



NAVY PIER • CHICAGO, IL  
**September 11-12, 2012**

PRODUCED BY BOBIT BUSINESS MEDIA

## EXHIBIT SPACE APPLICATION/CONTRACT

**INSTRUCTIONS:** All applications must be signed, completed and accompanied by correct deposit. Applications that are incomplete, unsigned, or not accompanied by deposit will not be entered into the assignment process. **Please read and initial the rules and regulations on the next page.**

### EXHIBITOR INFORMATION

Exhibiting company will be listed on the website, event guide, other promotional pieces and submitted to all contractors as it appears below:

COMPANY NAME \_\_\_\_\_

CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

COUNTRY \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

COMPANY WEBSITE \_\_\_\_\_

COMPANY DESCRIPTION (30 WORDS MAX) \_\_\_\_\_

COMPANIES YOU DO NOT WISH TO BE NEAR \_\_\_\_\_

**PLEASE SELECT ONLY ONE CATEGORY THAT BEST PERTAINS TO YOUR ORGANIZATION:**

<input type="checkbox"/> Accessories/Aftermarket	<input type="checkbox"/> Insurance	<input type="checkbox"/> Software/Technology/Video
<input type="checkbox"/> Bus & Chassis Mfg.	<input type="checkbox"/> Leasing/Finance	<input type="checkbox"/> Air Conditioning
<input type="checkbox"/> Bus Component Mfg.	<input type="checkbox"/> Media/Publication	<input type="checkbox"/> Service
<input type="checkbox"/> Dealer/Reseller	<input type="checkbox"/> Seating/Flooring	<input type="checkbox"/> Other (Please specify): _____

### BOOTH ASSIGNMENT PROCESS

Initial exhibit assignments will be made based on a priority system. The priority deadline is January 31, 2012. Points are earned based on Metro Magazine advertising, sponsorship involvement and past exhibiting participation at BusCon. After the January 31, 2012 deadline, exhibit assignments will be made on a first-come first-served basis.

### AGREEMENT (PLEASE READ AND INITIAL REVERSE SIDE)

**PAYMENT SCHEDULE:** A deposit of 50% MUST accompany this contract. Balance is due June 11, 2012 to maintain your exhibit space.

**CANCELLATIONS** Payment is refundable, less a \$300 processing fee, if BusCon is notified in writing prior to June 11, 2012. After June 11, 2012, refunds will not be granted.

**AGREEMENT:** We agree to abide by all rules and regulations governing the exposition as printed on the reverse side hereof and which are a part of this contract. Acceptance of this application by Bobit Business Media constitutes a contract.

AUTHORIZED SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

TITLE \_\_\_\_\_ DATE \_\_\_\_\_

### FOR INTERNAL USE ONLY

CONTRACT RECEIVED \_\_\_\_\_ TO ACCOUNTING \_\_\_\_\_

PAYMENT REC'D \_\_\_\_\_ DATE \_\_\_\_\_ AUTH \_\_\_\_\_

PAYMENT REC'D \_\_\_\_\_ DATE \_\_\_\_\_ AUTH \_\_\_\_\_

### EXHIBITOR SPACE PRICING

Exhibit space comes standard with **free** carpet, Wi-Fi, drape, a 7"x44" company ID sign and 2 exhibitor badges per 10x10 (10 max).

Booth Size	<b>NEW!</b> Early Bird Rate Before 1/31/12	Regular Rate After 1/31/12
100' - 200'	\$19.50 per sqf	\$19.75 per sqf
201' - 400'	\$16.00 per sqf	\$16.25 per sqf
401' - 1000'	\$14.75 per sqf	\$15.00 per sqf
1001' - 2400'	\$13.00 per sqf	\$13.25 per sqf
2401'+	\$12.00 per sqf	\$12.20 per sqf

Please add \$200 per corner, \$300 for peninsula booths, \$400 for island booths. Actual corner fees will be charged with balance.

