



32nd Annual Windy City Summit Exhibitor, Sponsor & Advertiser Contract

Submit Your Contract Today to Reserve Your Premium Space at the Windy City Summit!

Please make checks payable to

2018 Windy City Summit and send to **Niki Kinkelaar** (niki@windycitysummit.org):

TMAC, c/o Meetings & Incentives Worldwide, Inc., P.O. Box 65, Caledonia, WI 53108. Questions? Call Niki at 262-488-5562.

Contact Name:		Title:	
Organization Name: <i>(Exactly as should be displayed in marketing)</i>			
Address:		Phone:	
City/State/Zip:		Email:	
Website:		Twitter @:	
50 Word Business Description:			
Description of Products/Service:			
SPONSORSHIP PACKAGE SELECTION: <i>(Indicate Sponsorship Level and Option # if Applicable)</i>			Total: \$
ADDITIONAL SPONSORSHIP ITEM(S):			Total: \$
ADVERTISEMENT SELECTION:			Total: \$
EXHIBIT SPACE: Quantity of 10'x10' booths at \$3,195 each:			Total: \$
EXHIBIT, SPONSORSHIP and ADVERTISEMENT GRAND TOTAL:			\$
Preferred Booth Locations*:	1.	2.	3.
			4.
List name(s) of your competitors / companies from which you desire booth separation:			
<i>*Booth selection is based on date the contract and payment are received. WCS will do its best to honor the location choice; however, spaces are not guaranteed.</i>			

Submission and signature on this application to exhibit, sponsor or advertise implies consent to the terms, conditions, and regulations governing exhibits, sponsorships and advertisements of the conference published in this application/contract. The Exhibitor/Sponsor/Advertiser agrees to abide by all rules and regulations as therein set forth. Failure to abide by such rules and regulations will result in forfeiture of all monies paid by Exhibitor, Sponsor, or Advertiser.

Authorized Signature:	Date:
------------------------------	--------------

PAYMENT INFORMATION <i>(total exceeding \$7,500 requires payment by check or ACH)</i>		Taxpayer ID 36-3514630
<input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AmEx <i>After January 1, 2018, Payment is due in full at time of submitting agreement.</i>		Amount: \$
Name on Card:	Card Number:	Exp. Date:
Address:		City/State/Zip:
Phone:		Email:
Authorized Signature:	Date:	Security Code:

