



62nd Annual Workers' Compensation Conference Application and Contract for Exhibit Space



The undersigned hereby applies for exhibit space at the 62nd Annual Workers' Compensation Conference, August 12 – 15, 2007 at The Orlando World Center Marriott, Orlando, Florida, and agrees to be bound by the conditions, rules, and requirements as follows:

Rules and Regulations

A. Space Rental

1. Please select from the following booth types (Discounted pricing available for Prime Sponsors.):
 - a.) **Standard Booth (10' wide by 8' deep):** This contract for use of space provides an eight-foot high backwall drapery and thirty-six inch high side rails with drapery and a standard booth sign carrying the exhibitor's name, one 6' table, two chairs and a wastebasket at a cost of \$2,000. Additional booth spaces may be purchased at a cost of \$1800. Discounted Price for Prime Sponsors - \$1,800 per standard booth.
 - b.) **Corner Booth (10' wide by 8' deep):** This contract for use of space provides an eight-foot high backwall drapery and thirty-six inch high side rails with drapery and a standard booth sign carrying the exhibitor's name, one 6' table, two chairs and a wastebasket at a cost of \$2,500. Discounted Price for Prime Sponsors - \$2,000.
 - c.) **End Cap Double Booth (Two corners - 16' wide by 10' deep):** This contract for use of space provides an eight foot high backwall drapery and thirty-six inch high side rails with drapery and a standard booth sign carrying the exhibitor's name, two 6' tables, four chairs and two wastebaskets at a cost of \$4,750. Discounted Price for Prime Sponsors - \$4,000.
 - d.) **Island Booth (20' wide by 16' deep with no view restrictions):** This contract for use of space provides two 6' tables, four chairs and two wastebaskets at a cost of \$9,000. Discounted Price for Prime Sponsors - \$7,500.
2. **Floor Plan/Booth Assignments:** All dimensions and locations shown on the official floor plan are believed, but not warranted, to be accurate. FWCI reserves the right to make such modifications as may be necessary to meet the needs of the exhibitors and the exhibit program. FWCI RESERVES THE RIGHT TO REASSIGN EXHIBIT SPACE, IF NECESSARY, TO CONSOLIDATE THE FINAL FLOOR PLAN.
3. **Furnishings:** Furniture, and/or additional draping, accessories, signs, electrical outlets, etc. are the sole responsibility of the exhibitor and should be ordered in advance from the official service contractor on the forms that will be provided. Table coverings as well as all booth equipment must be of non-flammable material. All decorative materials must be fire-resistant. The exhibit hall is carpeted.
4. **Conduct:** All demonstrations and other exhibit activities must be conducted so as to not infringe on the rights of other exhibitors or offend visitors to the exhibit. FWCI reserves the right to expel or refuse admittance to any representative of the exhibit whose conduct is, in its opinion, not in keeping with the character of FWCI policy.

B. Cancellation of Contract

1. An exhibitor may cancel this agreement by giving FWCI written notice of cancellation on or before the deadline dates established. Should an exhibitor wish to cancel on or before July 13, 2007, FWCI will retain a sum equal to 50% of the cost of the reserved exhibit space. After July 13, 2007, the total booth cost will be retained. FWCI will not accept any proffered cancellation of this agreement by an exhibitor after the cancellation deadline nor will any refunds be made of exhibit fees after said date. In the event that fire, strike, or other circumstances beyond the control of the FWCI cause the exhibit to be cancelled, full refund of exhibit rental fees will be made.
2. **FAILURE TO OCCUPY SPACE:** Space not occupied by the close of the exhibit installation period, as specified in the accompanying letter, will be forfeited by the exhibitor and this space may be resold, reassigned or used by FWCI.

C. Construction, Installation, and Use of Exhibits and Exhibit Facilities

1. **Acceptability of Exhibits:** All exhibits shall be to serve the interests of the conference attendees and shall be operated in a way that will not detract from other exhibits, the exhibition hall, or the conference as a whole. FWCI reserves the right to require the immediate withdrawal of any exhibit, which is believed to be injurious to other exhibitors or conference attendees without refund or remuneration.
2. **Restrictions on Use of Space:** Solicitation or demonstrations by exhibitors must be confined within the bounds of their own respective booths. Aisle space shall not be used for exhibit purposes, display signs, solicitations or distribution of promotional material. Exhibits, signs and displays are also prohibited in any of the public space or elsewhere on the premises of the meeting facilities or in the guestrooms or hallways of the hotel. Operation of sound devices is prohibited. **Alcoholic beverages are strictly prohibited.** Booths must be staffed at all times during exhibit hours.
3. **Construction of Exhibits:** Exhibits shall be constructed and arranged so that they do not obstruct the general view, nor hide the exhibits of others. Any construction over 42" in height must be within the back 4' of exhibit space. Exhibitors desiring to use other than standard booth equipment or signs which conflict in any way with the above regulations should submit two copies of a detailed sketch of the proposed layout at least 60 days before the exposition or before construction is ordered and must receive written approval from the FWCI.
4. **Appearance of Exhibits:** Any part of the exhibit, which does not lend itself to an attractive appearance, such as unfinished side or end panels, must be draped at the exhibitor's expense. FWCI reserves the right to have such finishing done, and to bill the exhibitor for charges incurred.
5. **Security:** Security will be provided during non-show hours; however, individual companies are responsible for booth security during show hours.

