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Strategic Management Society

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**29th Annual International Conference  
October 11-14, 2009  
Washington, D.C, USA**

## **Exhibit Space Contract**

**EXHIBIT SPACE REGISTRATION DEADLINE: AUGUST 1, 2009**

### **COMPANY INFORMATION**

Please print or type the following personal information.

Company Name: \_\_\_\_\_  
(As to be listed on Company's ID Sign)

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Person Attending Conference (Nametag) \_\_\_\_\_

## **RULES AND REGULATIONS**

### ***Location of Exhibits***

The exhibition is part of the SMS 29<sup>th</sup> Annual International Conference held October 11-14, 2009 at the Renaissance Washington, DC Hotel in Washington, D.C: USA. Exhibits are Monday, Tuesday and Wednesday.

### ***Exhibits & Space Fee***

The basic rate of US\$ 2,350 includes:

1. One (1) 8' x 10' table top display
2. An identification sign
3. One (1) skirted table
4. Two (2) chairs
5. One (1) copy of conference materials per representative
6. Company name listed and a one-page advertisement in the conference program
7. Conference attendance for up to two (2) people

**\*\*The space fee is due with this application by August 1, 2009.**

### ***Exhibit Personnel***

All persons affiliated with exhibits must be registered. Please complete and return the Exhibit Personnel Registration Form(s) per person, along with the conference registration fee.

- US\$ 2,350 per booth (including up to 2 persons) – Allows **ALL** privileges of a conference attendee: admission to all program sessions, breaks, meals, and evening social events.
- US\$ 650 per person registration fee for up to 2 additional representatives.

### ***Assignment of Space***

Priority for space assignment will be based on a first come-first served basis and the date on which contracts are received. Application for exhibit space must be made on this Exhibit Space Contract.

### ***Exhibit Space Equipment and Service Information***

The Exhibit Space fee includes a single space. All additional equipment and services required by exhibitors will be available from the designated service contractor at exhibitor's expense. The name of the official service contractor will be forthcoming.

The Renaissance Washington, D.C Hotel is unable to store display material, please ship materials in a timely manner. All shipping of materials should be made individually with a customs broker.

### ***Installation and Removal Times***

All exhibitors will be expected to abide by the Conference schedule for the setup and teardown of the exhibit space. The 2009 Exhibit Schedule will be forthcoming.

### ***Cancellations***

Cancellations will not be accepted within 60 days of the scheduled exhibition date of October 11, 2009. Any exhibitor wishing to release assigned space prior to 60 days of exhibit date, and after the SMS Executive Office has processed their application, will be refunded all but US\$ 300 of the exhibit space fee. Exhibitors canceling after August 31, 2009 will be responsible for the entire space fee and any additional company representative's registration fee.

### ***Liability***

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to exhibitor's personnel, displays and equipment brought upon the premises of the Renaissance Washington, D.C Hotel and shall indemnify and hold harmless the Strategic Management Society, the Renaissance Washington,

D.C Hotel, and employees from any and all such losses, damages, and claims. The exhibitor on signing this contract expressly releases the aforementioned from any and all such loss, damage, or injury.

**Insurance and Security**

Exhibitors wishing to insure their exhibit materials against theft, damage by fire, accident or loss of any kind, must do so at their own expense. Each exhibiting company is responsible for obtaining insurance (Liability and Fire/Theft) in such amounts as deemed appropriate to comply with its obligations hereunder and for its own protection. However, the furnishing of such service is in no case to be understood or interpreted by exhibitors as a guarantee to them against loss or theft of any kind.

**Hotel Accommodations**

Hotel reservations must be made individually. A block of guestrooms has been set up at the Renaissance Washington, D.C Hotel.

**General**

All matters and questions not covered by these regulations are at the discretion of the SMS Executive Office. These regulations may be amended at any time by the SMS Executive Office.

**Payment of:** \_\_\_\_\_ US\$ 2,350 for one booth space  
\_\_\_\_\_ US\$ 650 for additional representative (s)

Total: \_\_\_\_\_

For (Firm Name) \_\_\_\_\_

**METHOD OF PAYMENT:**

- Check**
  - Payable to Strategic Management Society
  - Drawn on US Bank
  - Must have MICR-encoded Routing & Transit/ABA & Account Number on Bottom of All Checks

- Credit Card**
  - MasterCard**
  - Visa**
  - American Express**

The credit card number, security code, expiration date and signature authorization must be supplied before your payment can be processed. **All credit card information that you provide to SMS will be destroyed after it is processed.**

Credit Card Number \_\_\_\_\_ Security Code \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on Card (Please Print) \_\_\_\_\_ Signature Authorization \_\_\_\_\_

Should you have any questions, please do not hesitate to contact the SMS Executive Office. We look forward to working with you.

Remit payment to address below:

Strategic Management Society  
Rice Building: Suite 215  
815 W. Van Buren  
Chicago, IL 60607  
USA

Phone: 312.492.6297  
Fax: 312.492.6223  
Email: [kfrerichs@strategicmanagement.net](mailto:kfrerichs@strategicmanagement.net)  
Web site: [www.strategicmanagement.net](http://www.strategicmanagement.net)  
DC Conference: [dc.strategicmanagement.net](http://dc.strategicmanagement.net)