Exhibitor, Sponsor & Advertiser Rules & Regulations

1. **ACCEPTABILITY OF EXHIBITS:** All exhibits shall serve the interests of the members of the Treasury Management Association of Chicago and Windy City Summit (hereinafter referred to collectively as "TMAC") and shall be operated in a way that will not detract from other exhibits or from the persons, things, conduct, and/or printed matter. TMAC reserves the right to require the immediate withdrawal of any exhibit which is believed to be injurious to the purpose of the Association. In the event of such restrictions or eviction, TMAC is not liable for any refund or exhibit fees or any other exhibit-related expenses.
2. **CONTRACT FOR SPACE:** Exhibitors, Sponsors and Advertisers are required to execute and forward an Exhibitor, Sponsor and Advertiser Contract to TMAC.
3. **PAYMENT OF SPACE:** Deposit required in the amount of one-half (1/2) is due upon signing contract, if space is reserved prior to January 10, 2018. Contract received after January 10, 2018 must be paid in full at time of submittal.
4. **ASSIGNMENT OF LOCATION:** Exhibit space is assigned on a priority level, then by first-come, first-served basis. TMAC will attempt to honor all requests for exhibit space. Notwithstanding the above, TMAC reserves the right to change location assignments at any time, as it may in its sole discretion deem necessary.
5. **CANCELLATION:** TMAC must be notified in writing in the event of cancellation or space reduction. If cancellation of exhibit booth, sponsorship or advertising occurs prior to January 10, 2018 the Exhibitor will be refunded 50% of the payment received. After January 10, 2018 refunds will not be granted.
6. **FAILURE TO OCCUPY SPACE:** Space not occupied by the close of the exhibit installation period will be forfeited by the Exhibitor, and this space may be resold or reassigned. If the exhibit is on hand, TMAC reserves the right to assign labor to set up any display that is not in the process of being erected by the given deadline. The Exhibitor will be liable for all charges incurred.
7. **EXHIBIT FEE:** \$3,195 per 10'x10' booth includes: pre-and post-conference attendee list, designation as an Exhibitor on the Windy City Summit website, a fifty (50) word company profile listed on the official Windy City Summit mobile app, two complimentary attendee registrations, standard carpet inside booth, draped backdrop and side rails, company identification sign, and aisle cleaning.
8. **FLOOR PLAN:** All dimensions and locations shown on the official floor plan are believed to be accurate. TMAC reserves the right to make such modifications as may be necessary to meet the needs of the Exhibitors and Navy Pier Convention Center requirements.
9. **CANCELLATION OF CONFERENCE:** If TMAC is prevented from holding the conference by reason of any cause beyond its control (such as, but not limited to damage to buildings, riots, labor disputes, acts of government or acts of God) or if it cannot permit the Exhibitor to occupy the space due to causes beyond its control, then TMAC has the right to cancel the conference with no further liability to the Exhibitor, Sponsor or Advertiser other than refund of space rental less a proportionate share of conference expenses.
10. **RESTRICTIONS ON USE OF SPACE, SPONSORSHIP, AND LISTS:** No Exhibitor or Sponsor shall sublet, assign, or share any part of the space allocated without the written consent of TMAC. Solicitation or demonstrations by Exhibitors must be confined within the bounds of their assigned space. Aisle space shall not be used for exhibit purposes or display signs, solicitation or distribution of materials is prohibited in any of the public areas or elsewhere on the premises of the conference facilities or hallways of the convention center. Operation of sound devices are allowed if the Exhibitor complies with TMAC's discretion on volume. Exhibit space, sponsorships and mailing lists received by the Exhibitor or Sponsor are for the purpose of promotion of the Windy City Summit and may not be used to promote or solicit attendance at a conflicting event.
11. **CONSTRUCTION OF EXHIBITS:** Exhibits shall be constructed and arranged so that they do not obstruct the general view of any other exhibit. No sidewall higher than 36 inches may extend more than 4 feet from the back wall of the booth. Exhibits shall follow IAEE Guidelines for Display Rules and Regulations. No display material exposing an unfinished surface to neighboring exhibits or aisles will be permitted. Exhibitors wishing to use non-standard booth

equipment, signs, or materials that in any way conflict with regulations must submit two (2) copies of a detailed sketch of the proposed layout at least 45 days prior to the conference and must receive written approval from TMAC.

