

**Society for Human Resource Management
Talent Conference & Exposition**

Conference: April 8-10, 2019 • Exposition: April 8-9, 2019 • Gaylord Opryland • Nashville, TN



Application and Contract for Exhibit Space

Company Name: _____

Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Contact Name: _____ Title: _____

Telephone: _____ E-mail: _____

Information for contact purposes only. The above information will not be published.

EXHIBIT SPACE

All applications must be accompanied by full payment. Booths will not be assigned unless full payment is received. Please see Terms and Conditions on reverse for cancellation policy.

Booth Price: \$2,000 per 10'x10'

Booth Size _____ x _____

Preference in Booth Location: 1st _____ 2nd _____ 3rd _____ 4th _____ 5th _____

No guarantees are made in respect to location.

To help us in assigning your booth location, please list the names of competitors you do not wish to be near: _____

ENHANCED EXHIBITOR LISTING

\$250 Includes an upgraded company listing on both the online exhibitor directory and floorplan and conference mobile app.

FORM OF PAYMENT

Check Enclosed (Please make check payable to SHRM) for \$ _____

I authorize SHRM to charge \$ _____ to my VISA MasterCard American Express

Card Number: _____ Exp. Date _____

Authorized Signature: _____

Cardholder's Name: _____

We, the Abovesigned Company, having read and agreed to the Terms and Conditions on the reverse side hereof, hereby offer to contract for exhibit space and services for the 2019 SHRM Talent Conference & Exposition scheduled for April 8-10, 2019.

Authorized Signature: _____ Date _____

Accepted by:

SHRM _____ Booth Assigned _____ Date _____

send application and full payment to:
Tim Thoms-Cappello
tim.thoms-cappello@shrm.org

please direct any inquiries to:
Tim Thoms-Cappello
Senior Specialist, Exhibits
Phone: +1-703-535-6153
tim.thoms-cappello@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 cancel this Agreement and/or restrict, prohibit or evict any exhibitor or product at any time, if, in the opinion of SHRM, the company/exhibitor, product, or service detracts from the character of the Exposition, disparages SHRM (or its services or products), violates any of the following Terms and Conditions, or is otherwise harmful to SHRM (or its services or products) or the Exposition in SHRM's sole discretion. In the event of such a cancellation by SHRM prior to the move in date of the Exposition, SHRM will refund the total fee for the booth space (also referred to herein as "exhibit fee"). In the event of cancellation, restriction, prohibition, or eviction by SHRM on or after the move-in date of the Exposition, SHRM is not liable for refunding the exhibit fee or any other costs incurred by the exhibitor. In particular, and without limitation, excessive audio/visual attention-getting devices or effects and 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 before February 15, 2019. No requests for refunds will be granted after February 15, 2019. 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. **Subleasing and Sharing of Exhibit Space Are Prohibited.** All signs, displays and products in a booth must be related to the exhibitor's company.
5. **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.
6. **Sales of Product or Samples** for cash, check or credit card payment are prohibited on the show floor. Contracts and orders may be written for future delivery of products or services.
7. **Limitation on Room Drops.** Exhibitor may not make any room drops at hotels within the SHRM room block without permission of hotel and SHRM; permission may be conditioned on payment of a fee or may be denied within the discretion of hotel or SHRM.
8. **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.
9. **Exhibit Operation.** 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.
10. **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.
11. **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.
12. **Insurance.** All exhibitors and 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 \$1,000,000 in the aggregate and \$1,000,000 per claim, or, if greater, such amount as may be required by the Exposition facility (also referred to herein as the "Hotel"), and shall supply SHRM with a certificate evidencing such coverage and naming SHRM as an additional named insured. All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the Exposition.
13. **Each Exhibitor Shall Indemnify** and hold harmless SHRM and the Hotel for all liability in any way related to exhibitor's 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. 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 owners, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.
14. **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, breach of contract 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.
15. **Exposition Location Rules.** Exhibitor shall not cause any violation of the rules of the Exposition location.
16. **Food and Beverages** must be purchased from the official concessionaire, unless incident to the exhibitor's product line.
17. **Gifts and Contests.** SHRM reserves the right to prohibit, limit or discontinue the distribution of gifts, giveaways or similar promotions. There will be no announcements of exhibitors' contests, drawings or winners during the exposition.
18. **Soliciting** outside the confines of the exhibitor's assigned space is strictly prohibited.
19. **Surveys.** You must have a written approval from SHRM in order to conduct any survey at the 2019 SHRM Talent Conference & Exposition. Requests must be received at least two weeks prior to the start of the 2019 SHRM Talent Conference & Exposition. SHRM reserves the rights to decline any survey we see as inappropriate.
20. **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.
21. **Competitive Events,** which distract from the Conference and Exposition are prohibited.
22. **Non-Exhibiting Companies, Organizations, and Individuals** who supply products and services to SHRM exhibitors or that supply products or services to SHRM attendees are prohibited from soliciting or otherwise marketing their products and services at the Conference and at the Exposition.
23. **Exhibitor Registration** is limited to sales, marketing, management and special booth personnel. SHRM reserves the right to limit the number of exhibitor personnel.
24. **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.
25. **Not Assignable by Exhibitor.** This Agreement may not be assigned by the exhibitor absent the written consent of SHRM.
26. **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.
27. **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.
28. **Attorney's Fees.** In the event of any dispute concerning this Agreement, the prevailing party shall be entitled to reasonable attorney's fees.
29. **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. SHRM will have the full power in the interpretation and enforcement of all contract regulations contained herein, and in the SHRM Exhibitor Manual. The ruling of SHRM shall be final in all instances with regard to use of any exhibit space.