



Nebraska Chapter, ARMA Inc * Spring Seminar
April 18, 2012 * Ramada Plaza Omaha Hotel & Convention Center * Omaha, NE

AGREEMENT FOR EXHIBIT SPACE

Please print or type all information

Exhibitor _____

Address _____

City _____ State _____

Zip _____ Telephone (_____) _____

E-Mail _____

1. Exhibitor Agreement – This agreement will be effective only upon its acceptance after it has been signed by the exhibitor and delivered to the Nebraska Chapter, ARMA Inc. In the event of fire, strikes or other circumstances beyond the control of the Nebraska Chapter, ARMA Inc., the chapter will have no liability to the exhibitor or obligation to refund any portion of the exhibitor's payment.

2. Space Rental – All booths consist of a **single, 8' display table** and will be appropriately draped. Electrical service and will be provided on request at a additional cost of \$5. Additional services must be requested prior to March 9, 2012, and will be subject to availability and the cost of such additional service.

3. Space Assignment – All exhibit space will be assigned by the Nebraska Chapter, ARMA Inc. The Nebraska Chapter, ARMA Inc., reserves the right to bar the use of exhibits that will interfere with other exhibitors, interfere with attendees or others, or which create any hazards.

4. Exhibit Fee – The exhibit fee will be \$375.00 for one table and one attendee. Additional attendees may be added for \$135.00 per attendee. No exhibit fees will be refundable after March 9, 2012.

5. Payment Schedule – The exhibit fee is due and payable by March 9, 2012. Exhibitor Agreements submitted to the Nebraska Chapter, ARMA Inc., after March 9, 2012, must be accompanied by the full payment of the exhibit fee. Exhibitor Agreements not paid in full by March 9, 2012, are subject to cancellation by the Nebraska Chapter, ARMA Inc.

6. Cancellation policy – All cancellations received in writing prior to March 9, 2012 will be charged an administrative fee of \$50.00. When exhibit fees have been paid in full, this administrative fee will be deducted from these payments prior to reimbursement of the remaining fees. When no payment is received prior to cancellation and prior to March 9, 2012, the exhibitor will be billed for the \$50.00 administrative fee. Cancellations received after March 9, 2012, will be charged 100% of the exhibit space fee, regardless of whether or not payment has been made toward the exhibit space.

7. Installation and Dismantling of Exhibits – Installation of exhibits may occur from 4:00PM – 6:00PM on April 17th, 2012 and 6:00AM – 7:30AM on April 18, 2012. Exhibit dismantling may not begin until the seminar concludes, and all exhibits must be dismantled and removed by 5:30PM on April 18, 2012. Any exhibits not dismantled and removed by that time may, at the option of the Nebraska Chapter, ARMA Inc., become the property of the chapter or will be dismantled and removed at the expense of the exhibitor.

8. Failure to Occupy Space – Any space not occupied by 7:30AM, April 18, 2012, shall be deemed forfeited by the exhibitor and no refund shall be paid. The Nebraska Chapter, ARMA Inc., may reassign such space, at its discretion, without any obligation to the exhibitor.

9. Liability – The exhibitor agrees to indemnify and hold the Nebraska Chapter, ARMA Inc., and Ramada Plaza Omaha Hotel & Convention Center, its officers, directors, members and employees, and all individuals and organizations performing services for them in connection with the Spring Seminar, harmless for all claims, losses or damages, injuries, liabilities, judgments, or settlements, including reasonable attorney fees, cost and other expenses, any or all of them incurred on account of actions, negligent or otherwise, of the exhibitor or its employees or agents. The exhibitor also releases the Nebraska Chapter, ARMA Inc., and Ramada Plaza Omaha Hotel & Convention Center from liability for any expenses incurred or other damage suffered by the exhibitor if the Spring Seminar is cancelled because of a strike, riot, act of God, or other cause beyond the control of the Nebraska Chapter, ARMA Inc., and Ramada Plaza Omaha Hotel & Convention Center.

10. Admission – Admission to the exhibit area is restricted to those individuals who are duly registered for the seminar.

11. Sound – The Nebraska Chapter, ARMA Inc., reserves the right to restrict exhibits which, because of noise or other reason, may detract from the general character of the seminar.

12. Positioning of Equipment Relative to Aisles – The exhibitor must display its exhibits so as not to obstruct the general view or to hide other exhibits.

In accordance with the above Exhibitor Requirements and Agreement for exhibit space, I, a duly authorized officer of exhibitor, hereby accept on behalf of the exhibitor the Exhibitor Requirements for exhibiting at the 2012 Spring Seminar. This completed agreement presents an agreement between the exhibitor and the Nebraska Chapter, ARMA Inc.

Signature by Authorized Representative

Date

Representative Name

Title

By signature above, the individual signing this agreement represents that he/she is duly authorized to execute this agreement on behalf of named exhibitor.

EXHIBITOR REGISTRATION/PAYMENT INFO:

Registration and payment is due by March 9, 2012. Please print or type all information

Exhibitor: _____

Address: _____

City _____ **State** _____ **Zip** _____

Item	Price	Qty	Amount
Exhibitor Table and One Attendee	\$375	1	\$375
Additional Attendees	\$135/attendee		
Electrical Service	\$5		
Sponsorship (optional)			
Bronze Sponsorship	\$100		
Silver Sponsorship	\$200		
Gold Sponsorship	\$300		
Platinum Sponsorship	\$1500		
Total Amount Due:			

Attendees:

Name	Telephone	Email Address

Only registered attendees are allowed admission to the seminar and exhibit area. Seminar attendance as well as full breakfast buffet, lunch, and all breaks are included in the registration fee.

Additional Services/Sponsorships (check all that apply)

- Door Prize Donation:** Items such as shirts, pen sets, mugs, personal organizers. Any items with a value over \$100 will be classified as a grand prize and can count toward sponsorship if delivered by March 9, 2012. For example, a digital camera with a value of \$200 would classify the donating company as a silver sponsor.
- Gift Bag Items:** Items such as pens, post-it notes, letter openers, highlighters and other items are appreciated. As we expect a large turnout again this year, we are requesting 110 quantity of each gift bag item.
- Name Badge Donation**
- Gift Bag Donation**

Each seminar attendee will be provided a name badge and a gift bag containing items from various donors (see above). Please check the boxes above if your company would like to donate name badges or bags. Name badge/gift bag donations are on a first come, first served basis upon receipt of signed exhibitor agreement, completed registration form and payment.

METHOD OF PAYMENT:

PayPal (Credit Card) – Send payment to treasurer@armanebraska.com or invoice to this E-Mail Address: _____

Check enclosed (payable to Nebraska Chapter, ARMA Inc)

Invoice Name _____

Address _____

City _____ State/Province _____

Zip _____ Telephone (_____) _____

<p>Mail all checks and signed agreement to: Nebraska Chapter, ARMA Inc. c/o Ron York Treasurer 3506 Keystone Dr. Omaha, NE 68134</p>	<p>Financial Information and Exhibitor Agreement contact: Ron York, Treasurer 402-571-3305 ext. 122 ryork@retrievex.com</p>	<p>Seminar and Exhibit Information contact: Ane McBride, Vice President/Seminar Chair 402-471-1052 Ane.mcbride@gmail.com</p>
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