1st choice \_\_\_\_\_ 2nd choice \_\_\_\_\_ 3rd choice \_\_\_\_\_  
 4th choice \_\_\_\_\_ 5th choice \_\_\_\_\_ 6th choice \_\_\_\_\_

*(BusCon cannot guarantee that you will be allocated one of your selections)*

**\*Advertisers deduct 10% per square foot. You must have advertised at least 3 times in a Bobit Business Media publication from January 2012-July 2013.**

### PAYMENT INFORMATION

Please assign our company \_\_\_\_\_ square feet of exhibit space.

Total charge for exhibit space is: \$ \_\_\_\_\_

Advertiser discount, \*deduct 10%: \$ \_\_\_\_\_

Corner fee/peninsula fee/island fee: \$ \_\_\_\_\_

Total fee: \$ \_\_\_\_\_

Enclosed advance payment:(Min.50%) \$ \_\_\_\_\_

Balance due (deadline: June 11, 2012): \$ \_\_\_\_\_

I will be invoiced as balance is due and agree to pay immediately upon receipt. Included with my contract is my:

(Please check one)  CHECK (payable to BusCon)  CREDIT CARD

Credit Card# \_\_\_\_\_ Exp. Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_

### SUBMISSION

Please return to BusCon and keep a copy for your records.

RETURN BY FAX: (310) 533-2511

RETURN BY MAIL: BusCon  
 3520 Challenger Street  
 Torrance, CA 90503

RETURN BY EMAIL: courtney.silbiger@bobit.com

QUESTIONS: (800) 576-8788 or www.BusConExpo.com

BOOTH SPACE ASSIGNMENT \_\_\_\_\_

ENTERED INTO DATABASE/TRACKING  CONFIRMATION SENT

WEB LINK COMPLETE  SHOW GUIDE LISTING RECEIVED

CERTIFICATE OF INSURANCE RECEIVED  EMERGENCY CONTACT INFO. RECEIVED

# BUSCON 2012

SEPTEMBER 11-12, 2012 • NAVY PIER FESTIVAL HALL A • CHICAGO, IL

## RULES AND REGULATIONS

**PLEASE READ CAREFULLY, INITIAL AT THE BOTTOM AND SUBMIT ALONG WITH THE FRONT PAGE OF THIS CONTRACT**

**PART OF CONTRACT:** These rules and regulations constitute a bona fide part of the contract for BusCon, hereafter called BCS. Exhibit Management reserves the right to render all interpretations and decisions, should questions arise, and to establish further regulations as may be deemed necessary to the general success and well-being of the exposition. Exhibit Management's decisions and interpretations shall be accepted as final in all cases.

**1. CONTRACT FOR SPACE:** Applicants for exhibit space are required to execute and forward an Application/Contract to BCS with deposit.

**2. SPACE ASSIGNMENT:** Assignment of space for all valid contracts in hand will be based on a first-come, first-served basis. BCS reserves the right to make modifications and change space assignments as necessary to meet the needs of show management.

**3. PAYMENT FOR SPACE:** A deposit of 50% MUST accompany this contract. Balance is due June 11, 2012 to maintain your exhibit space.

**4. CANCELLATION:** Payment is refundable if BCS is notified in writing postmarked on or before June 11, 2012. Cancellation policy applies to all exhibiting firms. Failure to appear at the exposition does not release the exhibitor from the responsibility for payment of the full cost of space rented. There is a \$300 processing fee for all cancellations. After June 11, 2012, all payments are non-refundable.

**5. SUBLETTING SPACE:** No exhibitor may assign, sublet or apportion his space in whole or in part, nor exhibit any products or services other than those manufactured or handled in the normal course of his business, nor permit any agent of any exhibiting firm to solicit business or take orders in his space.

**6. EXHIBIT CONTRACTOR:** BCS will furnish each participating exhibitor with access to an electronic version of the Service Manual that will specify the Official Exhibit Contractor and will contain exhibit instructions, shipping labels, and order forms for all booth accessories and services required. Orders not processed in advance for signs, furniture, carpeting, labor and other requirements must be procured at the Official Exhibit Contractor's Service Desk which will be maintained in the exhibit hall. All participating exhibitors must abide by union jurisdiction in force at the time of exposition.

