitors shall demonstrate products, solicit orders and distribute advertising materials only from their assigned booth space.
5. All exhibits and booth materials, including drapes, curtains, table covers, etc., must comply with federal, state and city fire laws, insurance, and facility safety regulations and must be flame proof. All packing containers and materials are to be removed from the exhibition area upon completion of setup.
6. Booth panels with sections eight feet in height, and side rails three feet in height will be provided free of charge. Standard name signs will be furnished free upon request. Request must be made prior to May 16, 2008.
7. If side walls are utilized on in-line booths, a maximum height of 4' is permitted on the front 5' section. No exhibit may block or interfere with a neighboring exhibit as determined by Show Management. No nails or screws may be driven into the floor. No damage of any nature may be done to any part of the exhibit hall.
8. Show Management reserves the right to make appropriate changes in the floor plan and booth locations as it deems necessary for the overall success of the Exposition. The Show Manager reserves the right in his sole discretion to adjust booth and/or open space placement, aisle locations and general floor layout as needed to improve the overall appearance and effectiveness of the show.
9. Exhibitors will be required to contract for their own electrical needs with the show management at the prevailing rate on forms provided to them by the Producer.
10. No Exhibitor may assign its contract for exhibit space or permit any other person to use any part of such space.
11. Audio or video demonstrations will be permitted only in those locations and in sound and intensity only in as is deemed by the Producer not to interfere with the activities of the neighboring Exhibitors.
12. No balloons will be allowed in the exhibit hall.
13. Exhibitors must provide for protection of their property while in exhibit booths. The Producer shall provide security guards, but in no way be held responsible for any damage to Exhibitor's person or property because of fire, accident, theft or other casualty.
14. In the event that the Exhibitor has not paid the balance due as agreed, the Producer may, at his option, reassign space to another Exhibitor. If Exhibitor does not claim its assigned space before 3:00 p.m. on June 4, 2008, Producer may, at his option, reassign space to another Exhibitor and may seek to recover balance due from Exhibitor together with costs of collection, including any reasonable attorney's fee if this agreement is placed in the hands of an attorney for collection. Defaulting Exhibitor shall not be entitled to any refund for sums paid in advance and shall be responsible for full rental balance due as agreed.
15. The Exhibitor agrees not to copy or distribute to any other company any mailing list that was provided by the Producer. Any mailing lists are made available for use by the exhibiting company for pre-show and post show self-promotion purposes only. Any distribution of these lists will be considered a breach of this agreement and Producer will have the right to pursue any legal actions deemed necessary to recoup this loss, including, but not limited to, the cost of legal fees associated with this action.
16. All exhibits shall be dismantled and removed by 10:00 pm on June 5 2008. In the event that exhibits are not removed by such date and time, Producer may destroy any portion of the exhibit or place such items in storage at the owner's risk and expense.
17. The Show Management reserve the exclusive right, in their sole discretion, and for any reason they deem reasonable, to reschedule the Exposition to a subsequent date within 120 days of the originally scheduled date for said Exposition without any liability whatsoever, for any property damages, personal injury or any other damages, whether direct or consequential, including, but not limited to loss of business opportunity, loss of profits, or contractual damages, and neither shall they be obligated to return any portion of exhibitor's payment under this agreement, solon as the Exposition is rescheduled within 120 days of the originally scheduled date.
18. If, for any reason, said exhibition is not held as scheduled, then the Producer shall return all sums paid under this agreement, which refund shall be accepted as liquidated damages for any loss suffered by Exhibitor and the return of said sum shall fully release Producer from liability for any damages whether incidental or consequential in nature.
19. In the event that, for any cause or condition beyond the control of the Producer, the exhibition facility be-

- comes unavailable, then Producer may assign to Exhibitor, in lieu of the space described herein, equivalent space in such other building as Producer is able to procure for the exhibition. Exhibitor shall use and occupy such space under the same terms and conditions and at the same rent as are set forth in this agreement. Producer shall not be liable to Exhibitor for any loss or damage suffered by Exhibitor by reason of such relocation of the exposition.
