

# STAFFING WORLD

## 2005

Education ■ Expo ■ Networking ■ Fun

## EXHIBIT SPACE APPLICATION

### Exhibitor Representative

This is not a Staffing World 2005 registration form. Online registration will open approximately June 1 at [www.staffingtoday.net](http://www.staffingtoday.net).

Company name \_\_\_\_\_

Contact name \_\_\_\_\_ Title \_\_\_\_\_

Address (no PO boxes) \_\_\_\_\_

City, state, ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

I am the official representative of the exhibitor and have the authority to act on behalf of the exhibitor in all matters relating to Staffing World 2005 and the ASA expo. I understand that all information regarding the expo will be sent only to me, and that it is my responsibility to provide the information to other persons within the company. I understand that this application and the Exhibit Space Terms and Conditions included with this application together will constitute the agreement between the exhibitor and ASA upon acceptance of the application by ASA. The exhibitor agrees to abide by all terms and conditions of the agreement.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Booth Selection

Booth assignments are based on ASA's priority point system (see Exhibit Space Terms and Conditions). Please list your preferred booth location (see enclosed floor plan).

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

If there are companies you would prefer to not be near, please list them here. ASA will honor such requests as much as possible.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

If there are companies you would prefer to be near, please list them here. ASA will honor such requests as much as possible.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### Space Reservation

Standard exhibit space 10' x 10' booth:	\$2,100	ea. x _____	booths = \$ _____
Premium exhibit space per 10' x 10' standard booth add:	\$500	ea. x _____	booths = \$ _____
Island exhibit space 20' x 20' booth:	\$14,600	ea. x _____	booths = \$ _____
Nonmembers add 50%			<b>TOTAL DUE \$ _____</b>

Check enclosed (payable to American Staffing Association) for \$ \_\_\_\_\_

Charge \$ \_\_\_\_\_ to  American Express  MasterCard  Visa

Card number \_\_\_\_\_ Exp. date \_\_\_\_\_

Name on card \_\_\_\_\_

Signature \_\_\_\_\_

**All applications must include full payment plus any outstanding amounts due to ASA. Applications received without payment will not be processed.**

### Submission Information

Please submit form and payment to Lois F. Brand, director of sales, via fax to 703-253-2053 or via mail to American Staffing Association, 277 S. Washington St., Suite 200, Alexandria, VA 22314. Questions? Contact Lois at 703-253-2040 or [lbrand@staffingtoday.net](mailto:lbrand@staffingtoday.net).

## Terms and Conditions

Staffing World is the site of the American Staffing Association expo, a trade show that provides an opportunity for businesses to market their products and services to the staffing industry. These terms and conditions have been developed to give each exhibitor an opportunity to present its products or services in the most effective manner to the target audience and to ensure that all exhibitors are treated fairly and equitably.

### Venue

Staffing World 2005 will be held Oct. 19–22, 2005, at the Orlando World Center Marriott Resort & Convention Center, 8701 World Center Dr., Orlando, FL 32821. Hargrove Inc. is the official general service contractor.

### Exhibit Space Applications

Any company that is an ASA associate member or eligible for associate membership may submit an application to exhibit at the expo. ASA will not accept applications from companies whose purpose in exhibiting is to recruit the regular employees of staffing firms, or to buy or sell staffing firm interests, franchises, or licenses. ASA has the right to approve applications to exhibit and may reject or revoke any application if, in ASA's sole judgment, the applicant is not eligible to exhibit or the product or service is not appropriate for the expo. All applications must include full payment of the applicable booth fee plus any outstanding amounts due to ASA. Applications received without full payment will not be processed.

### Space Assignments (Priority Points)

Space assignments are made based on the ASA priority point system. A company is awarded five points for each year as an ASA associate member, five points for each year as an ASA exhibitor, and five points for every \$1,000 contracted and fulfilled for advertising and five points for every \$1,000 contracted for sponsorships with ASA from July 2, 2004, to Feb. 28, 2005. If two or more exhibitors have the same number of priority points, then exhibit space will be assigned according to the date the exhibit space rental application and payment were received by ASA. If two or more exhibitors have the same number

of priority points and the applications were received on the same date, then the priority will be determined by lottery. When companies are merged, acquired, or bought, the point total of the company with the highest number of priority points will be treated as the point total of the combined entity. Exhibit space will be assigned according to ASA's priority point system to all companies whose exhibit space rental applications are received by Feb. 28, 2005. After that date, exhibit space will be assigned on a first-come, first-served basis. Companies whose applications are received after Aug. 26 will not be included in the convention book. ASA reserves the right to rearrange exhibit space or adjust the floor plan in its own judgment to accommodate the best interests of the expo. The floor plan maintained by ASA shall be the official floor plan of the expo. ASA may make changes at any time to accommodate the needs of the expo.

### Subletting Space

No exhibitor shall assign, sublet, or apportion the whole or any part of the space assigned, or have representatives, equipment, or materials from companies other than its own firm in the exhibit space without the written consent of ASA.

### Cancellations of Exhibit Reservations

All exhibit cancellations must be made in writing and submitted to Lois F. Brand, director of sales, via e-mail at lbrand@staffingtoday.net, via fax at 703-253-2053, or via mail at American Staffing Association, 277 S. Washington St., Suite 200, Alexandria, VA 22314. Full refund of the booth fee will be made if the space reservation is cancelled by April 1, 2005. Fifty percent of the fee will be refunded if the space reservation is cancelled by May 31. No refunds will be given for cancellations after May 31 or for no-shows.

### Admission to Expo Hall

Admission to the ASA expo will be by official ASA name badges only. Badges must be worn at all times, including during setup and teardown. **All exhibitor personnel must register with ASA and pay appropriate fees.** Each 10-foot-by-10-foot exhibit space rental includes two complimentary expo

registration packages. Additional exhibitor personnel receive an exhibitor discount on any registration package. The complimentary expo registration packages and the exhibitor discount fees are only available to individuals employed by the exhibitor, not to consultants, clients, or guests for whom the exhibitor is purchasing registrations. Consultants, clients, and guests of exhibitors must register with ASA and pay appropriate fees to enter the exhibit hall anytime. Exhibitors may not occupy their exhibit space outside of scheduled exhibit hours, except during setup and teardown. Exhibit space may not be used as a meeting place outside of scheduled exhibit hours. Exhibitor personnel will be allowed to enter the expo hall 60 minutes prior to each exhibit session to set up or prepare their display. Exhibitor personnel must exit the expo hall within 30 minutes of the stated close of the show on each day, except for teardown.

### Setup

Shipments of displays and exhibit materials arriving before the first setup day must be sent to Hargrove Inc., and must arrive prepaid. No shipments will be accepted at the show site before the first setup day. Exhibitors will be solely responsible for any and all charges related to the shipment and handling of freight delivered to and from the service contractor or the show site. Hargrove Inc. provides freight handling service. Exhibit material, packages, and shipments cannot be received at the hotel unless deliveries are made on move-in days. Otherwise, deliveries will be returned to the shipper at the exhibiting company's expense. If erection of any crated exhibit has not been started at least one hour before the opening of the expo and no arrangement for setup has been made, ASA shall order the exhibit to be erected and the exhibitor shall pay all charges incurred. ASA shall not be liable for any damages that may occur during this exhibit setup. Any space not claimed and occupied by 4 p.m. on Oct. 19, for which no special arrangements have been made, may be resold or reassigned by ASA without obligation on the part of ASA for any refund whatsoever. All displays must be in place and display materials, cartons, and refuse removed from the aisles by 5 p.m.

I have read the terms and conditions and agree to abide by them. Initials of exhibitor representative \_\_\_\_\_ Date \_\_\_\_\_

## Teardown

An exhibitor shall not dismantle its display or begin teardown before the close of the ASA expo at 2:30 p.m. on Oct. 22. If an exhibitor begins teardown before 2:30 p.m. on Oct. 22 without the written consent of ASA, that exhibitor will be penalized 20% of its booth charges. Exhibitor agrees to dismantle its display as soon as practical after the close of the ASA expo. In no event shall an exhibitor allow its display materials to remain in the exhibit areas after 5:30 p.m. on Oct. 22. The times for the closing of the expo, the beginning of teardown, and the vacating of the hall are tentative and subject to change. If such display materials remain on the premises after such time, ASA may remove same, and exhibitor shall be liable for any fees and agrees to pay all costs for dismantling and storage. ASA shall not be liable for any damage to the display or materials due to their removal or storage. An exhibitor representative must remain in the exhibit area until the exhibitor's display materials are secured. All products are to be securely packed before leaving the exhibit. Show management has the responsibility to see that Hargrove Inc. makes appropriate arrangements and provides sufficient labor so those move-in and move-out schedules will be followed per contract. This is necessary so that move-in and move-out times are not affected and so those additional rental charges can be avoided. ASA and Hargrove Inc. cannot assume responsibility for any exhibit materials left unattended in the exhibit hall during teardown.

## Exhibit Space Provisions and Regulations

Standard equipment provided by ASA for all linear 10-foot-by-10-foot exhibit space rentals includes eight-foot-high curtain backwall, three-foot-high curtain sidewalls, and one 7-by-44-inch identification sign. ASA does not provide any standard equipment for 20-by-20-foot island space rentals. Additional furniture and services customarily required by exhibitors will be available through Hargrove Inc. and will be fully explained in the exhibitor service kits, which Hargrove Inc. will provide to all exhibitors upon confirmation by ASA of reserved booth space. All linear and perimeter exhibits must be confined to a maximum height of 10 feet. All display fixtures over four feet in height must be con-

finied to the area that is within four feet of the back line of the exhibit space or within a four-foot radius of the center point of an island. Exhibitors may incorporate two end booths into their exhibit space, provided that their exhibit or booth materials do not exceed four feet in height outside of five feet on either side of the center line of their booth. All island displays must be preapproved by ASA. Width of exhibit spaces shown on the official floor plan is measured from the center of side rails, and depth is the overall measurement from the face of the front post to the back of the rear post. Exhibit structures must be constructed to allow sufficient tolerance on all sides from curtain sidewalls and backwall. Exhibitors must allow ample room at the back of the booth for access to electrical wiring. At least 12 inches is recommended. All exhibits must be freestanding. No bolts, screws, hooks, or nails shall be driven into or otherwise attached to the walls or floor of the exhibit areas. No part of the display may be attached to the walls or floor of the exhibit areas, nor attached to or otherwise secured to the curtain backwall or sidewalls. In addition, no decals or other adhesive materials shall be applied or affixed to the walls, pillars, or floor of the exhibit area. Hanging signs must be finished on all sides. Exhibitor must receive written permission from ASA to include a hanging sign as part of its display. Dollies, carts, and other such devices will not be permitted on the exhibit floor during exhibit hours without the written consent of ASA. ASA reserves the right to finish off any and all unsightly booth areas, including but not limited to unfinished backwalls, unfinished sidewalls, or exhibit displays, at the expense of the exhibitor.

## Operation and Use of Exhibit Space

Exhibitors are not allowed to obstruct the view of, occasion injury to, or otherwise adversely affect the displays of other exhibitors. Exhibitor personnel may not enter the exhibit space of another exhibitor and at no time may enter an exhibit space that is not staffed, except their own. Exhibitors shall confine their activities to the exhibit space granted pursuant to the exhibit space rental agreement. Attendants, models, robots, and employees must confine their activities to the exhibit space occupied by the exhibitor. Exhibitors

shall not, without consent of ASA, distribute or permit to be distributed any advertising matter, literature, souvenirs, or promotional material in or around the exhibit areas except from their own allotted exhibit space. Nonexhibitors may not distribute any advertising matter, literature, souvenirs, or promotional material in or around the exhibit areas. Exhibitors shall not post any sign of any description anywhere in the convention facility except within the confines of the exhibit space assigned. Exhibitors are responsible for all damages to property caused by themselves or their personnel. Should such damage occur, the exhibitor is liable to the owner of the damaged property. Exhibitor further agrees to indemnify and hold ASA harmless against any and all claims that may arise because of damage to the premises caused by exhibitor's display. ASA is the final authority on all matters relating to operation and use of exhibit space.

## Audiovisual Equipment

Video equipment; movie, LCD, or slide projectors; audio players; computers; or other sound equipment used in the exhibit space must be self-contained and fireproof. The sound on any audio equipment must be kept at a volume not to exceed that of normal conversation or 80 decibels. Such equipment must not interfere with neighboring exhibitors and must not exceed the height limitations of the exhibit space. Any video or computer display must be devoted exclusively to the business of the exhibitor. ASA will not be responsible for obtaining any audiovisual equipment needed. ASA reserves the right to restrict the use of glaring or irregular lighting effects. No exhibitor shall show any goods or apparatus in operation if the same are noisy or objectionable to surrounding exhibitors or ASA. Exhibitors may not use the equipment in the Communication Station for product demonstrations.

## Food and Beverage Service

Exhibitors may provide food and beverage in their assigned exhibit space by arrangement with the hotel catering department and are not permitted to bring outside food and beverage into the exhibit hall without the written consent of ASA. Exhibitors should refer to the order form included in the Hargrove Inc. exhibitor kit.

I have read the terms and conditions and agree to abide by them. Initials of exhibitor representative \_\_\_\_\_ Date \_\_\_\_\_

**Hospitality Functions and Suites**

Staffing industry-related events, including educational, business, or social functions occurring from Oct. 17 to 24 in Orlando must be approved in writing by ASA, and no event may compete with official convention activities scheduled before 6 p.m., the welcome reception, or the closing banquet.

**Nonendorsement**

The exhibiting of services, products, or equipment at the ASA expo does not constitute an endorsement by ASA of such services, products, or equipment. Exhibitor is not permitted to represent in any manner that its goods or services have been endorsed by ASA.

**Fire Regulations**

Exhibitors must conform to all standard fire codes of the host city. Exhibitors shall not allow their displays to block the view of, or impede access to, fire alarm boxes, fire hose cabinets, fire extinguishers, or other safety equipment.

**Security**

ASA will provide security personnel in the exhibit hall during setup and teardown, and during the show. However, exhibitors that desire additional security to protect their individual property should coordinate with hotel security personnel before the expo.

**Liability**

ASA, Hargrove Inc., and the World Center Marriott, and the officers, agents, employ-

ees, representatives, and/or individuals connected with these parties assume no responsibility for any loss or damage of exhibitor's property due to theft, vandalism, water, fire, accident, or any other causes. Each exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to the exhibitor's displays, equipment, and other property brought upon the premises of the show site, and shall indemnify and hold harmless ASA, Hargrove Inc., the World Center Marriott, and any authorized representative, agent, or employee of the foregoing of any and all losses, damages, and claims from any cause whatsoever by reason of the use of the exhibit space by the exhibitor or its assigns. In holding the show, ASA does not act as agent of the exhibitor, Hargrove Inc., the World Center Marriott, or any other party.

**Inability to Exhibit Due to Expo Cancellation or Interruption**

Neither party shall be liable for failure to perform its obligations under this agreement if the expo is cancelled or interrupted due to events beyond its reasonable control, including, but not limited to, strikes, terrorism, riots, wars, fire, acts of God, and acts in compliance with any applicable law, regulation, or order (whether valid or invalid) of any governmental body, except that exhibitor will be charged pro rata for any productive use of the exhibit space before or after such event. Individual acts of theft or vandalism resulting in loss of or damage to exhibitor's property shall not be

considered an event covered by this paragraph.

**Entire Agreement**

The provisions of the exhibit space rental application and these terms and conditions represent the entire agreement between the exhibitor and ASA, and there are no other agreements, understandings, representation, or warranties. Any modification of the agreement must be agreed to in writing by the exhibitor and ASA. This agreement cannot be assigned or otherwise transferred by an exhibitor, unless permission is granted in writing by ASA. The rights of ASA under this agreement shall not be deemed waived except as specifically stated in writing signed by an authorized officer of ASA. This agreement and the rights of the parties hereunder shall be governed by and construed in accordance with the laws of Virginia without regard to choice of law rules. Any action brought by the exhibitor to enforce the terms of the contract may be brought only in a court having a situs within the state of Virginia and the exhibitor hereby expressly consents to the in personam jurisdiction of any such court. ASA may, however, elect to enforce its rights in any proper jurisdiction. ASA shall be entitled to recover the costs, including reasonable attorney's fee and/or collection fees, in any action brought to enforce this contract or its rights hereunder.

**I have read the terms and conditions and agree to abide by them.**

**Signature of exhibitor representative** \_\_\_\_\_ **Date** \_\_\_\_\_