



The ASPPA Cincinnati Pension Conference

SPONSORSHIP AND EXHIBIT OPPORTUNITIES

November 13-14, 2008

Cincinnati, OH

Northern Kentucky Convention Center



About the Conference

Qualified plans are highly regulated by various government agencies including the IRS and DOL. Practitioners must obtain a high level of technical knowledge to properly provide services to employers that sponsor these plans. Attendees will obtain core and advanced operational and practical knowledge regarding notices, compliance, plan design, reporting and non-discrimination testing. The ASPPA Cincinnati Pension Conference & Certification Workshop is a terrific value and offers an ideal opportunity to learn from nationally-renowned speakers. These experts will share their knowledge and skills on a variety of plan administration issues. You will learn from the best in the business and have the opportunity to share experiences with your peers.

Conference Location

Northern Kentucky Convention Center
One West RiverCenter Blvd.
Covington, KY 41011
Phone: 859.261.1500
www.nkycc.com

Hotel Location

Cincinnati Marriott at RiverCenter
10 West RiverCenter Boulevard
Covington, KY 41011
Phone: 859-261-0900
Fax: 859-261-0900
www.marriott.com/cvgdr
Room Rate: \$169 single or double
Reservation Cut-off date is **October 21, 2008**

The ASPPA Cincinnati Pension Conference & Certification Workshop is a brand new conference starting in 2008 and you are invited to sponsor or exhibit. The conference is designed to provide a unique opportunity to display your products and services and to exchange information on the newest trends and ideas in retirement planning and pension issues.

Who will be there?

Decision makers and product buyers in the following fields:

- Actuaries
- Administrators
- Attorneys
- Consultants
- CPAs
- Financial Planners

Why you should be there?

- Face-to-face contact with over 200 key decision-makers and product buyers
- Opportunity to highlight your products and services
- Networking opportunities with industry leaders

Please contact Dawn Bancroft, Sales Manager, ASPPA, at 703-516-9300 extension 113 or via email at dbancroft@asppa.org to sign-up or obtain more information about this or any other ASPPA conference.

Table-top Display* | \$1,000 per table

Includes

- One 6' skirted table
- Two chairs
- One wastebasket
- Company description in the conference materials
- One full conference registration
- Pre- and post-conference attendee lists

ALL SPONSORSHIPS INCLUDE

- Table-top Display*
- Company logo on item sponsoring
- Company description in the conference materials and posted on ASPPA's Web site
- One full conference registration
- Pre- and post-conference attendee lists

Available Sponsorships

General Conference Supporter - \$500 (does not include a table-top display)

Food and Beverage Sponsorships | Your company's name and logo will appear on individual event signage as a sponsor and your logo will appear on either napkins or cups (your choice for the beverage breaks or breakfasts) or tent cards for the lunch which will welcome a guest speaker.

Breakfast | \$1,500

Beverage Break (3 available) | \$1,500

Lunch | \$2,000

Networking Reception | \$3,000

The reception will be abuzz with conference attendees, socializing and networking, while enjoying ample food and beverages. Your company logo will appear on cups and napkins used during the event, as well as on the event signage indicating you are the reception sponsor. Extra drink tickets included.

Name Badge Lanyard | \$1,500

Every attendee will use a lanyard to hang the conference badge around their neck. Your company logo will be prominently displayed on the lanyard for everybody to see. Because lanyards are used after the conference too, your company name will continue to gain the exposure of this sponsorship long after the conference ends.