11. **CONTRACTED LABOR:** It is mutually agreed that it is the duty and responsibility of each Exhibitor to install his/her exhibit before the opening of the conference and to dismantle his/her exhibit after the close of the conference. Prevailing union regulations and rates regarding use of union operators for equipment must be observed and paid for by Exhibitor. **Install: Monday, May 21, 2018 from 1:00PM – 6:00PM and Tuesday, May 22 from 7:00AM – 1:00PM. Dismantle: Thursday, May 24, 2018 from 6:00PM - 9:00PM and Friday, May 25, 2018 8:00AM – 12:00PM.**
12. **CARE OF EXHIBITS:** Nothing shall be posted, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. Anything in connection therewith necessary or proper for the protection of the building, equipment or furniture will be at the expense of the Exhibitor. All parties who exhibit or sponsor in the convention center must conform to the prevailing regulations as established by the Chicago Fire Prevention Bureau. All electrical wiring must conform to the City of Chicago Electrical Code.
13. **FIRE REGULATIONS:** No combustible decorations, such as crepe paper, cardboard or corrugated paper shall be used at any time. All packing containers and wrapping paper must be flameproof, are to be removed from the floor and must not be stored under tables or behind displays. All muslin, velvet, silken or any other decoration must withstand a flameproof test as prescribed by the fire ordinance of the City of Chicago. All inflammable materials and fluids are to be kept in safety containers. Open flames, butane gas, oxygen tanks, etc. are not permitted without the permission of the Navy Pier, Inc., Fire Prevention Bureau and TMAC.
14. **INSURANCE:** Exhibitor or Sponsor assumes entire responsibility and hereby agrees to protect, indemnify and hold harmless TMAC, TMAC 2018 Windy City Summit, and its employees and agents against all claims, losses and damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy or use of the conference premises or a part thereof. In addition, Exhibitor acknowledges that TMAC and the TMAC 2018 Windy City Summit do not maintain insurance covering Exhibitor's property and that it is the sole responsibility of Exhibitor to obtain business interruption and property damage insurance covering such losses. Exhibitor shall be fully responsible to pay for any and all damages to property owned by Navy Pier, Inc. its owners, and/or managers that result from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, Navy Pier, Inc., its owners and/or managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages or expenses arising from, out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees and business invitees which arise from or out of the Exhibitor's occupancy and use of the conference premises, the convention center or any part thereof.
15. **INDEMNIFICATION.** Exhibitor agrees that it will indemnify and hold and save TMAC whole and harmless of, from and against all claims, demands, actions, damages, loss, cost, liabilities, expenses and judgments recovered from or averted against TMAC on account of injury or damage to person or property to the extent that any such damage or injury may be incident to, arise out of, or be caused, either proximately or remotely, wholly or in part, by an act, omission, negligence and misconduct on the part of Exhibitor or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees or of any other person entering the convention center under the express or implied invitation or permission of Exhibitor, or when any such injury or damage is the result, proximate or remote, of the violation by Exhibitor or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees of any law, ordinance or governmental order of any kind, or when any such injury or damage may in any other way arise from or out of the occupancy or use by Exhibitor, its agents, servants, employees, contractors, patrons, guests, licensees or invitees. Such indemnification of TMAC by Exhibitor shall be effective unless such damage or injury may result from the gross negligence or willful misconduct of TMAC. Exhibitor, Sponsor and Advertiser covenants and agrees that in the event TMAC shall be made a party to any litigation commenced by or against Exhibitor, Sponsor or Advertiser or relating to this agreement, the Exhibitor, Sponsor or Advertiser shall and will pay all costs and expenses, including reasonable attorney's fees and court costs, incurred by or imposed upon TMAC by virtue of any such litigation.

Property Damage. Neither TMAC nor Exhibitor shall be responsible for any loss of or damage to property of the other party hereto, including, but not limited to, loss or damage occasioned by theft, fire, smoke, acts of God, public enemy, riot, civil commotion or other insurable casualty, and TMAC and Exhibitor expressly waive any claim for liability against the other party hereto with respect to any such loss or damage. Accordingly, it shall be the responsibility of TMAC and Exhibitor, respectively, to secure its own insurance or otherwise protect itself and its property against such loss or damage.

Use of Certain Property. Exhibitor will assume all costs arising from the use of patented, trademarked, or franchised materials, devices, processes or dramatic rights used on or incorporated in the Exhibitor's space. Exhibitor shall indemnify, defend and hold harmless TMAC, the Navy Pier, Inc. and their officers, directors, members, agents and employees from and against all claims, demands, suits, liability, damages, losses, costs, attorney's fees and expenses of whatever kind or nature, which might result from or arise out of use of any such material(s) described above.

16. ATTORNEYS' FEES. Should TMAC find it necessary to employ an attorney or attorneys to enforce any of the provisions of this agreement, or to protect in any manner its interest or interests under this agreement, TMAC, if it is the prevailing party, shall be entitled to recover from the other party all reasonable costs, charges, and expenses including attorney's fees.
17. RELEASE: As an Exhibitor or Sponsor at the conference, I hereby grant TMAC permission to make still or motion pictures as deemed necessary. I hereby relinquish to TMAC all rights, title, interest in and income from the finished pictures, negatives, prints and reproductions. TMAC has the right to give, sell, transfer and/or exhibit the same to any individual, business firm, publication or website.

Authorized Signature: _____ **Date:** _____

Printed Name: _____

Title: _____