20. In addition to the remedies of the Producer in paragraph 14 above, the Exhibitor is liable for the unpaid balance of the Exhibitor's fee: together with the cost of collection, including a reasonable attorney's fee, if this agreement is placed in the hands of an attorney for collection, unless Producer is notified in writing of Exhibitor's desire to withdraw not later than February 21, 2008. If such a desire to withdraw is received in writing by said date, then the Exhibitor is relieved of any obligation to remit any balance due. However, Exhibitor shall not be entitled to the refund of any deposit held by the Producer at the time.
 21. Show Management will make all reasonable efforts to assure the accuracy of exhibitor listings in the program guide and on the website. Due to the quantity of entries, errors can occur. Show Management will not be liable to exhibitors for errors and/or omissions.
 22. If credit card information is included on reverse as provided by the applying Exhibitor as payment for contracted space; the authorized signature on application will serve as authorized signature for payment from credit card of total booth fees as outlined on form.
 23. Exhibitor with outstanding payments due before show opening will not be permitted to move into the Show.
 24. LIABILITIES. Exhibitors hereby agree to indemnify and hold harmless Event Management, the exhibition facility hall and its sponsors, their managers, officers, sponsors, employees, agents, successors and assigns from any suit or claim whatsoever for personal injury, or for property damage or for loss of use of property by whoever sustained on or about Exhibitor's participation in the Show, unless the damages or injury or due solely to the negligence of the Show, Show Management or facility
 25. INSURANCE. Show Management shall not be responsible for any loss or damage to any property of the exhibitor for any reason, including theft, unless damage is caused by Show Management or any of its employees. Exhibitor must obtain all necessary insurance for its property and follow and use any of the security arrangements made by Show Management for valuables when the show is not open. Exhibitors shall provide and keep in force during the show period, including move-in and move-out periods the following insurance coverage:
 - (a) Worker's compensation and employer's liability covering its employees in the state of Connecticut, in accordance with the statutory regulations as set forth by the state.
 - (b) Comprehensive general liability insurance, including blanket contractual liability, naming Show Management as an additional insured, with limits of liability with at least \$1,000,000 in respect o injuries to any one person resulting from any on occurrence, \$1,000,000 in respect to injuries to one or more persons in any one occurrence, and \$500,000 in respect to any damage of property resulting from any one occurrence.
 - (c) Certificates of insurance must be furnished as soon as possible to Show Management if requested by Show Management prior to the show or following any accident or incident.
 26. TAXES. Exhibitor assumes the entire responsibility for and shall indemnify and hold harmless the exhibit hall, Show Management, their agents and employees, from all state, federal and local taxes associated with sales activities related to its exhibit.
 27. These rules and regulations have been drawn with the single objective of producing a successful show, both for the exhibitors and the public. In emergencies and wherever the foregoing rules do not cover, Show Management reserves the right to have full power in the interpretation and enforcement of all contract regulations contained herein, and the power to make such amendments thereto, and such further rules and regulations as shall be considered necessary for proper conduct of the exhibition. This agreement signed by an authorized representative indicated that the exhibiting company has read the terms and conditions and Exhibitor's Code of Conduct and agrees to be bound by the same.
 28. CODE OF CONDUCT. To insure maximum benefit to all Expo exhibitors and the public, the following practices are banned by the Show Manager:
 - (a) Noisy electrical or mechanical apparatus that interfere with other exhibitors
 - (b) Inordinate spillover from television, radio or audio systems
 - (c) Posting of signs or other advertising materials in or around the facility outside of the exhibitor's own space
 - (d) Actions or soliciting techniques which might be considered harassment to those attending the show
 - (e) Demonstrations and/or equipment that might present a safety hazard to other exhibitors of those attending
 - (f) Alcoholic beverages in exhibit area
 - (g) Inappropriate attire
 29. This is the entire agreement and there is no other agreement, written or implied, between the parties. Both parties must sign any amendment of this agreement.