Conference Folder | \$3,000

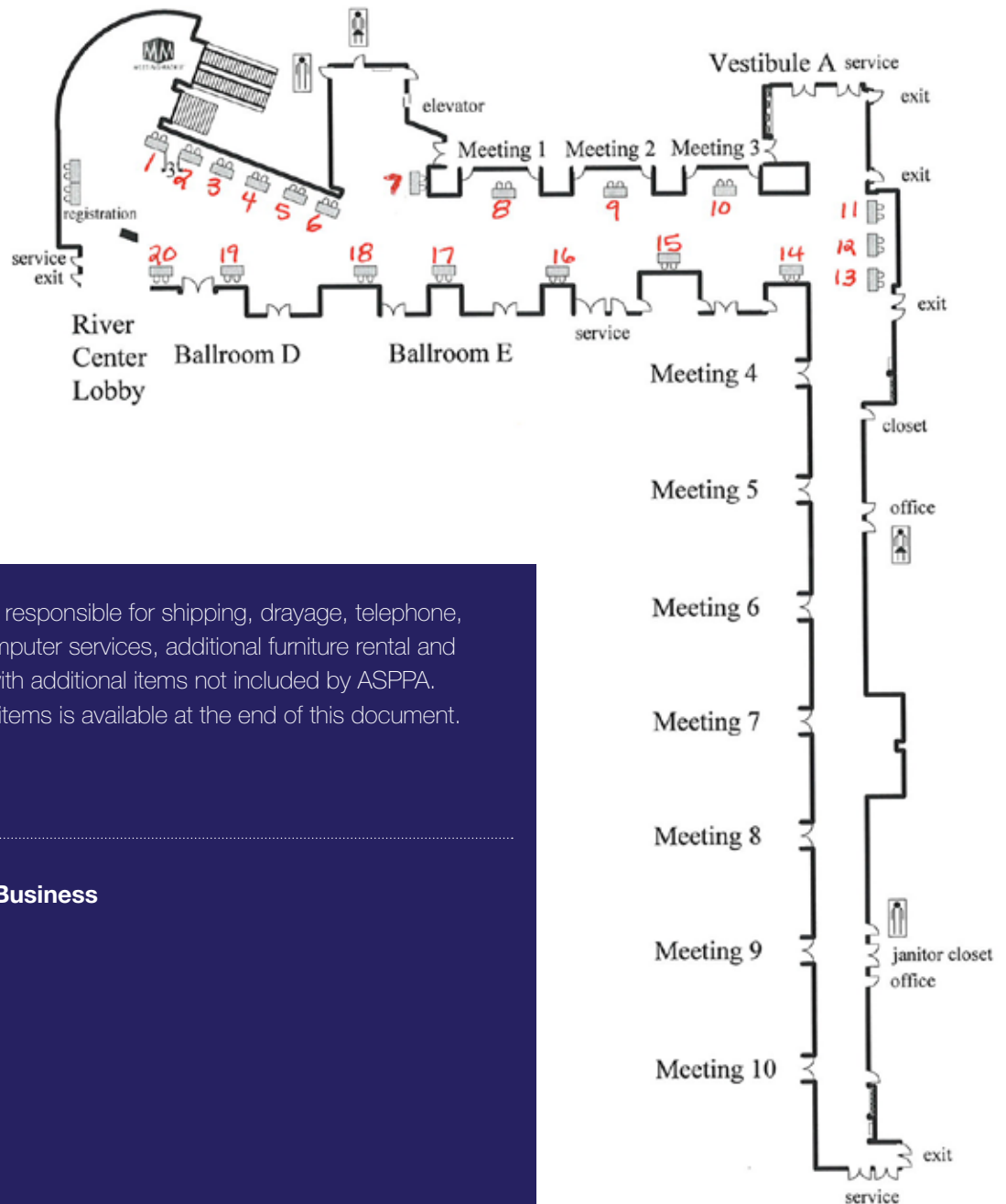
All conference materials will be placed in a sleek, modern, expandable folder. Every attendee will enjoy the convenience of this lightweight folder that will hold all of their conference materials and easily fit into their conference tote bag or briefcase. Your company logo will appear on the front of the folder.

*A table-top display is a display which will fit atop the 6' table provided. Display materials are not allowed behind or beside the table due to Fire Marshal regulations for this type of venue.

Please contact Dawn Bancroft, Sales Manager, ASPPA, at 703-516-9300 extension 113 or via email at dbancroft@asppa.org to sign-up or obtain more information about this or any other ASPPA conference.

Floor Plan

Madison Lobby Upper



Exhibiting companies are responsible for shipping, drayage, telephone, electric, audio/visual, computer services, additional furniture rental and other costs associated with additional items not included by ASPPA. The order form for these items is available at the end of this document.

Schedule

Exhibit Hall Open for Business

7:00 a.m. – 5:00 p.m.

Exhibitor Set-up

6:30 a.m. – 7:00 a.m.

Exhibitor Tear-down

5:00 p.m. – 5:45 p.m.

Please contact Dawn Bancroft, Sales Manager, ASPPA, at 703-516-9300 extension 113 or via email at dbancroft@asppa.org to sign-up or obtain more information about this or any ASPPA conference.

16. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house electrician". However, "house electrician" must make all service connections and overload protection to such equipment only.
17. Requests for special voltage and/or other "Special Requirements" must be received by Northern Kentucky Convention Center 30 days prior to scheduled exhibitor arrival and move in.
18. All material and equipment furnished by Northern Kentucky Convention Center for this service order shall remain the Northern Kentucky Convention Center's property and shall be removed ONLY by the Northern Kentucky Convention Center at the close of the show.
19. Prices are based on current rates and subject to change without notice.
20. **24-Hour Service: Add 50% to service requirement charge. When 24-hour service is NOT required, exhibitor is expected to turn equipment off at the end of each day, or anticipate to be billed for 24-hour service.**

The charges below are to cover electrical requirements and your share of the cost of bringing power lines to the back of your booth (or as indicated on diagram below). They also include maintenance during the show, removal after the show and consumption of electric during show hours only. These charges **do not** cover wiring within the booth.

Standard electrical connections such as lights, TV/VCR, etc. require 120 volt, single phase, 60 Hz hook up typically can be accommodated by 1000 watts, 10 amp service.

DESCRIPTION OF SERVICES	RATES		QUANTITY	24 HR. SERVICE ADD 50%	TOTAL
	DISCOUNT	STANDARD			
120 VOLT SERVICE					
10 Amps	\$60.00	\$120.00			
20 Amps	\$85.00	\$170.00			
208 VOLT SINGLE PHASE					
20 Amps	\$95.00	\$190.00			
30 Amps	\$115.00	\$230.00			
40 Amps	\$140.00	\$280.00			
50 Amps	\$180.00	\$360.00			
208 VOLT THREE PHASE					
20 Amps	\$200.00	\$400.00			
30 Amps	\$210.00	\$420.00			
40 Amps	\$220.00	\$440.00			
60 Amps	\$240.00	\$480.00			
100 Amps	\$375.00	\$750.00			
200 Amps	\$575.00	\$1150.00			
400 Amps	\$1000.00	\$2000.00			
480 VOLT THREE PHASE - EXHIBIT HALL ONLY					
30 Amp	\$260.00	\$520.00			
Extension Cord Rental	\$20.00	\$40.00			
Multi-Strip Rental	\$20.00	\$40.00			
Surge Protector (multi) rental	\$25.00	\$50.00			
Additional Items Available	Please Call				
GRAND TOTAL					

<p>PLEASE INDICATE SERVICE LOACTION</p> <p>Prices shown are based upon providing service to a single area at the back of the booth.</p> <p>Additional charges may apply for other locations and connection to exhibitor equipment.</p> <p>Cords will not be ran under rented booth carpet unless the show decorator has granted the exhibitor permission to slit their carpet.</p>	BOOTH LAYOUT	
	BACK	
	LEFT	RIGHT
	FRONT (aisle)	

FAX ORDER FORM TO: (859) 392-7704

Questions regarding service should be directed to:
 Northern Kentucky Convention Center
 Telephone: (859) 261-1500
 Email: services@nkycc.com



ONE WEST RIVERCENTER BLVD.
 COVINGTON, KY 41011
 (859) 261-1500
 (859) 392-7704 FAX
 WWW.NKYCC.COM

TELECOMMUNICATIONS & INTERNET CUSTOMER CONTRACT

Company Name		Booth / Room	Event Name:																										
Billing Name		Event Dates: / / to / /																											
Billing Address																													
City, State, Zip			Email																										
Contact	Telephone Number () -		Fax Number () -																										
Credit Card Number: <input type="checkbox"/> Master Card <input type="checkbox"/> Visa		Expiration Date (MM/YY)																											
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Print Card Holder Name:			Card Holder Signature:																										

TERMS AND CONDITIONS Telecommunications / Internet / Networking Service

The Northern Kentucky Convention Center (NKYCC) is the exclusive provider for the telecommunication/data services within its facilities. All requirements for telecommunication / data services, whether originating or terminating in the NKYCC, must be arranged and coordinated with the NKYCC Telecommunications /Data Department.

1. PROCESSING THE SERVICE ORDER FORM requires: **A. Payment in US dollars** for ALL services ordered. **B. ALL information** on the Service Order Form to be completed. Missing information will delay processing. **C. Placement instructions:** for voice and data lines in your booth or room mark on the Service Order Form (diagram provided) or a floor plan desired location. (Default placement is in rear of booths that are in rows, in the center of island booths, and in the front of meeting rooms.) **D. Labor fee's** at the prevailing rate will be charged for changes after initial installation.

2. PAYMENTS AND REFUNDS: **A. Payment in US dollars** for ALL services ordered. **B. Payment in full** is required before service can be connected. **NO EXCEPTIONS.** **C. Purchase Orders** are not accepted as a form of payment but as a convenience can be referenced on your invoice upon prior written request. **D. A Discounted Rate** will be extended for all order forms and payments received 14 days prior to the first client move-in date. The **Standard Rate** will be applied to forms received after this deadline. The date received by the Northern Kentucky Convention Center will determine the applicable rate. **E. There is a \$50 service charge** for all returned payments. **F. Unpaid balances** are subject to a 1.5% per month thereafter. **G. Notification of service cancellation** must be received 14 days prior to scheduled opening date. **H. Credit will not be given** for service or equipment installed and not used. **I. Claims will not be considered** unless filed in writing by the client prior to the close of the show. Please allow 14 days for processing. **J. If for any reason** because of a default on the part of the client it becomes necessary to engage an attorney, the client agrees to pay all costs, expenses, and attorney fee's expended or incurred by the NKYCC in connection therewith. This agreement shall be governed by, and construed in accordance with, the laws of Kentucky. In the event of litigation, the place of venue shall be in Kenton County, Kentucky.

3. EQUIPMENT & SERVICE PROCEDURES: **A. Equipment responsibility:** Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. **B. Lost, stolen or damaged** equipment will be charged to the customer's authorized credit card at prevailing rates. **C. Changes to original orders** will require a service order to be signed by the client acknowledging the receipt of service. **D. A Credit Card** is required for long distance access to be turned on. All long distance charges incurred from the first move-in date through the last move-out date are the responsibility of the client. Usage will be billed at the close of the show. Copies of charged receipts and itemized billings will be mailed within 14 days after close of show. **E. All equipment** must comply with F.C.C. Regulations. **F. Use of Wireless Services** will be granted only upon receipt of a signed WIRELESS DECLARATION. **G. Prices** are based on current rates and subject to change without notice.

4. NKYCC INTERNET / DATA SERVICES RESPONSIBILITIES: **A. Service** will be delivered over a standard RJ45 jack or 802.11b/g wireless access point. **B. Wired Internet Service** is provided by a 10MB Fiber Optic Connection. **C. Testing and troubleshooting** a client's equipment when requested to determine reason for inoperative service shall be done on the prevailing Technical Assistance rate. **D. Due to the nature** of the Internet the NKYCC cannot guarantee any level of performance or accessibility beyond our gateway. **E. The choice of the Internet Service Provider (ISP)** is the sole discretion of the NKYCC. **F. The NKYCC provides** limited Firewall Security and No Anti-Virus Protection on our network. **G. As is consistent with other service providers,** NKYCC is not responsible in any way for damage to equipment or software, loss of proprietary information or network delays or interruptions caused by unauthorized security breaches or intrusions. **H. Only NKYCC personnel** are authorized to modify system wiring or cabling. Material and equipment furnished for this service contract shall remain the property of NKYCC. **I. In providing services requested** in this order, neither the NKYCC, nor its officers, employees, agents, contractors nor subcontractors shall be liable to the Customer for any damages, including special, incidental, or consequential damages for loss, damage or expense, directly or indirectly arising from the

Customer's use or inability to use the services herein requested, or for commercial loss of any kind (including loss of business or profits) whether or not the NKYCC has been advised of the possibility of such damage or loss.

