

# CAMPUS 2017 TECHNOLOGY

July 17 - 20  
McCormick Place, Chicago

## 2017 Exhibit Space Contract

Send signed contract to:  
Brian Gallagher  
Email: bgallagher@lrp.com  
Fax: 215-784-0870

Mail payment to:  
LRP Conferences, LLC  
Campus Technology  
360 Hiatt Drive, Dept. 150F  
Palm Beach Gardens, FL 33418

SALES REP: Bridget Oakes

BOOTH/PACKAGE	INVESTMENT	<input checked="" type="checkbox"/>
10' x 10' Booth	\$3,990	<input type="checkbox"/>
10' x 20' Booth	\$7,980	<input type="checkbox"/>
10' x 30' Booth	\$11,970	<input type="checkbox"/>
20' x 20' Booth	\$15,960	<input type="checkbox"/>
20' x 30' Booth	\$23,940	<input type="checkbox"/>
20' x 40' Booth	\$31,920	<input type="checkbox"/>
30' x 30' Booth	\$35,910	<input type="checkbox"/>
Technology Classroom on Floor Speaking Opportunity	\$4,500	<input type="checkbox"/>
Technology Solutions Seminar	\$8,950	<input type="checkbox"/>
Other _____	\$ _____	<input type="checkbox"/>
<b>TOTAL INVESTMENT:</b>		

### Contracting Company Name:

Exhibiting As Name (If Different From Above):

Website: \_\_\_\_\_

### EXHIBIT SPACE

Preference in Booth Locations 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_

Competitors you do not wish to be near:

### MAIN BOOTH CONTACT:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### BILLING CONTACT:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### PAYMENT

Check enclosed, made payable to **LRP Conferences, LLC**

Charge my credit card:  Full rate(s)  50% deposit(s)

CREDIT CARD TYPE:  Visa  Mastercard  Amex  Discover

Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Security Code: \_\_\_\_\_

(3-Digit Code On Back Of Visa, Mastercard, Discover Or 4-Digit Code On Front Of Amex) \_\_\_\_\_

Name: (As It Appears On Card) \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cardholder's Phone: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

### AGREEMENT

*Please review and initial your acceptance of the Official Regulations and Contract Conditions on back side of contract.*

Exhibitor agrees to abide by all the requirements and restrictions in the Official Regulations and Contract Conditions. Exhibitor understands that this is not a binding contract until officially accepted by LRP Conferences, LLC. 100% of the exhibit space will be due with the signed contract or within 30 days of receiving invoice. You may elect to pay a 50% non-refundable deposit of the total with the balance being due 90 days prior to the event. Any contract received after this date must be paid in full. If payment in full is not received on time, LRP Conferences LLC reserves the right to withdraw the contract. Exhibitors will be assigned space in the order in which LRP Conferences LLC receives contracts with no less than the 50% non-refundable deposit on total exhibit space. In the event that two or more contracts are received at the same time, prioritization will be based on the amount of space requested. LRP Conferences LLC will assign what it considers the best space available upon confirmation from the exhibitor.

### ACCEPTED BY EXHIBITOR

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

SIGN HERE 

Accepted By LRP: \_\_\_\_\_

Date: \_\_\_\_\_

# OFFICIAL REGULATIONS AND CONTRACT CONDITIONS

For the purpose of this contract, "LRP" shall refer to LRP Conferences, LLC and "Exhibit Facility" shall refer to facility where event shall be held.

## ELIGIBILITY

LRP 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 and give-aways, costumes and booth personnel attire, and all other exposition features and activities.

## USE OF MUSIC

Due to ASCAP and BMI regulations, any exhibitor who uses copyrighted music as part of, or in conjunction with, any function connected with this Conference & Exposition, may be subject to a music license fee.

## PROMOTIONAL MATERIAL

Sample articles, premiums, novelties, publications, souvenirs, and printed educational and promotional materials **may be distributed from the confines of the exhibitor's booth only**. All such materials must be made available to all exhibition attendees so long as the materials are offered. Prizes, contests or drawings are permitted with the permission of LRP. Samples of hand-out materials other than literature pertaining to exhibitor's products and services must be approved in advance. LRP may withdraw permission to distribute any material it considers objectionable. Any food or beverage distribution must be approved in advance.

## CONFLICTING EVENTS

In the interest of the success of the entire conference and exposition, the exhibitor agrees not to extend invitations, call meetings, or otherwise encourage absence of attendees or exhibitors from the conference or exhibit hall during the official posted hours of the conference and exposition except when approved by LRP. All sponsor or exhibitor events, parties, gatherings or dinners of 25 or more people within a 5 mile radius of the McCormick Place Convention Center during the conference dates of July 17 - 20, 2017 must be approved by LRP conference staff.

