

2010 IDAL Annual Convention & Exposition • Portland, OR • Contract & Space Reservation Form



2010 IDAL Annual Convention & Exposition Oregon Convention Center Portland, OR • July 21-25, 2010

(Sponsored by International Decorative Artisans League. Trademarks and Service Marks are property of the International Decorative Artisans League)

Fill in boxed areas

PLEASE PRINT. A countersigned copy of this contract confirming your space and an Exhibit Kit will be mailed to you.

Assignments will be made on a first-paid, first-served bases.

PLEASE RESERVE FOR US

SPACES:	#BOOTHS	RATES	RATES	RATES
		At Convention Thru 10/31/09	Before 3/31/10	After 3/31/10
• Standard Booth.....		\$700.....	\$800.....	\$900 = \$ _____
• Non-Member Booth.....		\$1200....	\$1200....	\$1200 = \$ _____
• Additional Booth \$100 less than first booth.....				
	<input type="checkbox"/> X\$600.....\$700.....\$800 = \$ _____
• Corner Booth (additional).....	# _____	@ \$50 ea. = \$ _____		
• Extra Badges (above 2/booth).....	# _____	@ \$15 ea. = \$ _____		
• Play with Product.....	# _____	booths with demos @ \$200 ea. = \$ _____		

MEMBERSHIP:

Business Partner.....\$195 = \$ _____

TOTAL AMOUNT DUE: (U.S. Dollars)..... = \$ _____

Less Deposit Enclosed: (50% of total required with contract).... - \$ _____

Balance Due: Any balance must be paid no later than 45 days prior to the Show or space can be reassigned. A 10% additional charge will be added to balance due if not paid in full 45 days prior to Show (June 7, 2010). Payment made within 45 days of Show must be by credit card or cashier's check and there will be a 10% penalty applied to any unpaid balance due..... = \$ _____

Total Amount enclosed with contract (U.S. Dollars) :
(50% deposit and Member fee, if any. = \$ _____

METHOD OF PAYMENT (payment due at time of order) All payments in U.S. funds drawn on U.S. bank. \$25 fee charged for returned checks.

- Company Check Cashier's Check/Money Order (Make checks payable to IDAL)
- Debit Card: American Express Discover MasterCard VISA

Credit Card Account # _____ 3-digit security code _____

Exp. Date _____ Amt. Charged \$ _____

Cardholder's Name (Print) _____

Billing Address _____

Cardholder's Signature _____

NOTE: Any remaining balance due on June 7, 2010 will be charged to credit card provided on form.

