

# The Finance & Accounting Forum

June 20-22, 2010 • Sheraton Wild Horse Pass • Phoenix, AZ

## Corporate Information (as it should appear in all promotions)

Company Name \_\_\_\_\_

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

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

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

Web Site \_\_\_\_\_

Attach or e-mail to [jenniferd@fmsinc.org](mailto:jenniferd@fmsinc.org) a 30-word description for use in promotional materials. Submissions over 30 words will be edited at FMS's discretion.

## Billing Address (if different from above)

Company Name \_\_\_\_\_

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

City/State/Zip \_\_\_\_\_

## Primary Contact (for exhibit services kit and sponsorship)

Name \_\_\_\_\_

Title \_\_\_\_\_

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

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

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

Sponsorship and exhibit applications will be awarded on a priority point system and by date received. Selection is also contingent upon down payment. Upon approval of your application, you will receive a statement confirming your sponsorship(s)/exhibit selection.

## Application for Exhibit Space

FMS Member \$2,100 (per 10'x10' booth) x #booths \_\_\_\_\_ \$ \_\_\_\_\_

\$3,780 (per 10'x20' booth) x #booths \_\_\_\_\_ \$ \_\_\_\_\_

Nonmember \$2,550 (per 10'x10' booth) x #booths \_\_\_\_\_ \$ \_\_\_\_\_

\$4,590 (per 10'x20' booth) x #booths \_\_\_\_\_ \$ \_\_\_\_\_

## Passport Game (see page 4 for details)

Passport Game \$900 Free for Platinum and Gold Sponsors

Product Showcase \$700 Free for Silver Sponsors

**Location Preferences:** 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_ 4th \_\_\_\_\_

List any specific competitors to whom you do not wish to be located: \_\_\_\_\_

List your company's products/services: \_\_\_\_\_

## Application for Sponsorship

Sponsorship Item/Event

1 \_\_\_\_\_ \$ \_\_\_\_\_

2 \_\_\_\_\_ \$ \_\_\_\_\_

3 \_\_\_\_\_ \$ \_\_\_\_\_

E-mail your color and black and white company logo in gif, jpg or tiff format to [jenniferd@fmsinc.org](mailto:jenniferd@fmsinc.org).

## FMS Membership

Not an FMS member? Join now and save! (For details visit [www.fmsinc.org](http://www.fmsinc.org))

Affiliate Membership \$495/year \$ \_\_\_\_\_

## Premium Sponsorship Level

Platinum \$10,500+

Gold \$7,900-\$10,499

Silver \$5,250-\$7,899

Bronze \$4,000-\$5,249

Minimum due for Sponsorship Level \$ \_\_\_\_\_

Less Exhibit Space Rental Fees \$ \_\_\_\_\_

Less Sponsorship Product Showcase/Passport Fees \$ \_\_\_\_\_

Total due for Sponsorship Level \$ \_\_\_\_\_

## Method of Payment

Check enclosed (payable to Financial Managers Society)

Charge to my Visa/MasterCard/AmEx \_\_\_\_\_

Signature \_\_\_\_\_ Exp. Date \_\_\_\_\_

Charge 100% of total  Charge 50% of total

Exhibit Rental Fees \$ \_\_\_\_\_

Sponsorship Fees \$ \_\_\_\_\_

Membership Dues \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

**50% due with contract to hold your selection.** Remainder due by March 26, 2010.

See General Agreement Terms for details.

## Agreement

I hereby apply for an exhibit space and/or sponsorship at The Finance & Accounting Forum for Financial Institutions, and agree to abide by the terms and conditions set forth by the Financial Managers Society, Inc. on the reverse of this application.

Signature \_\_\_\_\_

Name (print) \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Mail to:** Financial Managers Society **Fax to:** 312-578-1308  
100 W. Monroe, Suite 810  
Chicago, IL 60603-1959

Return the white copy and retain the yellow copy for your records.

# The Forum General Agreement Terms

## Exhibitor's Agreement

1. **APPLICATIONS AND ELIGIBILITY** – All exhibitors must submit an application for exhibit space provided by FMS, containing all information requested, and executed by an individual who has authority to act for the applicant. Products and services to be exhibited must be included with this application. FMS reserves the right to determine the eligibility of any company, product, or part thereof. FMS reserves the absolute right to reject any such application that in its opinion is not in keeping with the character and purpose of the The Finance & Accounting Forum for Financial Institutions.

2. **ASSIGNMENT OF SPACE** – Assignment of space will be determined by FMS based on points accumulated, date application is received, exhibitors preference for location and individual exhibitor requirements. FMS Premium Sponsors are given preference. Once space has been confirmed by FMS, space will not be reassigned except in the event that the show is not sold in full and floor plan reconfiguration is necessary.

3. **PAYMENT** – Fifty (50) percent payment of the entire rental cost is due with the exhibit application to confirm your exhibit space. The balance is due no later than ninety (90) days before the opening date of The Forum. Failure by the exhibitor to pay the entire rental cost by the due date may be considered a cancellation by FMS show management and may result in the exhibitor being prohibited from participating in the exhibition. For all contracts executed within 90 days of The Forum, the exhibitor agrees to remit 100% of total rental cost with the exhibit application.

4. **INSURANCE** – Insurance of the exhibitor's property, business interruption insurance, and the exhibitor's protection and insurance against any other liability or loss must be provided by the exhibitor and be at the exhibitor's sole expense.

5. **BOOTHS** – All exhibit space is 10' x 10' or 10' x 20'. Booth fee includes 8' high back wall drape, 3' high side dividers, and identification sign.

6. **USE OF SPACE** – Subleasing, co-participation or display of information by another corporation or firm or its representatives in space assigned to the original applicant are prohibited without prior written consent from FMS. The exhibitor must, at their own expense, maintain and keep in good order the space in which the exhibitor has contracted.

7. **PROTECTION OF EXHIBIT FACILITY** – Exhibitors are subject to all conditions, requirements and instructions set forth by FMS and the hotel/exhibit facility. Nothing shall be attached to columns, walls, floors or other parts of the exhibit hall without permission from FMS. Packing, unpacking and assembly of exhibits shall be done only in designated areas, and in conformity with guidelines set forth by FMS and the facility.

8. **INSTALLATION/DISMANTLING OF EXHIBITS** – The specific requirements as to the time of installation and dismantling of exhibits shall be supplied to each exhibitor at least 30 days in advance of the show. Such requirements shall be binding upon the exhibitor as though fully set forth herein. All displays must be in place and set up one hour prior to the official opening of the show. Space not occupied or set up by that time may be reassigned for other purposes deemed appropriate by FMS.

9. **DEFAULT OCCUPANCY** – Any exhibitor failing to occupy space contracted for is not relieved of the obligation to pay for such space at the full rental price, and FMS shall have the right to use such space as it sees fit to eliminate blank space in the exhibit hall, provided such booth space is not occupied one hour prior to the official show opening.

10. **OFFICIAL EXHIBIT CONTRACTOR** – The official exhibit contractor, named by FMS, will provide exhibitors with furniture, signs, carpet, electrical, phone and any other additional items that may be required. Such items are rented by the exhibitor directly from the official contractor and are not included in the rental fee paid to FMS. Shipment/ receipt, storage, and the installation/dismantling of displays shall also be arranged with the official contractor at the sole expense of the exhibitor. An exhibitor service/instruction kit will be mailed to all exhibitors 30 days in advance of the show.

11. **OUTSIDE CONTRACTOR** – Those exhibitors who have contractual arrangements with other contractors may, by making advance arrangement with show management, use this outside contractor to erect and dismantle their exhibits. Notice to use outside contractors must be submitted in writing to the official contractor at least 30 days in advance of the show and must include the appropriate certificate of insurance coverage for general liability and workers compensation and the names of all workers assigned by the outside contractor.

12. **PERSONNEL CONDUCT** – Booth personnel are required to confine their activities within the contracted booth space. All personnel are expected to comply with all rules set forth by FMS and be of a caliber in keeping with the high standards of the Finance & Accounting Forum for Financial Institutions. FMS reserves the right to close any exhibit or part thereof that conducts solicitation in an objectionable manner or infringes upon the rights and privileges of other exhibitors. Individual booth sound systems are prohibited.

13. **CANCELLATION OR RELOCATION OF FORUM** – In the event of cancellation or relocation of this Forum, due to circumstances within FMS' direct control, the liability of FMS shall be limited to a refund of the rental fees paid, less the nonrefundable deposit fee per booth. In the event that FMS has no control over the cancellation or relocation of this Forum, FMS will reimburse exhibitors pro-rata on any rental fees paid, less any and all legitimate expenses incurred by FMS for advertising, administration and similar and related costs.