6. **Installation and Dismantling Exhibits:** For safety reasons, no children will be allowed in the exhibit hall during set-up or teardown. All installation and dismantling of exhibits must be carried out during the time indicated in the accompanying exhibit information. **No exhibit may be erected after the exhibition opens or be dismantled before the official closing time. Dismantling prior to the official closing time will result in a \$500 penalty to be paid to FWCI and may result in an exhibitor being prohibited from exhibiting at future conferences.** It is the responsibility of the exhibitor to see that all his materials are delivered to the exhibit hall by the specified deadline. If the exhibit is on hand, FWCI reserves the right to assign labor to set up any display that is not in the process of being erected by the given deadline and to instruct that the exhibitor be billed for all charges thus incurred. Should he/she fail to remove exhibit, removal will be arranged by FWCI at the expense of the exhibitor.
7. **Drayage:** Advanced shipments of exhibit material must be made to the official drayage company as designated by FWCI. **Should exhibitors choose to send freight directly to the hotel, it is understood that the hotel will assess a surcharge in excess of the standard drayage fee of the decorator. Direct shipments to the hotel will not be accepted prior to date of move-in.**
8. **Fire and Safety Regulations:** All local regulations will be strictly enforced, and the exhibitor assumes all responsibility for compliance with all national, state and local regulations. All decorations and booth equipment must be fireproof and electrical wiring must meet the safety requirements of the official service contractor. No combustible materials shall be stored in or around exhibit booths.
9. **Damage to Exhibit Facilities:** The exhibitor must surrender space occupied by him in the same condition it was at commencement of occupation. The exhibitor or his agent shall not injure or deface the walls, columns, or floors of the exhibit facilities, the booths, or the equipment or furniture of the booth. When such damage appears, the exhibitor shall be liable to the owners of the property so damaged.

D. Liability

1. Insurance and liability are the full and sole responsibility of the exhibitor. The exhibitor agrees to protect, save and defend, and keep FWCI, the hotel, and its agents forever harmless from any damages or charges imposed for violation of any law or ordinance occasioned by the negligence of the exhibitor or those holding under the exhibitor. The exhibitor shall at all times protect, indemnify, save, defend, and keep harmless FWCI, the hotel, and its agents against and from or out of or by reason of any accident or other occurrence to anyone, including the exhibitor, its agents, employees and business invitees which arises from or out of or by reason of said exhibitor's occupancy and use of exhibit premises or part thereof.

By: (print) _____ Company _____

Signature _____ Email _____ Date _____

Exhibitors at the 2006 conference will be given first consideration over their same exhibit space if payment is received prior to March 1, 2007. All booth spaces remaining after March 1, 2007 will be assigned on a first come, first served basis. 2006 Prime Sponsors must remain Prime Sponsors for 2007 to keep their Prime booth location in the exhibit hall. PLEASE VIEW AND SIGN CONTRACT ADDENDUM ON FOLLOWING PAGE. Select your booth type and quantity:

_____ Standard Booth (\$2000) _____ Corner Booth (\$2500) _____ End Cap (\$4750) _____ Island (\$9000)

Below list the name and address of the individual responsible for the exhibit. The exhibitor kit, including shipping forms, instructions and any additional information will be mailed to this person only!

Name _____ Phone _____ Fax _____

Company _____ Email Address _____

Address _____

City _____ State _____ Zip Code _____

Describe briefly the nature of your business. _____

Please list your competitors: _____

Credit Card # (Visa, MasterCard or American Express) _____ Exp. date _____ Signature _____

Please make checks payable to: Florida Workers' Compensation Institute, Inc.
 1709 Hermitage Blvd., Suite 100
 Tallahassee, FL 32308
 Attn: Cathy Bowman (850) 425-8186 Fax (850) 521-0222
 F.W.C.I. Fed tax I.D. No.: 59-2846608



62nd Annual Workers' Compensation Conference Addendum to Contract



The Orlando World Center Marriott is undergoing construction of a new ballroom, The Cypress Ballroom, which is scheduled to be completed for the 62nd Annual Workers' Compensation Conference, August 12 – 15, 2007. If construction is completed in time for our conference, the following changes will take place to the 2007 Contract for Exhibit Space:

Space Rental

1. FWCI will increase the booth size of all booth packages. See below.
 - a. A Standard Booth Package (\$2000) will measure 10 feet by 10 feet.
 - b. A Corner Booth Package (\$2500) will measure 10 feet by 10 feet.
 - c. An End Cap Double Booth Package (\$4750) will measure 20 feet wide by 10 feet deep.
 - d. An Island Booth Package (\$9000) will measure 20 feet by 20 feet

2. If the new ballroom is not completed in time, booth sizes will remain as specified in Section A of the contract.

Booth Location

1. With the completion of the new ballroom, there will be a new exhibit hall floor plan for the conference. Booth locations within the new ballroom will be assigned on a first-come, first-served basis in order of payment received. The earlier your payment is submitted, the better your selections of booth locations will be.

2. If the new ballroom is not completed in time, the floor plan will remain the same as the 2006 conference and booth locations will be selected as specified in the above contract, which reads, "Exhibitors at the 2006 conference will be given first consideration over their same exhibit space if payment is received prior to March 1, 2007. All booth spaces remaining after March 1, 2007 will be assigned on a first come, first served basis. 2006 Prime Sponsors must remain Prime Sponsors for 2007 to keep their Prime booth location in the exhibit hall."

Please sign below in agreement with the possible changes to the 2007 Contract for Exhibit Space. You will be notified of your official booth size and location on the designated 2007 floor plan as soon as FWCI receives confirmation of the construction completion date from the Orlando World Center Marriott.

Contact Name

Company Name

Signature

Date