5. CUSTOMER INTERNET / DATA RESPONSIBILITIES: A. At no time, while connected to the NKYCC network shall the client use/run their own switch, router, DHCP server or any other Natting device without prior written authorization from the NKYCC. B. **CUSTOMER IS RESPONSIBLE FOR THE PROPER CONFIGURATION OF EQUIPMENT AND SOFTWARE FOR THE INTERNET AND ETHERNET COMMUNICATIONS.** C. Every device connected to the Internet/Network must have a purchased IP Address. D. Customer shall be held liable for any damages to equipment, software, or proprietary information, or any damages due to network delays, interruptions, troubleshooting and/or repair if the origin of a security breach or intrusion is determined to have originated from their device. E. At no time shall a client power up any wireless device not provided by the NKYCC without their prior written authorization. F. Any Customer device that is determined to be causing interference with the normal operation of the NKYCC network must, at NKYCC's request, be immediately disabled or disconnected from the network. G. Internet Client has full, unrestricted access to the Internet. Matters considered improper, offensive, or even unlawful by groups or individuals are not the responsibility of the ISP or the NKYCC. H. Customer is responsible for all services outside of basic internet connectivity, including e-mail services, ftp services, web services, etc. I. Customer agrees not to resell, extend, bridge or otherwise misuse NKYCC network connections and/or services. J. It is illegal for any party to transmit or download copyrighted material. NKYCC will take action against any customer found to be violating copyright laws.

Special needs should be directed to the NKYCC at (859) 261-1500.

Customer Acceptance of all NKYCC Terms and Conditions:

With execution of this document the Customer hereby authorizes the Northern KY Convention center to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions.

Print Authorized Name	Authorized Signature	Date
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A glossary of terms may be found online at www.nkycc.com. Please call if assistance is needed.

DESCRIPTION OF SERVICE	RATES		QTY.	TOTAL
	DISCOUNT	STANDARD		
TELEPHONE SERVICES				
Voice, Fax, Modem, or Credit Card Line - 1 st Day	\$200.00	\$400.00		
Additional days for Voice, Fax, Modem or Credit Card Line	\$25.00 per day	\$25.00 per day		
Long Distance Capability available upon request and secured with credit card.	<input type="checkbox"/> Yes, long distance charges are authorized to the credit card provided			
Conference Call Instrument Rental	\$50.00	\$50.00		
INTERNET ACCESS SERVICES				
*High Speed Internet access Wired 1 st connection, 1 st day (1 Private IP included)	\$275.00	\$550.00		
Additional Days and Additional Private I.P Address	\$100.00 ea. per day	\$200.00 ea. per day		
High Speed Internet access Wireless (1 Private IP address per connection)	\$100.00 per day	\$200.00 per day		
T-1 Drop to Ethernet (includes 10 Public IP Addresses) - 30 day notice required	\$800.00	Not Applicable 30 Day Notice Required		
Additional Block 10 Public IP Addresses - 30 day notice required	\$400.00	Not Applicable 30 Day Notice Required		
Point to Point T-1	Call For quote	Call For quote		
Special Services (VPN, Web Casting, Streaming Video, Etc.)	Call For quote	Call For quote		
VIDEO, AUDIO & WEB CONFERENCING				
Call For quote	Call For quote	Call For quote		
MISCELLANEOUS SERVICES				
Wireless cards available for rental or purchase	Rental \$25.00/ Purchase \$150.00	Rental \$25.00/ Purchase \$150.00		
8-16 port 10/100 Ethernet Switch rental	\$150.00	\$150.00		
Cabling	Call for quote	Call For quote		
Misc. Labor or technical assistance	\$175.00 per hour			
Direct TV	\$150.00 per day	\$300.00 per day		
GRAND TOTAL				

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	BACK	
	LEFT	RIGHT
	FRONT (aisle)	

You are reminded to have the computer configured to accept I.P. address assignment and to be equipped with an Ethernet (network) card.

Questions regarding service should be directed to:
Northern Kentucky Convention Center
Telephone: (859) 261-1500
Email: services@nkycc.com



WIRELESS PERFORMANCE DECLARATION

Company Name	Booth / Room	Event Name:
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OVERVIEW

The Northern Kentucky Convention Center (NKYCC) has a wireless 802.11 a/b/g system. The wireless service offers speeds up to 10 meg servicing Customers as well as attendees. The actual bandwidth available depends on how many users are accessing the network simultaneously at any given time. Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. The NKYCC can engineer custom dedicated network(s) to accommodate such special requests. Please call for a quote.

Wireless is an entry level service ideal for web surfing and checking web based email. The NKYCC wireless network can be accessed throughout the Facility by using a Wi-Fi compatible 802.11 b / g network card. The NKYCC offers wireless card rentals (limited quantity of wireless cards, call for availability).