## HOSPITALITY SUITES

All hospitality suites and meeting rooms must be approved by LRP and arranged through the Exhibit Facility or Conference Hotel. Only confirmed, fully paid exhibitors will be allowed to use hospitality suites and meeting rooms. Approved use of hospitality suites and meeting rooms is limited to your company's staff meetings and one-on-one meetings with attendees. All other uses of meeting rooms must be approved in advance by show management. Demos and sales presentations are prohibited in hospitality suites and meeting rooms. Cancellation of exhibit space will result in automatic cancellation of any and all hospitality suites and/or meeting rooms. If cancellation occurs within 60 days of event, all rental fees will be non-refundable.

## CONDUCT & RESTRICTIONS

LRP reserves the right to restrict exhibits which because of noise, odors, methods of operation or any other reason become objectionable or otherwise detract from or are out of keeping with the character of the exposition as a whole. This reservation includes persons, things, conduct or printed material. LRP reserves the right to alter or close any exhibit which does not conform to the provisions of this contract. No refund shall be due under such circumstances. LRP also reserves the right to exclude any nonconforming party from exhibiting at any future LRP program or to give lowest priority for future exhibit space. These actions do not constitute exclusive remedies, and LRP may avail itself of any remedy in law or equity in addition to these actions. The taking of photography and videos inside the Event's general sessions and breakout sessions is strictly prohibited without prior written approval of LRP. The taking of videos within the Event's Expo Hall by exhibitors is permitted, only as long as the video is shot from, and contains only footage within, the confines of the exhibitor's booth area. All other video is strictly prohibited.

## BOOTH STAFFING

Exhibit booths must be staffed during all posted exhibit hall hours. No exhibit or portion thereof may be removed from the exhibit hall during the conference without the written consent of LRP. Any infraction may result in exhibitor being prohibited from exhibiting at future expositions.

## ADMISSION

LRP shall have sole control over admissions policies at all times. Any person visiting the exhibits is required to wear an appropriate badge while in attendance. All exhibitor personnel must wear an Exhibitor's Badge or appropriate conference registration badge at all times.

## SUB-LEASING

Exhibitor shall not allow any other corporation or firm or its representatives to use the space allotted to the exhibitor, nor shall the exhibitor display articles not manufactured or normally sold by the exhibitor. Co-participation by any other corporation or firm or its representatives in space assigned to the original applicant must be authorized by written permission from LRP, and shall incur an additional charge of 25% of the total cost for exhibit space for each additional participant.

## CANCELLATION POLICY

Written notice of cancellation must be received by LRP at least 120 days in advance of the scheduled exhibition date or exhibitor will be held liable for the total booth rental irrespective of the reason for the cancellation, including cancellations due to failure of an exhibit to arrive. Exhibitors who have paid in full and who notify LRP of cancellation prior to the 120 day deadline will receive a refund of rental fees equal to 50% of the total booth rental. LRP shall not be responsible for shipping charges, construction costs, labor charges, expenses for preparation of exhibits or any other expenses or indemnity in the event that the material fails to arrive. Exhibitor shall not be entitled to a refund of the booth rental if the exhibition is cancelled by LRP as a result of strike, riot, civil disorder, act of war, act of God or any other reason whatsoever not within the control of LRP. Any refunds due by LRP will be paid no later than 60 days after the close of the conference.

## DEFAULT

Any exhibitor failing to occupy space contracted for but not canceled by 7 a.m. on the first show day, is not entitled to any refund. LRP shall have the right to use said space to suit its own convenience, including selling the space to another exhibitor without any refund to the defaulting exhibitor and without incurring any obligation of any kind to said prospective exhibitor.

## SHIPPING

The exhibitor agrees to ship, at its own risk and expense, all articles to be exhibited and agrees to conform to the rules for shipping as contained in the Exhibitor Brochure and/or Service Kit. The Exhibit Facility has no facilities for receiving and storing materials prior to the opening of an exposition. DO NOT ship equipment or displays directly to the exhibit facility, or to the hotel in which exhibit personnel are housed. Detailed shipping instructions will be included in the Exhibitor Service Kit which will be emailed approximately 60 days prior to the exposition.

