

Mail, e-mail, or fax both the Completed Application Form and the Exhibitor Guideline Acceptance Form with payment to:

**Post-Tensioning Institute
38800 Country Club Drive
Farmington Hills, MI 48331**

Fax: **(248) 848-3181** (For credit card payment only)

To confirm receipt of payment, please call the PTI Member Services Department at **(248) 848-3180**.

Exhibitor Agreement

Use of Space

The space contracted for is to be used solely for the Exhibitor whose name appears on the Contract, and it is agreed that the Exhibitor will not sublet or assign any portion of the same without the express written consent of PTI. The Exhibitor agrees to exhibit only products that it manufactures or has the exclusive U.S. distribution rights. All products shall be displayed in a tasteful manner.

Care of Exhibit Facility

Exhibitor shall promptly pay for any and all damages to the Exhibiting Facility or associated facilities, booth equipment, or the property of others caused by the Exhibitor.

Assignment of Space

PTI will make every effort to accommodate booth location requests. In the event that more than one request is made for the same space, assignments will be made on a first-come first-served basis.

Booth Construction

Exhibit materials may not extend past the allotted area.

Installation and Dismantling

Exhibitors have move-in and move-out times as indicated on the Exhibitors Manual. Failure to remove and exhibit in the allowed time will afford PTI or its agent the right to remove and place same in a warehouse, subject to the Exhibitor's disposition, and/or ship to the Exhibitor via a common carrier with all charges to follow at no liability to PTI. All exhibits must remain intact until the Exposition is officially closed.

Cancellation by PTI

If PTI cancels the event for any reason other than those beyond its reasonable control (such as acts of God, acts of war, acts of terrorism, governmental agency, labor strike, or unavailability of the facility), PTI will refund the exhibit space rental fee to the exhibitor in its entirety. If the exhibitor fails to pay the entire exhibit space rental fee in a timely manner, PTI reserves the right to cancel this contract without further notice or refund of any fees paid.

Indemnification

Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury to persons or damage to Exhibitor's displays, equipment, or other property brought upon the premises of the Hotel and agrees to indemnify, demand, and hold harmless PTI, the hotel, and its owners, servants, agents, and employees against all claims or expenses for such losses, including reasonable attorney's fees, arising out of the use of the Hotel premises excluding any liability caused by the negligence of PTI, the Hotel, or its owners, servants, agents, and employees.

Insurance

Exhibitor shall, at its own expense, secure and maintain through the term of this contract, including move-in and move-out days, the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of the Exhibitor and shall be written on an occurrence basis. (A) Workers' Compensation Insurance; (B) Comprehensive General Liability Insurance with limits not less than \$1,000,000 combined single limit bodily injury and broad form property damage

coverage, including broad form contractual liability in which PTI is named as an additional insured. The Certificates of insurance or policies shall provide that they may not be cancelled without 30 days' advance written notice to PTI.

Observance of Laws

Exhibitor shall abide by and observe all federal, state, and local laws, codes, ordinances, rules and regulations, and all rules and regulations of the Exhibit Facility (including any union labor work rules). Without limiting the foregoing, Exhibitor shall construct its exhibits to comply with the Americans with Disabilities Act.

Americans with Disabilities Act

All parties shall be responsible for compliance with the public accomodation requirements of the Americans with Disabilities Act and the Act's accompanying regulations and guidelines (collectively the "ADA"). Hotel shall provide, to the extent required by the Act, such auxiliary aids and/or services as may be reasonably requested by PTI provided PTI gives Hotel reasonable advance notice about the special needs of any attendees of which PTI is aware. Exhibitor shall be responsible for the cost of any auxiliary aids and services (including engagement of and payment to specialized service providers, such as sign language interpreters), other than those types and quantities typically maintained by the Hotel.

Payment

All exhibitor and sponsor applications must be accompanied by **full payment**, the registration form, and the signed exhibitor agreement form (see below) in order to secure your position in the space draw.

Forced Freight

Materials not packed and picked up by the end of the designated move-out time will be considered forced freight. The general service contractor will assume responsibility for forwarding that freight to the Exhibitor. Exhibitors will be responsible for the costs to break down, package, and ship that freight.

Suitcasing

Attendees or Exhibitors found to be "suitcasing" (soliciting business in aisles or booth of another Exhibitor) will be asked by staff to leave the show floor immediately.

Storage

Combustible materials, such as crates and boxes, are limited to a ONE DAY SUPPLY on the exhibit floor. Storage of combustible materials behind booths is prohibited. The fire marshal will inspect prior to the show opening. Exhibitors must remove any items which the fire marshal deems a fire hazard. Failure to do so will result in delaying the opening of the show and you may be removed from the exhibit floor.

Security

PTI does not provide sercuity. Exhibitors should remove from their booth all items of value that can be easily taken at the end of each day. PTI and the Hotel are not responsible for lost or stolen items.

Exhibitor Service Manual

PTI will send an Exhibitor Service Manual to the designated representative of the Exhibitor. The Exhibitor Service Manual will include information integral to participation at the Event, including but not limited to: additional exhibitor rules and regulations, official contractor order forms, registration, shipping and drayage, utilities and building services, exhibitor display rules and move-in, move-out schedules.

Acceptance

Please sign below indicating that you understand and agree to the above conditions.

Printed name _____ Title _____

Organization _____

Signature _____ Date _____