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. NKYCC cannot guarantee that interference will not occur. NKYCC does **NOT** recommend wireless service for mission critical services such as product presentation, trainings or demonstrations. For demonstrations, trainings or to present products and other mission critical activity, via the internet, NKYCC **highly recommends Customer(s) purchase hardwired services.**

RESTRICTIONS AND SPECIAL REQUESTS

NO Customer provided access points are authorized for use within the Facility without NKYCC prior approval (wireless access points without adjustable power outputs can not be authorized under any circumstances). Customer(s) who attempt to set up their own wireless system can interfere with the NKYCC wireless network. NKYCC requires all Customers showcasing their wireless products to contact the NKYCC 14 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a site survey fee, call for quote). Misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment. **No service refunds will be given.**

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY NKYCC ARE PROHIBITED.

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by the NKYCC. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing, training or presenting my product(s), NKYCC will not be responsible for possible interference that I may experience. Refunds will not be given for service issues found not to be the fault of the NKYCC.

Print Authorized Name	Authorized Signature	Date
Title	Telephone Number () -	Email



NORTHERN
KENTUCKY
CONVENTION
CENTER

Name of Event: _____
Booth No. _____
Move-in Date/Time: _____
Deadline for Ordering: _____

PLEASE RETURN THIS EQUIPMENT
RENTAL ORDER FORM TO:



MAC PRODUCTIONS, INC.
242 PIKE STREET
COVINGTON, KY 41011

TELEPHONE: 859-655-3080 / 800-347-2902
FAX 859-491-3395

To Guarantee Service order must be received by MAC Productions, Inc. in advance of move-in.
Please complete payment authorization information below. Requests on site will be quoted at that time.
CANCELLATION POLICY: Cancellation after dead line will be charged at 100% of the one day rate.

This order form is a partial list of the equipment we have available. Please call with any additional requests.

VIDEO EQUIPMENT

QUANTITY	EXHIBIT ORDER DAILY RATE	SINGLE DAY SUB TOTAL
_____ 1/2" VHS Player / Recorder	\$ 60.00	_____
_____ 1/2" VHS 20" Color TV	\$ 90.00	_____
_____ DVD Player	\$ 50.00	_____
_____ 20" Monitor / Receiver	\$ 30.00	_____
_____ 27" Monitor / Receiver	\$ 60.00	_____
_____ 32" Monitor / Receiver	\$110.00	_____
_____ 42" _____ 48" _____ 54" Video Cart & Skirt	\$ 20.00	_____

PROJECTION EQUIPMENT

_____ LCD Projector (Prices vary with different types of projectors)	Please Phone	_____
_____ Projection Screen _____ 6' _____ 7' _____ 8'	\$ 25.00	_____
_____ Safelock Projection Stand	\$ 15.00	_____

AUDIO EQUIPMENT

_____ Self Contained Sound System w/ Hard Wire Microphone	\$ 65.00	_____
_____ Wireless Microphone _____ Handheld _____ Lavalier	\$100.00	_____

COMPUTER & NETWORKING EQUIPMENT

_____ 29" XGA Computer Monitor	\$125.00	_____
_____ 15" LCD Flat Screen Computer Monitor	\$ 75.00	_____
_____ 17" LCD Flat Screen Computer Monitor	\$100.00	_____
_____ 20" LCD Flat Screen Computer Monitor	\$175.00	_____
_____ 40" LCD Flat Screen Computer Monitor	\$300.00	_____
_____ 17" SXGA Computer Monitor	\$ 30.00	_____
_____ 50" Plasma Screen	\$500.00	_____
_____ Networking Peripherals (Ethernet Hubs, Cables, Routers)	Please Phone	_____
_____	\$ _____	_____

Personal Computers and other computer equipment, such as laser printers, LCD projectors, and Image Magnification, etc. are available and priced upon request. Please call with your needs.

EQUIPMENT SUMMARY

Delivery Day/Date _____	Single Day Subtotal _____
Delivery Time _____	Number of Days Needed x _____
Pick Up Day/Date _____	Subtotal _____
Pick Up Time _____	6% KY Sales Tax _____
	TOTAL _____

RENTAL AGREEMENT: It is understood and agreed the customer is renting the equipment for a specific period only and is responsible for its safe return. Customer agrees to be billed for any loss or damage to equipment other than normal wear.