## LABOR

Skilled and unskilled labor for unpacking, setting up and re-packing of exhibits will be supplied by the decorating contractor. Rates for this service will be quoted by the decorating contractor. Extra or unusual labor for any action affecting the exhibit facility will be charged directly to the exhibitor based upon time and materials factors. Exhibitors must make arrangements for this type of activity as specified in the Exhibitor Service Kit.

## ARRANGEMENT OF EXHIBITS

The space provided will be as shown on the floor plan insofar as possible, but LRP reserves the right to change the location if this is in the best interest of the exhibition. Exhibits may not project beyond the space allotted or interfere with traffic to the exhibits of others. Any exhibit not meeting these requirements must be dismantled or altered upon request. In-line exhibits must not exceed 8' in height. Any construction over 42" in height must be kept within 4' of the back of the booth. Island/Open Areas measuring at least 20' x 20': exhibits' hanging signs, banners and displays must not exceed 22' in height. Two-story booths must be approved by the Exhibit Facility, Fire Marshal and Show Management. No hanging signs may block the view of other exhibit aisles or booths. Hanging signs are not permitted over in-line booths, or booths smaller than 20' x 20'. For booth structures that are taller than 42" in height, care must be taken to maintain sufficient sight lines to surrounding booths, as determined by show management.

## FLOOR COVERING

Booth spaces are not carpeted; aisles are. All booths require carpet or floor covering and must be ordered or provided by the exhibitor, at the exhibitor's expense. If a floor covering is not in place by 2 hours before the opening of the exhibition, Show Management will order the service and charges will appear on the exhibitor's invoice.

## UTILITIES

Gas, electricity, water, air, drains and telephones are available. All utility requirements needed by exhibitor must be ordered through the Exhibit Facility. Rates will be quoted in the Exhibitor Service Kit.

## INSTALLATION & DISMANTLING

Set up and tear down times will be announced in the Exhibitor Brochure. All exhibit materials must be removed from the Exhibit Facility promptly at the close of the exhibit, and the Exhibit Facility reserves the right to re-ship the display material via any carrier which it deems expedient if the carrier designated by the exhibitor does not promptly remove the merchandise from the facility or if the area is needed by the facility. Children under the age of 18 are specifically prohibited from being on the Exposition floor during move-in and move-out hours.

## FIRE REGULATIONS

All booth decorations and construction must conform to the regulations of the Host City Fire Marshal. Cloth or other flammable materials must be flame-proof. Packing containers, excelsior, wrapping and similar material must be removed from the exhibit area and not stored under tables or behind displays.

## PROTECTION OF PROPERTY

Nothing shall be pasted, tacked, nailed, screwed or otherwise affixed to columns, walls, floors or other parts of the building or furniture. If the premises are defaced or damaged by an act of negligence by any exhibitor, its agents or guest, the exhibitor will pay for any and all expenses incurred by damages to physical property, caused by exhibitors, riggers, haulers or other contractors engaged for the purpose of moving exhibits and equipment into and out of the building.

## LIABILITY

Exhibitor agrees to protect, save and keep LRP and the Exhibit Facility forever harmless for any damages or charges imposed for violation of any law or ordinance whether occasioned by the negligence of exhibitor or those holding under the exhibitor, as well as to strictly comply with the applicable terms contained in the agreement between LRP and the Exhibit Facility regarding the exhibition premises; and further, exhibitor shall at all times protect, indemnify, save and keep harmless LRP and the Exhibit Facility against and from any and all loss, cost, damage, liability, injury or expense (including attorney's fees) arising from, out of, or by reason of any accident or other occurrence to anyone, including the exhibitor, its agents, employees and business invitees, which arise from or by reason of said exhibitor's occupancy and use of the exhibition premises or part thereof. The exhibitor understands that neither LRP nor the Exhibit Facility maintains insurance covering the exhibitor's property and it is the sole responsibility of the exhibitor to obtain coverage at their expense against personal injury, property damage, fire, and theft in such an amount as the Exhibit Facility requires.

## INTERPRETATION

These regulations become a part of the contract between exhibitor and LRP. Exhibitors or their representatives who fail to observe the conditions of the contract or who, in the opinion of LRP, conduct themselves unethically may be dismissed from the exhibition without refund.

## GENERAL

All matters and questions not covered by the Official Regulations and Contract Conditions are subject to the discretion of LRP. The Regulations and Contract Conditions may be amended or supplemented at any time by LRP, and all such amendments or additions shall, upon reasonable notice, be as equally binding on all parties affected as the Official Regulations and Contract Conditions.

ACCEPTED BY EXHIBITOR

INITIAL: