

Exhibit Reservation Form

Reserve online at: <http://www.JtMtg.org/2015/exhibit.asp>

You may pay by credit card or request an invoice when you go online to reserve your booth.

Please print clearly or type all information

PRIMARY EXHIBITOR CONTACT:

Company/organization _____

Contact name _____

E-mail _____

Address _____

City _____ State/province _____

Country _____ Zip/postal code _____

Phone _____ Fax _____

We agree to abide by all rules and regulations outlined on the reverse of this form, which we accept as part of the contract.

BOOTH SELECTION (see page 4 for exhibit hall floor plan):

Number of interior booths desired: _____ Number of corner booths desired: _____

Booth number desired:

Choice 1 _____ Choice 2 _____ Choice 3 _____

Please check the following, if applicable: Corporate Sustaining Member

FOR PUBLICATION (program book, signage):

Company/organization _____

Address _____

City _____ State/province _____

Country _____ Zip/postal code _____

Phone _____ Fax _____

E-mail _____ Website _____

COMPANY/PRODUCT DESCRIPTION:

The company/product descriptions of exhibitors will be published in the 2015 Joint Annual Meeting Program Book if received by **April 6, 2015**; please limit to 50 words—ADSA®-ASAS reserves the right to edit copy.

Please go to <http://www.JtMtg.org/2015/exhibit.asp> to enter the online exhibit management system. This system will allow you to select your booth, register your exhibit staff, update your existing company description, and upload your company logo (sponsors only). You may also e-mail your description to exhibits@jtmgtg.org.

PAYMENT:

Payment may be made by credit card or check. Please make checks payable to **Joint Annual Meeting**.

Check enclosed (must be drawn on US bank in US funds)

Please charge my credit card AMEX MasterCard VISA Discover

Card Number _____

Exp. Date _____

Signature _____

Printed name _____ E-mail _____

SUBMIT FORM

Duplicate both sides of this contract for your files and return with payment to:

2015 ADSA®-ASAS Exhibits, 1800 South Oak St., Suite 100, Champaign, IL 61820.

Phone: (217) 356-2426, Fax: (217) 398-4119, email: exhibits@jtmgtg.org

EXHIBIT DETAILS

Please note: Exhibit hall functions are subject to change.

August 17, 2014

Deadline for early reservation discount (\$100).

April 6, 2015

Company descriptions for meeting program due

Sunday, July 12

Exhibit set-up
10 am – 6 pm

Monday, July 13

Exhibit hours
8 am – 6 pm

Coffee and pastries
in exhibit hall
8 am – 9 am

Tuesday, July 14

Exhibit hours
8 am – 5 pm

Coffee and pastries
in exhibit hall
8 am – 9 am

Wednesday, July 15

Exhibit hours
8 am – 2 pm

Coffee and pastries
in exhibit hall
8 am – 9 am

Exhibit dismantle
2 pm – 5 pm

Booth Specifications

10' x 10' booth spaces
Each space includes standard 8' backdrop drapes with 3' dividers and basic booth furniture (table, 2 chairs, wastebasket) and carpet.

With each 10' x 10' space reserved, you receive **2** full meeting registrations.

Exhibit Booth Rates

(per 10' x 10' space)

Corner \$1,350
Interior \$1,150

Corporate Sustaining Member

Corner \$1,250
Interior \$1,050

Nonprofit Organization

Interior \$750
(limit one per FEIN)

Rules and Regulations for Exhibitors and Sponsors at the 2015 ADSA®-ASAS Joint Annual Meeting

1. All booths must be set up and ready for the official opening of the Exhibit Hall. Opening time is specified in the exhibit prospectus. Due to liability considerations, exhibits cannot be removed or dismantled before the conclusion of the show, and/or while attendees are present. Following the show, all exhibits and related materials must be removed promptly and no later than the time specified in the prospectus. Any exhibit material or property remaining shall be packed, shipped, or stored at the discretion of the Official Service Contractor at the expense of the exhibitor.
2. Exhibiting firms that decide to cancel space or reduce the size of their exhibit space are required to notify the Exhibits Coordinator in writing no later than [May 1, 2015](#), to receive a 50% refund. It is the responsibility of the exhibitor to confirm that the Joint Annual Meeting (JAM) office has received the cancellation. Reduction after space assignments have been made may result in relocation of the exhibit booth. **There will be no refunds for cancellations received after May 1, 2015.**
3. JAM will attempt to assign the exhibitor to one of its requested spaces. Notwithstanding these requests, JAM reserves the right to make its allocation of exhibit space or to change the space allocation at any time. The failure to allocate to an exhibitor the requested space will not in any way affect the enforceability of this agreement. The floor plan submitted by JAM is believed to be generally accurate. JAM offers booth dimensions based on industry standards, but makes no guarantees or representations with respect to actual space measurements.
4. JAM reserves the right to direct the show decorator to uncrate and set up any exhibit display that is on the floor in the booth but not uncrated one hour before opening time. This does not apply to unpacking boxes of the exhibitor's product, but rather to booth structures (e.g., shelving, backdrops, lights). The exhibitor will be invoiced for labor and other costs involved. Exhibitors may handle their own hand-carry materials in and out of the convention center; however, any materials requiring the use of equipment for delivery (e.g., dollies, forklifts, hand trucks) will be handled by local union personnel.
5. Exits and aisles must be clear of boxes and materials during show hours. Electrical lines must be accessible at all times.
6. Nothing shall be attached to any of the pillars, walls, doors, floors, et cetera, in such a manner as to deface or destroy the property. The use of cellophane or masking tape or similar products on painted or papered surfaces is strictly prohibited. All posters, signs, and similar advertisements should be posted on billboards designed for that purpose. Nails, hooks, tacks, and screws must not be driven into pillars, walls, doors, or floors.
7. Exhibits must be designed and erected in such a manner as to avoid blocking the view of adjacent exhibits. Booths shall be constructed so that inline and peninsula booths do not exceed 8'3" (2.5 m) in height and island booths do not exceed 16'0" (4.8 m) in height, including hanging signs and graphics. Inline and peninsula booths and all their contents are limited to 8'3" in height for the back 50% of the booth area and 4'0" in height for the front 50% of the booth area. No part of a booth or any attachment, sign, or extension of a booth may exceed these limitations, except that hanging signage and graphics over a peninsula booth, not to exceed 16'0" in height, is permitted. End cap booths do not qualify for hanging signs. Limitations will be strictly enforced. No booth shall be bridged or connected across the aisle in any way to an adjacent booth without the prior written consent of JAM.
8. Hanging signs and graphics should be set back 10' (3.05 m) from adjacent booths and be directly over contracted space only. Approval for the use of hanging signs and graphics, at any height, must be received from JAM at least 60 days prior to installation. Drawings should be available for inspection. Please contact JAM for information on banners.
9. Audiovisual and other noise-emitting equipment used in exhibits may not be operated in a manner that will disturb other exhibitors.
10. All demonstrations or other sales activities in the Exhibit Hall must be confined to the limits of an exhibitor's own exhibit booth. Distribution of literature may be done only from within the booth assigned to the exhibitor presenting such materials. Firms or organizations not assigned space in the Exhibit Hall will not be permitted to solicit business within the Exhibit Hall.
11. The character of the exhibits is subject to approval of JAM, which reserves the right to refuse applications of unmet required or expected standards, as well as the right to curtail or to close exhibits, or parts of exhibits, that reflect unfavorably on the character of the meeting. This applies to displays, literature, advertising novelties, souvenirs, conduct of persons, et cetera.
12. Each exhibitor is charged with knowledge of and compliance with all laws, ordinances, and regulations pertaining to health, fire prevention, and public safety. All booth decorations must be flame proofed and comply with local fire codes, and all hangings must clear the floor. Electrical wiring must conform to National Electrical Code Safety Rules.
13. The exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, and hold harmless ADSA, JAM, and the Federation of Animal Science Societies (FASS), and the convention center and its employees and agents from any and 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 exhibiting premises or a part thereof, excluding any such liability caused by the sole negligence of the convention center. In addition, the exhibitor acknowledges that JAM and the convention center do not maintain insurance covering the exhibitor's property and that it is the sole responsibility of the exhibitor to obtain business interruption, theft and property damage insurance covering such losses by the exhibitor.
14. Exhibitor and sponsor activities not described in this prospectus are prohibited during conference hours (7 am to 5 pm; 7 am to noon on the final day of the conference). Sponsors and exhibitors are asked to avoid scheduling events that coincide with evening award programs, whenever possible.
15. Exhibitors and sponsors agree that failure to comply with the foregoing rules and regulations will cause harm to JAM and may result in a fine or denial of participation in one or more future meetings. Applications from exhibitors and sponsors with a balance due will not be accepted until all amounts owing are paid in full.