

Exhibit Application & Contract

I/We agree to abide to pay with application 100% of the total fee for booth space with this contract. Incomplete applications, applications received without deposit, or applications whose credit cards are declined, will not be processed. This application and contract may be cancelled at any time by SHRM's Exhibits Team at any time with written notice.

Contact Name _____ Title _____

Company Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Telephone Number _____ Email _____

EXHIBIT SPACE

10'x10' Booth Space \$1,500 x qty: _____ = \$ _____

Exhibit Space(s) Request: (Please indicate choices in order of preference.)

1. _____ 2. _____ 3. _____ 4. _____ 5. _____

List up to three competitors that you do not wish to be placed within close proximity.
(We cannot guarantee that you will not be placed in proximity with a competitor.)

SPONSORSHIP

Please indicate level of sponsorship: Platinum Gold Silver Bronze Other

Title of Event: _____

AGREEMENT

The Exhibitor agrees to notify SHRM in writing of any changes in the content of this application prior to the start of 2017 SHRM Diversity & Inclusion Conference & Exposition. We, the above signed company, have read the Terms and Conditions on the reverse side hereof, hereby offer to contract for exhibit space and services for the 2017 SHRM Diversity & Inclusion Conference & Exposition.



Authorized Exhibit Company Representative Signature Date

(This agreement is not valid unless signed by the authorized exhibit company representative)

FORM OF PAYMENT

If paying by check, please make payable to the Society of Human Resource Management (SHRM) and add note that payment is for "2017 SHRM Diversity & Inclusion Conference & Exposition." If paying by credit card, please complete all of the information below to ensure that your credit card is accepted and your payment is approved. Order forms will not be processed if credit card is declined. SHRM Federal Tax I.D. #34-0948453

Check #: _____ Credit Card Type: American Express Master Card VISA

Amount to Charge: \$ _____

Credit Card # _____ Exp. Date _____ CVN # _____

Card Holder's Name: _____ (Print Name as it appears on card)

Signature _____ Title _____

Please complete and return all forms to:
Kristina Morrison, CEM, Senior Exhibits Specialist at 1800 Duke Street, Alexandria, VA 22314
or you can email this document to kristina.daniele@shrm.org