Please Read

- The undersigned agrees to abide by the Conditions, Rules and Regulations of the Show as set forth here, enclosed and in the Exhibit Kit issued in advance of the Show. Acceptance of this contract binds us to the payment as set above. Deposits are non-refundable if assignments are made. No refunds within 45 days of the Show's opening date. We understand Management reserves the right to: contact us via any of the means above; demand release of our space for failure of ourselves or our representatives to conform to the rules; reallocate space; offer requested space when available; and reject any and all applications.
- All notices of exhibit space cancellation must be submitted to Management in writing and will be officially dated when received by Management. Cancellations may be accepted at the sole discretion of Management. A \$100 processing fee will apply to all cancellations regardless of cancellation date. Under all circumstances, Management retains the right to sell any space cancelled by exhibitor.
- In the event of cancellation of the Show due to fire, strikes, act of God, government regulations, or any cause beyond control, the Management shall determine an equitable basis for the refund of such portion of Entrance, Publicity, Directory and Exhibit Fee as possible, after consideration of expenditures and commitments already made. Refunds shall be made solely at the discretion of the Management.
- IDAL, OFFINGER MANAGEMENT CO., THE SPONSORING ORGANIZATIONS, AND THEIR RESPECTIVE OFFICERS, AGENTS AND EMPLOYEES EXPRESSLY DISCLAIM ANY AND ALL LIABILITY FOR ANY LOSS, DAMAGE, OR INJURY TO PERSON OR PROPERTY SUSTAINED BY AN EXHIBITOR, HIS AGENTS, OR ANY OTHER PERSON, CAUSED BY FIRE, THEFT, WATER, ACCIDENTS OR IN ANY OTHER MANNER, WHETHER CAUSED BY AN ACT OR FAILURE TO ACT, EITHER INTENTIONALLY OR NEGLIGENTLY CAUSED BY CONDUCT OF IDAL, OFFINGER MANAGEMENT CO., THE SPONSORING ORGANIZATIONS, AND THEIR RESPECTIVE OFFICERS, AGENTS AND EMPLOYEES OR BY A PARTY OR PARTIES OTHER THAN IDAL, OFFINGER MANAGEMENT CO., THE SPONSORING ORGANIZATIONS, AND THEIR RESPECTIVE OFFICERS, AGENTS AND EMPLOYEES. THE UNDERSIGNED EXHIBITOR HEREBY AGREES TO FULLY INDEMNIFY AND HOLD FOREVER HARMLESS OFFINGER MANAGEMENT CO., THE SPONSORING ORGANIZATIONS, AND THEIR RESPECTIVE OFFICERS, AGENTS AND EMPLOYEES FOR ANY LOSS, DAMAGE OR INJURY SUSTAINED BY AN EXHIBITOR OR ANY OTHER PERSON CAUSED BY FIRE, THEFT, WATER, ACCIDENTS OR IN ANY OTHER MANNER RESULTING FROM THE ACT OR FAILURE TO ACT OF THE UNDERSIGNED EXHIBITOR, HIS AGENTS OR EMPLOYEES, OR BY ANY OTHER PARTY OR PARTIES.
- Exhibitors will display only merchandise regularly sold by them. **No space may be shared or sublet.** Failure to list and pay fees for any and all displayed merchandise by exhibitors shall be deemed cause for cancellation of space.
- Exhibits must remain open until the closing of the Show. Early packing is prohibited. All sales gimmicks, promotions and giveaways must be approved by the Management. Soliciting of trade must be confined to within your own exhibit booth.
- With my attendance at this event, I realize that I and/or my products may be included in publicity photos. I hereby give my consent to the event's producers to use in future promotional materials any such photos and/or comments.

FOR OFFICE USE ONLY

Confirmed Space _____

Event Code: **E19610** Acct. #196 Exhibitor # _____

Accepted by Show Management _____ Date _____

Recd _____ Amt _____ Ck# _____ Ackd _____

Address all Applications and Make Checks Payable to:

IDAL • 1100-H Brandywine Blvd • Zanesville OH 43701-7303
Ph: 740.452.4541 • Fax: 740.452.2552
E-mail: IDAL@Offinger.com

THIS CONTRACT IS IN THE NAME OF
(to appear in the Show Directory)

Mr. Mrs. Miss Ms.

Your Name _____

Company _____

Address _____

City, State _____

ZIP+4 _____ Nation _____

Phone () _____ Toll Free # () _____

Fax () _____

E-mail _____

Web _____

Completing this form serves management notice that you agree to be contacted by mail, phone, fax and/or e-mail. Company names may be abbreviated.

SPACE CHOICES

I would like the following spaces or as close as possible to them:

1. _____
2. _____
3. _____

I prefer **NOT** to be located near (not guaranteed) _____

I prefer **TO BE** located near (not guaranteed) _____

Location Option: Linear – in-a-row Corner – one booth at end

Peninsula – both at end Island – four or more booths

Other _____

Product Information: Description of products/services in 50 words or less.

Space Sign: Sign should read:

Exhibiting Company's Name _____

City, State _____

Authorization

CLIENT'S NAME (please print) _____ CLIENT'S AUTHORIZED SIGNATURE _____ DATE _____

AN AFFORDABLE BOOTH PACKAGE

Each 10' X 10' booth includes the essentials for selling:

- 8' high back drape
- 8' high side drape
- Booth ID Sign
- One 6' skirted table
- Wastebasket
- Two chairs
- Show Program & Tower Sign listing

FOR MORE INFORMATION:

