

June 4-6, 2008 ■ Sheraton Hotel ■ Downtown, Iowa City, IA



Midwest Transportation
Planning Conference
Sponsored by: Johnson County Council of
Governments and the Iowa Department of
Transportation

Application/Contract for Exhibit Space

Company _____

Address _____ City _____ State ____ Zip _____

Phone _____ Fax _____

Contact Name* _____ E-mail _____

Company Web Address _____

*Contact person will receive all correspondence and invoices.

Please list my company name in the show program exactly as: _____

We prefer to be located near the following companies: _____

Would you be interested in further information on sponsorship opportunities at the conference? ____ Yes ____ No

Description of what products will be displayed, distributed or demonstrated _____

Please complete application and payment forms and return to:

Kent Ralston
410 E. Washington Street
Iowa City, IA 52240
(319) 356-5253
kent-ralston@iowa-city.org

Make checks payable to: JCCOG.

Rate: Check at least one

- Silver: \$500**
 - Includes conference registration for one participant
 - A half-page description of the sponsor in the conference program
 - Sponsor name listed on the conference web site
 - Sponsor verbally acknowledged during opening and closing conference remarks
- Gold: \$1,000**
 - Includes conference registration for one participant
 - A one-page color description of the sponsor in the conference program
 - Sponsor name listed on the conference web site
 - Sponsor verbally acknowledged during opening and closing conference remarks
 - An 8'x8' booth
- Platinum: \$1,500**
 - Includes conference registration for two participants
 - A one-page description of the sponsor in the conference program
 - Sponsor name listed on the conference web site
 - Sponsor verbally acknowledged during opening and closing conference remarks
 - Two 8'x8' booths with preferred location
 - Includes sponsorship of one of five scheduled breaks during the conference, or one of three scheduled breakfast sessions (first come first serve for choice of sponsorship)
- \$1,200 June 4 Evening reception sponsorship**
 - Sponsorship of evening reception at the Old Capitol, Wednesday evening, June 4. *If interested in this option, please contact Kent Ralston at (319) 356-5253 .

Payment: Payment in full at time of signed contract required for guarantee of space.

Cancellation: JCCOG must receive written notice of cancellation. There is a \$50 dollar processing fee for all cancellations received before April 15, 2008. No refunds after April 15, 2008.

IMPORTANT: We have read, understand, and agree to the provisions of the cancellation clauses and fees found on this application/contract. We further agree to abide by the terms and conditions on the back of this contract and by any further rules and regulations issued prior to the conference.

Authorized Signature _____

Print Name _____

Title _____

Date _____

Please sign and return original copy. You will receive a signed copy in the mail.

DO NOT WRITE BELOW

Application Received _____ Exhibit Space Assigned _____

Payment Received _____

EXHIBIT TERMS AND CONDITIONS

GENERAL RULES

Each company participating at the conference must return all copies of the contract, properly executed by an authorized company representative. Contracts must be received with appropriate deposit in order to reserve space. Every effort will be made to respect exhibitor's space requirements whenever possible. However, JCCOG deserves the right to rearrange the floor plan or to relocate exhibits when such action is deemed to be in the best interest of the conference.

USE OF SPACE

No exhibitor shall assign, sublet or share the space allotted them without the knowledge and written consent of JCCOG. Exhibitors must display or advertise only goods manufactured or dealt in by them in the regular course of business. Only firms or organizations assigned exhibit space may solicit business within the exhibit area.

The exhibitor assumes all responsibility for compliance with all pertinent ordinances, regulations and codes of local, state and federal governing bodies including those concerning fire, safety and health, together with the rules and regulations of the operations and/or owners of the property wherein the exhibit is held. All hazardous items must be properly safeguarded, protected, registered and/or avoided as deemed necessary by JCCOG.

LIABILITY/INDEMNITY/INSURANCE REQUIREMENTS

The Exhibitor hereby agrees to indemnify and hold harmless the City of Iowa City and JCCOG, the Iowa Department of Transportation, Sheraton Hotels, its affiliates, officers, directors, employees or agents from any and all claims and damages at law or equity arising out of or caused by the Exhibitor's installation, construction, removal or maintenance of its exhibit, the Exhibitor's occupancy of use of the Exhibition premises or any part thereof, or as otherwise caused by the Exhibitor, its agents, representatives, invitees or guests. [The Exhibitor agrees to waive all rights of subrogation against JCCOG, its officers, directors and employees.] The exhibitor agrees to pay promptly for any and all damage to the exhibition premises or its equipment caused by the exhibitor, its employees, agents or representatives.

JCCOG is not responsible for exhibitor's merchandise or display. JCCOG does not insure against competitive firms from becoming neighboring exhibitors; nor is it responsible for errors or omissions in the JCCOG Program or Exhibitor List.

PAYMENT

Full payment for total cost of booth space is required with this application. Exhibit space cannot be guaranteed until full payment is received.

INSTALLATION AND DISMANTLING OF EXHIBITS

One day is provided for the installation of display materials in the exhibit area of the hotel; Tuesday, June 3, 2008 starting at 12:00 p.m. Exhibitors must be completely set up and ready for viewing at 9:00 a.m. June 4, 2008. Move-out will begin on Friday, June 6, 2008 at 9:30 a.m. and must be complete by 12:00 p.m. Times subject to change at JCCOG's discretion.

It is explicitly agreed by the exhibitor that in the event the exhibitor fails to install displays or products in the assigned exhibit space or fails to pay the space rental in full at the time specified by this contract, JCCOG will treat this as a cancellation and exhibit management shall have the right to take possession of said space and lease same or any part thereof to such parties and upon such terms and conditions as it may deem proper.

CANCELLATION

In the event of cancellation by an exhibitor, JCCOG shall assess a cancellation fee covering the reassignment of space, prior service performed, and other damages related to cancellation as follows:

JCCOG must receive written notice of cancellation. There is a \$50 dollar processing fee for all cancellations received before April 15, 2008. No refunds after April 15, 2008.

JCCOG must receive written notification of the cancellation by registered or certified mail. E-mail messages will not be accepted as a cancellation. Registered postmark of cancellation notice will determine date for purposes of compliance with refund schedule. In the event of either full or partial cancellation of space by an exhibitor, JCCOG reserves the right to reassign canceled booth space, regardless of the cancellation assessment. Subsequent reassignment of canceled space does not relieve the canceling exhibitor of the obligation to pay the cancellation assessment.

MANAGEMENT RIGHTS

Exhibit Management reserves the right to interpret, amend and enforce these regulations as it deems proper to assure the success of the conference.