



# Exhibitor Contract

## July 20 and 21, 2012

### Indianapolis, Indiana

**APPLICATION: (Please PRINT all requested information other than the signature line)**

**EXHIBITOR INFORMATION:** Information marked with an \* will be published in the conference program. Please supply details on your services or products to Margaret Bierlein at mbierlein@indianahistory.org.

Name of Company (\*): \_\_\_\_\_

Company's Mailing Address (\*): \_\_\_\_\_

City, State, and Zip (\*): \_\_\_\_\_

Telephone Number (\*): \_\_\_\_\_ Fax Number (\*): \_\_\_\_\_

E-mail address (\*): \_\_\_\_\_ Website (\*): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Address: \_\_\_\_\_

City, State, and Zip : \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Choice of Booth Numbers (Reference exhibit hall map): First \_\_\_\_\_ Second \_\_\_\_\_ Third \_\_\_\_\_

**Number of booths (\$110/\$125):** \_\_\_\_\_ at \$ \_\_\_\_\_ = \$ \_\_\_\_\_

The reduced rate is applicable if Exhibitor Contract and payment are received before June 1, 2012. After June 1, 2012, the higher rate applies.

**Number of Society booths (\$50/\$65):** \_\_\_\_\_ at \$ \_\_\_\_\_ = \$ \_\_\_\_\_

The reduced rate is applicable if Exhibitor Contract and payment are received before June 1, 2012. After June 1, 2012, the higher rate applies. Society booths do not include a conference registration.

Session Sponsor \$300: \_\_\_\_\_ Session title \_\_\_\_\_

Payment  Check/Money Order—payable to the Indiana Historical Society  
Credit Card:  Visa  MasterCard  Discover  American Express  
Card number: \_\_\_\_\_  
Expiration date: \_\_\_\_\_  
Card holder's signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

**DEADLINE FOR RESERVATIONS:** To assure a listing in the conference program, IHS must receive all reservations by June 1, 2012.

**CANCELLATION POLICY:** A fee of \$25 will be assessed for cancellations prior to June 1, 2012, with no refund given after that date. Only written cancellations will be accepted and should be sent to the attention of Margaret Bierlein.

**SUBMITTING YOUR APPLICATION:** Please mail the completed Exhibitor Contract with payment to:

Midwestern Roots 2012  
Indiana Historical Society  
Eugene and Marilyn Glick Indiana History Center  
450 West Ohio Street  
Indianapolis, IN 46202-3269

**Please read and sign the reverse side of this form.  
Keep a photocopy of the completed contract for your records.**

## OFFICIAL EXHIBITION REGULATIONS/CONDUCT AGREEMENT

The Midwestern Roots 2012: Family History and Genealogy Conference is hosted by the Indiana Historical Society, non-profit organization in Indiana. The Indiana Historical Society will serve as the fiscal agent for the Conference and will be hereafter called IHS for this agreement. Exhibitor refers to all individuals, companies, or organizations, profit or non-profit, formal or informal, who have been invited to participate in an IHS-sponsored event, to use the exhibit hall, or other facility, to sell or promote products, membership, or services related to genealogy and history.

Exhibitors, and their agents, shall conduct themselves in a professional and ethical manner at all times during the Conference. Ethical conduct for Exhibitor and agent excludes all illegal activities and the promulgation of erroneous or misleading information about products and services they are selling, or about products or services sold by others. Any Exhibitor or agent found to be involved in illegal activities or to be passing false or misleading information, may be subject to ejection from the Conference at the discretion of the Conference Chair.

Exhibitor acknowledges that materials displayed at the booth of another Exhibitor at the Conference are for the use of said other Exhibitor and Conference attendees only, and Exhibitors shall not obtain any material from another Exhibitor's booth without the prior consent of the other Exhibitor. Exhibitor or agents may not remove, alter, or amend any other Exhibitor's promotional material, nor that placed on the free promotional material (Freebie) tables.

Exhibitor shall notify the Conference Chair in writing of all persons working with, or in any way representing, them at an IHS event. All persons representing an Exhibitor must wear at all times an IHS-provided name badge identifying them as an agent of the Exhibitor in the Conference facility. Design and content of these badges is wholly at the discretion of IHS.

All persons active in an Exhibitor area are assumed to be agents of that Exhibitor unless the Exhibitor takes action to remove the person from this appearance or representation and notifies the Conference Chair immediately upon becoming aware of the situation. This policy is established to prevent Exhibitors from later denying responsibility for the actions of an agent or anyone representing them. All actions by anyone listed with the Exhibitor are the Exhibitor's responsibility.

Exhibitor agrees to abide by all existing laws, rules, agreements, and regulations, including those covering the use of services or labor in the Conference facility. The Exhibitor assumes full responsibility and liability for the actions of its agents.