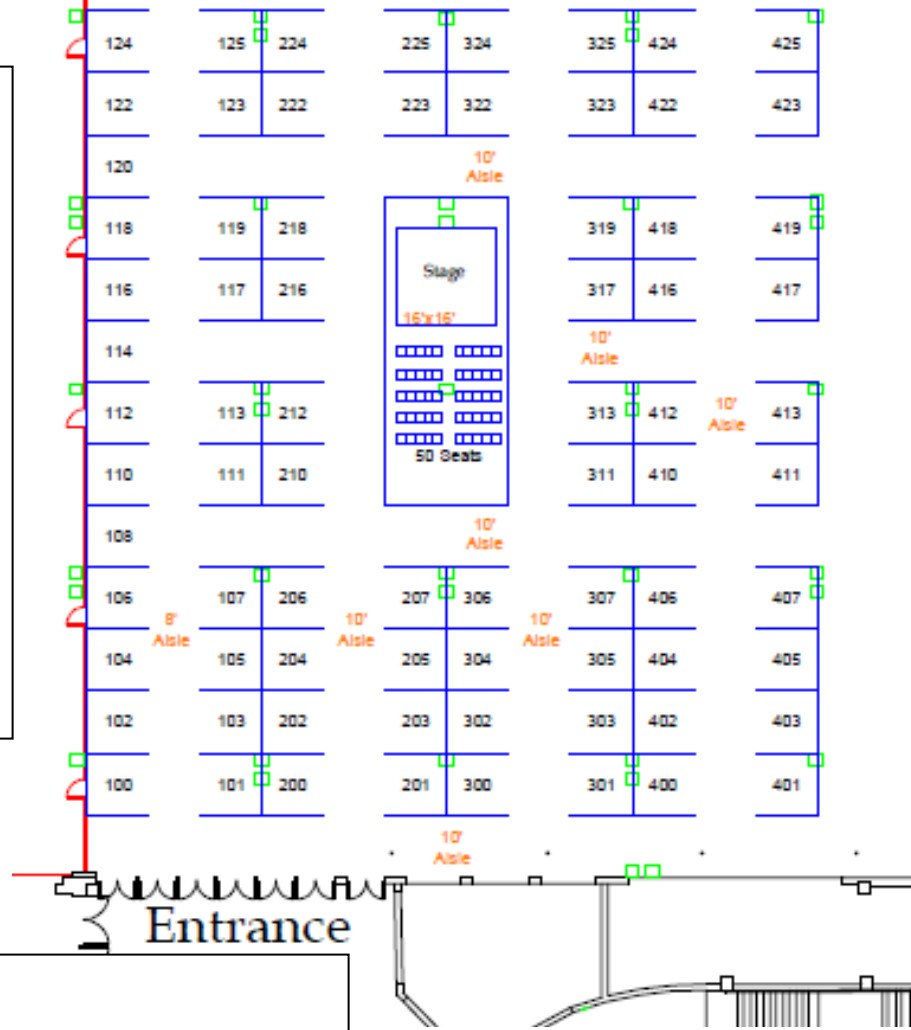
E-mail: IDAL@Offinger.com

Phone: 740-452-4541

Fax: 740-452-2552

Web: www.decorativeartists.org

FLOOR PLAN



CONVENTION TIMELINE:

Wednesday, July 21

- Registration 3:00 pm – 9:00 pm
- Instructor Meeting 4:00 pm – 5:00 pm
- New Member/Attendee Meeting 5:00 pm – 6:00 pm

Thursday, July 22

- Registration..... 7:00 am – 6:00 pm
- Move-In of Exhibits 8:00 am – 5:00 pm
- Classes 8:00 am – 5:30 pm
- Annual General Meeting 7:00 pm – 8:00 pm
- Welcome Reception with Expo Grand Opening 8:00 pm – 10:00 pm

Friday, July 23

- Registration..... 7:00 am – 6:00 pm
- Classes 8:00 am – 12:00 pm
- Expo Open to Public/Attendees 12:00 pm – 6:00 pm
- Expo Stage Demonstrations..... 12:30 pm – 5:30 pm
- Annual Awards Reception 7:00 pm – 8:00 pm
- Annual Awards Banquet 8:00 pm – 11:00 pm

Saturday, July 24

- Registration..... 7:00 am – 6:00 pm
- Classes 8:00 am – 5:30 pm
- Exhibitor Open Forum 8:30 am – 10:00 am
- Expo Open to Public/Attendees 10:00 am – 6:00 pm
- Expo Stage Demonstrations..... 10:30 pm – 5:30 pm
- Philanthropic Dedication 12:00 pm
- Move-Out of Exhibits 6:00 pm – 10:00 pm

Sunday, July 25

- Registration..... 7:00 am – 2:00 pm
- Classes 8:00 am – 5:30 pm

Schedule is subject to change.