**7. ARRANGEMENT OF EXHIBITS:** BCS will provide display space as indicated on the official floor plan, insofar as possible, but reserves the right to make any changes necessary in the interests of an exhibitor.

**8. EXHIBIT HOURS, INSTALLATION AND DISMANTLING:** See Exhibitor Kit for complete details.

**9. EXHIBITORS' ADMISSION CREDENTIALS:** Show management will furnish exhibitors with two complimentary exhibitor passes. The number of exhibitor passes an exhibitor receives is dependent on the amount of space taken (10 max per booth). Complete details will be included in the official exhibitor service kit. Representatives must register upon arrival at the exhibit area and at all times wear identification badges, containing the name of the firm that contracted space, which will be furnished without charge and which entitle wearers to attend convention sessions. A full registration fee will be assessed for any badge replacement. No one under 16 admitted.

**10. GENERAL REGULATIONS:** No part of the building shall be defaced in any manner, nor shall signs or other articles be posted, nailed or otherwise affixed to any pillars, walls, doors or other parts of the building. Combustible decorating material, gasoline, kerosene, acetylene and all other flammable or explosive substances are forbidden. Cloth and other decorating materials must pass any flame-proofing and fire codes and ordinances prevailing in the convention city. All packing containers, wadding, wrapping and such materials must be removed from the immediate exhibit area and not stored under tables or behind displays. In accordance with the city fire codes and ordinances, smoking will be permitted only in designated areas of the Convention Center during installation and dismantling.

**11. CONTRACTED LABOR:** Prevailing union regulations regarding use of union operators for equipment must be observed by all exhibitors.

**12. NON-LIABILITY:** It is expressly agreed by each and every contracting exhibitor, his agents and his guests, that neither BCS nor Bobit Business Media, nor its employees, nor its contractors shall be liable for loss or damage to the goods or properties of exhibitors. At all times such goods and properties remain in the sole possession and responsibility and custody of each exhibitor. On signing the Application/Contract, exhibitor releases

and agrees to indemnify the BCS, Bobit Business Media, its managers, officers, members, sponsors, employees and agents, and save them harmless from any suit or claim for property damage or personal injury by whomsoever sustained, including exhibitor and its agents or employees, on or about the exhibitor's display space or arising out of exhibitor's participation in the exposition, including such damage or injury resulting in part from the negligence of one or more of the aforementioned indemnities.

**13. WAIVER OF SUBROGATION:** Exhibitor hereby waives and releases any rights of subrogation it or its insurers may have against BCS and Bobit Business Media.

**14. INSURANCE CERTIFICATE:** Exhibitors shall deliver to BCS and/or Bobit Business Media or their appointed representatives, a certificate of insurance within 45 days before the show, showing evidence of insurance as follows: Comprehensive General Liability which includes Premises & Operations, Blanket Contractual, Personal Injury Independent Contractors and Products/ Completed Operation Liability at limits of Bodily Injury and Property Damage not less than \$1,000,000 Combined Single Limit of Liability.

**15. NO WAIVER:** The failure on the part of either party to insist upon a strict performance by the other party of any of the terms, covenants and conditions herein contained shall not be deemed to be a waiver by him of any breach of any term, covenant or condition herein contained. Waiver by either party of any breach by the other shall not operate to extinguish the term, covenant or condition the breach whereof has been waived nor be deemed to be a waiver of the right to declare a forfeiture for any other breach thereof. The waiver by one party of the performance of any covenant, condition or promise shall not invalidate this contract nor shall it be considered a waiver of any other terms, covenants and/or conditions.

**16. BCS** reserves the right to make such additional conditions, rules and regulations as Exhibit Management deems necessary to enhance the success of the exposition, and to decline or prohibit any exhibit which in its judgment is out of keeping with the character of the convention, this reservation being all-inclusive as to persons, things, printed matter, products and conduct.

Initials \_\_\_\_\_