The Exhibitor is responsible for any damage to leased space. No signs or other articles may be affixed, nailed, or otherwise attached to walls, doors, windows, etc., in such a manner as to deface or damage them. Likewise, no attachments may be made to the floors by nails, screws, tape, or any other devices that would damage or mar them. In all cases, the judgment of the Conference Chair will prevail. Exhibitor must remove such signs or attachments when directed by the Conference Chair. All such attachments and residue must be removed by the Exhibitor at the end of the Conference. Any costs incurred by IHS as a result of an Exhibitor's placement of signs, furniture, or other devices will be reimbursed to IHS by the Exhibitor.

Assignment of space will be made by IHS and may be changed at any time, including during the Conference, for any reason, stated or unstated, by the Conference Chair. Exhibits must be contained within the space assigned by the Conference Chair. Chairs, furniture, or other materials will not be placed outside assigned space or set up in such a manner as to block exits, access to other rooms, or access to other Exhibitors' spaces. No exhibit structure, material, or sign may extend more than eight feet in height, unless express permission is granted by the Conference Chair. Exhibitor's decorations, or other attachments, may not obstruct other allowable displays, or project into aisles. In all cases of space use and bounds, the decision of the Conference Chair will prevail.

Hawking, including distributing written or verbal promotional material in the aisles, corridors, lecture halls, labs, or on the public address system of the Conference, is strictly prohibited. Violation of this

rule will result in the Exhibitor being ejected from the Conference and not being allowed to participate in future IHS conferences. All sales activity is strictly limited to the Exhibitor's assigned space in the Exhibit Hall, and in demonstrations scheduled for that Exhibitor. Exhibitors may not announce, place, or post promotional material in any lecture room without the prior approval of the Conference Chair. The Conference staff may, from time to time, use the public address system, signs, and flyers to announce schedules, events, activities, and services of general interest to attendees.

Exhibitor agrees to cooperate with the Conference staff.

Payment for space must be made at the time space is reserved. Payments within 10 days of an event will be, at the discretion of the Conference Chair, made in a cash instrument acceptable to the IHS Controller, such as money order or cashier's check. Such payment method is at the discretion of the IHS Controller when the Exhibitor is new to IHS and thus has not established a financial history with IHS.

Once an Exhibitor sets up at an IHS event, no refund of monies paid to IHS will be made. After IHS has incurred an expense related to that exhibit, cancellations or amendments may be made at the discretion of IHS. No refund is implied or established by this allowance.

Neither IHS or its agents or representatives will be responsible for any injury, loss, or damage that may occur to the Exhibitor, or the Exhibitor's agents or property, from any cause whatsoever. Under no circumstances will IHS be liable for lost profits or other incidental or consequential damages. IHS shall not be liable for failure to perform its obligations under any agreement with Exhibitors as a result of strikes, riots, acts of God, or any other cause beyond IHS control. Anyone visiting, viewing, or otherwise participating in the Exhibitor's exhibit is deemed to be the invitee or licensee of the Exhibitor, rather than the invitee or licensee of IHS. IHS shall not be liable for any injury whatsoever to the property of the Exhibitor or to persons conducting or otherwise participating in the conduct of the exhibit, or to invitee or guest of the Exhibitor.

Exhibitor shall not assign, sublet, or share assigned space without prior knowledge and written consent of the Conference Chair. Exhibitor must display only the goods manufactured or dealt by them in their regular course of business. IHS reserves the right to restrict exhibits that because of noise, methods of operation, materials, or for any other reason, become objectionable, and also to prohibit or to remove any exhibit that in the opinion of IHS, may detract from the general character of the Conference as a whole, or that consists of products or services inconsistent with the purpose of the Conference. This reservation includes persons, things, conduct, printed matter, and anything of character that IHS determines to be objectionable. In the event of such a restriction or removal, IHS shall not be liable for any refunds or other exhibit expenses.

Admission will be by name badge only. Identification name badges are not transferable. Complimentary Exhibitor name badges will be provided as needed to official Exhibitor representatives.

For the Exhibitor's protection, no firm or other organization not assigned exhibit space will be permitted to solicit business within the exhibits area or at the Conference.

Each Exhibitor agrees that he and his agents will abide by these regulations, and by subsequent amendments and additions thereto, it being fully understood and agreed that the sole control of the Exhibits Hall and Conference space rest with the IHS.

Exhibitors that will be engaged in biological testing must complete and sign the Biological Testing Release and comply with the terms and conditions outlined in the Release. Contact Conference Coordinator for Release.

This Conduct Agreement must be signed before any Exhibitor may set up in the Exhibits Hall.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note: Be sure to keep a photocopy of the completed contract for your records.**