TERMS AND CONDITIONS

1. **Character of The Exposition.** The Exposition, sponsored by the Society for Human Resource Management (SHRM), is a professional show dedicated to human resource management. SHRM reserves the right to determine the eligibility of any company, product or service and the right to restrict, prohibit or evict any exhibitor or product that, in the opinion of SHRM, detracts from the character of the exposition or for any violation of the following Terms and Conditions. In the event of such restriction or eviction, SHRM is not liable for refunding exhibit fees or any other costs incurred by the exhibitor. In particular, and without limitation, excessive audio/visual attention-getting devices or effects or offensive odors are prohibited. No copyrighted recorded or live music may be played or performed in connection with the exhibit.
2. **Terms of Payment.** All applications for exhibit space must be accompanied by full payment. Booths will not be assigned unless full payment is received. All requests for cancellations must be in writing. Fifty percent of the total booth cost will be refunded for all cancellations received by August 25, 2017. No requests for refunds will be granted after August 25, 2017. SHRM reserves the right to deny exhibit space to companies which have overdue account balances with SHRM or any of its affiliates.
3. **Display Regulations.** Exhibitor must comply with all rules in the SHRM Exhibitor Manual (and should review that Manual), as the same may be amended by SHRM in reasonable fashion on reasonable notice to Exhibitor, including without limitation the following rules:
 - a. No exhibit may block or interfere with a neighboring exhibit as determined by SHRM.
 - b. Inline exhibits: Maximum backwall height for any booth exhibit will be 8'. Sidewalls of these exhibits may not extend more than 5' from the backwall so as not to box in adjoining exhibitors, with a maximum height restriction of 4' on the front 5' section.
 - c. Open areas or island booths: Exhibit fixtures, components and identification signs will be permitted to a maximum height of 16'. Full use of the island floor space is permitted as long as no component exceeds the 16' height restriction. Review the exhibitor manual for current rules.
 - d. No nails or screws may be driven into the floor. No damage of any nature may be done to the booth structures nor to any part of the exhibit hall.
 - e. Exhibitors will be charged a fee for any skids, pallets or containers left behind.
 - f. All exhibit space must be carpeted.
4. **Exhibit Space Assignments** are made on the basis of priority, availability and need, with all assignments made in the best interest of the exposition. SHRM reserves the right to alter an exhibitor's assigned space if it is deemed necessary in the best interest of the exposition. Before exercising its discretion, SHRM will consult with the exhibitor.
5. **Sales of Product or Samples** for cash, check or credit card are prohibited on the show floor. Contracts and orders may be written for future delivery of products or services.
6. **Displays and Exhibits in Public View** are required to be appropriately finished on all sides and surfaces. If such surfaces remain unfinished at the start of the exposition, SHRM may authorize the official contractor to effect the necessary finishing and the exhibitor will be required to pay all costs involved.
7. **Damage to Property** caused by an exhibitor will be paid for by that exhibitor. Do not paint, tape, nail, screw, drill or tack anything to the walls, columns, floor or ceiling of the building, adjoining displays or the official contractor's display material.
8. **Fire Department Regulations and All Other Applicable Laws and Regulations** must be complied with by Exhibitor. Display and packing material must be flame-retardant. Electrical equipment must be UL approved and must be wired by a licensed electrician.
9. **Insurance.** All Exhibitors, their contractors and suppliers working in the exhibit hall are required to carry liability and property insurance in an amount of at least equal to \$2,000,000 in the aggregate and \$1,000,000 per claim, or, if greater, such amount as may be required by the convention facility, and shall supply SHRM with a certificate evidencing such coverage and naming SHRM as an additional insured with right to at least ten days advance written notice of termination. Exhibitors must operate and maintain their exhibit so that no injury will result to any person or property. Hazardous and nuisance-causing giveaways are prohibited. All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exposition.
10. **Each Exhibitor Shall Indemnify** and hold harmless SHRM and the exposition location for all liability in any way related to Exhibitors' exhibit or any act or omission of exhibitor or any of its employees or agents including, without limitation, infringement of any trademark, copyright or other rights of any third parties, accident or injury to invitees, guests, exhibitors, their agents and employees and including loss or damage to personal property.
11. **Cancellation of Exposition.** If SHRM should be prevented from holding the exposition for any reason beyond SHRM control (such as, but not limited to damage to building, riots, strikes breached by exposition location, acts of government or acts of God), then SHRM has the right to cancel the exposition or any part thereof, with no further liability to the exhibitor other than a refund of exhibit fees less a proportionate share of the exposition cost incurred.
12. **Exposition Location Rules.** Exhibitor shall not cause any violation of the rules of the exposition location.
13. **Food and Beverages** must be purchased from the official concessionaire, unless incident to the exhibitor's product line.
14. **Soliciting** outside the confines of the exhibitor's assigned space is strictly prohibited.
15. **Labor and Contractors.** Exhibitors that plan to use outside contractors must notify SHRM in writing 60 days prior to the exposition. Outside contractors are required to supply verification of liability insurance coverage. All labor must have local union clearance.
16. **Competitive Events**, which distract from the conference and exposition are prohibited.
17. **Non-Exhibiting Companies**, organizations and individuals who supply products and services to SHRM exhibitors or that supply products or services to SHRM attendees may not attend.
18. **Exhibitor Registration** is limited to sales, marketing, management and special booth personnel. SHRM reserves the right to limit the number of exhibitor personnel.
19. **Installation, Show and Dismantling** hours and dates shall be those specified by SHRM. Packing of exhibits prior to the close of the exposition is prohibited. Exhibitor shall be liable for all storage and handling charges for failure to remove exhibits by specified time and date.
20. **Not Assignable by Exhibitor.** This Agreement may not be assigned by the Exhibitor absent the written consent of SHRM.
21. **Governing Law and Jurisdiction.** This Agreement shall be governed by the internal laws of Virginia. The parties hereby submit to the exclusive jurisdiction of the state and federal courts in Virginia governing any disputes concerning this Agreement, and further agree that they are subject to personal jurisdiction in Virginia in any such dispute.
22. **Merger Clause.** The parties agree that this Agreement (and, any other Agreement referred to herein) contain the complete agreement between the parties and supersede any prior understandings, agreements or representations by or between the parties, written or oral, which may have related to the subject matter hereof in any way.
23. **Attorney's Fees.** In the event of any dispute concerning this Agreement, the prevailing parties shall be entitled to reasonable attorney's fees.
24. **Amendments to Rules and Regulations.** SHRM, at its discretion, may make reasonable changes, amendments or additions to these Terms and Conditions. Any changes, amendments or additions shall be binding on the exhibitor. The ruling of SHRM shall be final in all instances with regard to use of any exhibit space.
25. **The exhibitor assumes the entire responsibility and liability for losses, damages, and claims** arising out of exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.