REQUIREMENTS: Any electrical needs must be ordered separately through the N. Kentucky Convention Center and are not included in the price of the AV Floor Order rental.

METHOD OF PAYMENT: CHECK _____ VISA / MC/ DISC / AM EX _____ EXP. _____

ADDRESS OF CREDIT CARD STATEMENT: _____

PAYMENT POLICY: Payment in full, including tax, must accompany order and be received in our office before move-in.

SIGNATURE: _____ DATE: _____

Event Name: _____ Booth: _____

Firm Name: _____ Phone Number: (_____) _____

Address: _____ City: _____ State: _____ Zip Code: _____

For (Company Name) _____ Conference Title _____

A. Space Rental 1. Contract for Space. Application for exhibit space releases the American Society of Pension Professional & Actuaries (ASPPA) and the event location from any and all liabilities to applicant, its agents, licensees, or employees that may arise as a result of submission of an application or participation in this exhibition. ASPPA determines the eligibility of any company or product for exhibit. Acceptance of an application does not imply endorsement by ASPPA of the applicant's products or services, nor does rejection imply lack of merit of same. Exhibit space/sponsorships must be paid in full 25 days prior to the first scheduled day of the event. Failure to do so will result in the forfeiture of exhibit space/sponsorship. ASPPA reserves the right to rent or use forfeited space without obligation or refund for funds paid up to that point. **2. Refunds.** No refund may be made for space that is unused at any time during the exhibition. If space is unused at the opening of the exhibition, ASPPA may rent or use it without obligation or refund. **B. Cancellation of Sponsor/Exhibitor Contract. 1. Cancellation Policy.** Cancellations refer to the sponsor/exhibitor fee only. All cancellations must be submitted in writing. Assignments not rejected by the sponsor/exhibitor within 14 days of notification of space assignment will be considered accepted by the sponsor/exhibitor and may, thereafter, be rejected or the contract cancelled only with the approval of the Exhibit Manager. A written cancellation received on or before 90 days prior to the first scheduled day of the event will be refunded at 50%. There will be no refunds after this timeframe. **THERE ARE NO REFUNDS ON DEPOSITS. C. Construction, Installation and Use of Exhibits 1. Arrangements of Exhibits.** The space provided will be shown on the floor plan insofar as possible but ASPPA reserves the right to make changes at any time in the locations, size and display limits of any booth if this is in the best interest of the show. **2. Use and Purpose of Exhibit Space.** The purpose of the exhibit is to inform and educate attendees regarding products and services of the sponsors/exhibitors. At no time during exhibit hall hours will recruiting tactics be allowed. Recruiting tactics include: written, verbal, technological or displayed methods of recruiting. **3. Restrictions.** In its exhibit area, ASPPA endeavors to arrange for a representative group of displays that will provide cross-sectional appeal to the varied interests of all segments of its membership. Accordingly, it is understood and agreed that ASPPA reserves the right to make such selections from the applications received that will, in its judgment, most effectively contribute to the achievement of the foregoing objective. Distribution of souvenirs and samples is permitted from the assigned booth space provided there is no interference with other exhibits. Exhibit banners, materials or any other items which reference your organization may not be placed, without written permission by ASPPA, outside of your assigned booth space. ASPPA may withdraw permission if they find the material objectionable under the criteria established above; your items may be removed or your exhibit booth dismantled. **No exhibitor/sponsor may schedule a conflicting event during conference hours. 4. Construction of Exhibits.** Sponsor/exhibitors using low side rails must coordinate plans with neighboring exhibits. No materials may be posted, nailed, or otherwise affixed to walls, doors, or other surfaces in a way that might deface the premises or booth equipment and furniture. Any damage is payable by the sponsor/exhibitor. **5. Decoration of the Exhibit.** An exhibitor kit will be provided at least 6 weeks before the conference, and will include information on labor, drayage of furniture, carpeting, lighting, internet connectivity, telephones and electricity. It is the responsibility of the sponsor/exhibitor to abide by the regulations and deadlines contained therein. All shipments to the conference should be marked with your name, company name, booth number, address, phone number, the title of the ASPPA conference and be shipped to address listed in your exhibitor kit. Delivery of your items should coordinate with the set-up schedule of the event. Deliveries made far in advance of this schedule may be rejected. ASPPA bears no responsibility for any shipments to or from the event at any time. **6. Installation and Dismantling of Exhibits.** Information on set-up and dismantling of exhibits will be forwarded in the exhibitor kit. No one will be allowed in the hall after these designated hours. All exhibits must be completed and in place by the time designated in the exhibitor kit and remain in place until close of show. Fines up to \$1,250 may be levied to those sponsors/exhibitors who do not comply. The exhibit area must be cleared by the time designated in the exhibitor kit. **7. Fire and Electrical Regulations.** All local regulations will be strictly enforced and the sponsor/exhibitor assumes responsibility for compliance with such regulations. All decorations and booth equipment must be fireproofed to meet the requirements of the Fire Marshall. Combustible materials shall not be stored in or around exhibit booths. All electrical equipment or apparatus and wiring must conform to the Fire Marshall electrical code for the city in which the conference is hosted. **8. Union Labor.** Sponsor/exhibitors are required to observe all union contracts in effect between ASPPA, the official contractors, the event center and various labor organizations in accordance with union regulations of the city in which the event takes place. **9. Selling Restrictions.** Selling on the exhibit floor involving the exchange of cash or contracts is strictly prohibited. **D. Liability 1. Insurance.** Sponsor/Exhibitor must carry all-risk Insurance covering your materials and personnel against damage, loss and all other hazards from the start of set-up to the end of tear-down for the show. This can generally be done by adding a "rider" to existing insurance policies. It is understood that ASPPA and the exposition services contractor is not an insurer and that insurance shall be obtained by the sponsor/exhibitor. Sponsor/Exhibitor agrees to provide ASPPA proof of this coverage. **2. Security.** ASPPA will provide guard service and will take reasonable precautions to safeguard sponsor/exhibitor's property. However, the provision of this service shall not be construed as an assumption of obligations or duty with respect to the protections of the sponsor/exhibitor's property. Sponsor/exhibitor shall not hold ASPPA liable for any loss, damage, theft or destruction of sponsor/exhibitor's property and further, sponsor/exhibitor shall indemnify ASPPA and facility in which the event takes place against and hold them harmless resulting from the negligence of the sponsor/exhibitor in connection with the sponsor/exhibitor use of space. **3. Inability to Perform.** Should any contingency prevent holding of the Conference of Exhibition, then ASPPA shall not be held liable for any expenses incurred by the sponsor/exhibitor. **4. Interpretation and Arbitration.** These regulations are incorporated as part of the agreement between the sponsor/exhibitor and ASPPA. ASPPA has full power of interpretation and enforcement of these rules and may amend them at any time. All matters in question not covered by these regulations are subject to the decision of ASPPA and shall be binding on all parties affected by them. Sponsor/exhibitor or their representatives, who fail to observe these conditions, or conduct themselves unethically, may be dismissed without refund or other appeal. The parties agree that in the event of any claim or dispute concerning questions of fact or law arising out of or relating to this contract, its performance or alleged breach shall be submitted to the arbitration of two disinterested and competent persons, mutually chosen, who shall select a third, whose award, pursuant to the rules of the American Arbitration Association, shall be conclusive and binding on both parties. Sponsor/exhibitor agree to protect, save and hold harmless ASPPA, the facility in which the event takes place, the city in which the event takes place, and all affiliates, agents, servants and employees thereof, hereinafter collectively referred to as Indemnitees, for any damages or charges imposed for violation of any law or ordinance, whether occasioned by the negligence of the sponsor/exhibitors or those holding under the sponsor/exhibitor and further, sponsor/exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to sponsor/exhibitor's displays, equipment and other property brought upon the premises of the facility at which the event takes place and further shall at all times protect, indemnify, save and hold harmless the Indemnitees against and from any and all losses, costs (including attorney fees), damage, liability, or expenses arising from, or out of, or by reason of any accident or bodily injury or other occurrence to any person or persons, including the sponsor/exhibitor, its agents, employees, and business invitees, that arises from, or out of, or by reason of said sponsor/exhibitor's occupancy and use of the exhibition premises or a part thereof. **E. Acceptance of Terms and Conditions.** Sponsors/Exhibitors, if invited to participate in the ASPPA conference, and as evidenced by the authorized signature on the contract opposite, agrees to abide by all terms and conditions contained in these policies and procedures.