14. **CANCELLATION BY EXHIBITOR** – Should the exhibitor be unable to occupy and use the exhibit space contracted for and notify FMS in writing at least 60 days prior to the Forum, all fees paid by the exhibitor, less a nonrefundable 50% fee per booth, will be refunded. No refund of any fees will be made if written notice of cancellation is received less than 60 days prior to The Forum.

## Sponsor's Agreement

1. **APPLICATIONS AND ELIGIBILITY** – All sponsors must submit an application for sponsorship provided by FMS, containing information requested, and executed by an individual who has authority to act for the applicant. FMS reserves the right to determine the eligibility of any company and reserves the absolute right to reject any such application that in its opinion is not in keeping with the character and purpose of The Finance & Accounting Forum.

2. **ASSIGNMENT OF SPONSORSHIP** – Every effort is made by FMS to assign sponsorship according to the order in which applications are received. Once sponsorship is confirmed, it will not be reassigned except in the event that the sponsorship opportunity is canceled. You may select another available sponsorship or choose to be refunded less a 10% administrative fee.

3. **PAYMENT** – Fifty (50) percent payment of the entire sponsorship fee is due with the sponsorship application to confirm your sponsorship. The balance is due no later than ninety (90) days before the opening date of The Forum. Failure by the sponsor to pay the entire sponsorship fee by the due date may be considered a cancellation by FMS and may result in the release of

sponsorship to another company. For all contracts executed within 90 days of The Forum, the sponsor agrees to remit 100% of total rental cost with the sponsorship application.

4. **CANCELLATION BY SPONSOR** – Should the sponsor cancel by written notice 60 days prior to the conference start date, a refund less a 50% administrative fee is issued by FMS. If cancellation by the sponsor is requested in writing less than 60 days prior to this date, no refund is issued.

## General Agreement Terms

1. **AGREEMENT TO CONDITIONS** – These terms and conditions are to be construed as a part of all contracts. Financial Managers Society, Inc. (FMS) reserves the right to interpret them as well as make final decisions on all points, rules and regulations.

2. **MEETINGS/SOCIAL FUNCTIONS** – Exhibitors, sponsors, presenters and conference delegates may NOT conduct any meetings or social functions with Forum attendees during scheduled Finance & Accounting Forum session hours, Forum Marketplace hours or FMS social events.

3. **DISTRIBUTION OF PRINTED MATTER** – No one shall distribute to Forum attendees printed matter, samples, souvenirs, and the like, except from within rented space. Special distribution of such material elsewhere must be approved by FMS.

4. **SAFETY REGULATION** – The applicant shall comply with all fire, electrical and safety codes set forth by the hotel/exhibit facility and any municipal, state or federal laws, rules or regulations. All displays must be nonflammable and are subject to inspection by the local fire marshal.

5. **VIOLATION OF THE CONDITIONS** – Failure to follow the conditions outlined in this document shall constitute a violation of the conditions of this Agreement.

6. **LIABILITY** – FMS undertakes no duty to exercise care, nor does it assume any responsibility, for the protection and safety of the applicants, his officials, agents or employees, or for the protection of the property of the applicants or his representatives, or of property used in connection with the exhibit or presentation, from theft or damage or destruction by fire, accident or other cause.

Small and easily portable articles shall be properly secured or removed after exhibition or presentation hours and placed in safekeeping by the applicant. Any protection exercised by FMS shall be deemed purely gratuitous on their part and shall in no way be construed to make FMS liable for any loss or inconvenience suffered by the applicant.

The applicant agrees to protect, defend, indemnify, and hold harmless FMS, the hotel and/or exhibit facility, the Official Exhibit Contractor and any officers, staff, employees or agents against any claims, losses, damages, or liability arising out of the activities of the exhibitor, its employees or agents.

7. **REMEDIES** – In the event the exhibitor, sponsor or presenter violates any of the conditions of this Agreement, FMS reserves the right to invoke any of the following remedies, which shall be in addition to, and not in lieu of, any other rights or remedies granted under this agreement.

- FMS may order the exhibitor to remove exhibit and personnel, or have them removed. In these circumstances, no part of the exhibitor's fees will be returned.
- FMS may refuse thereafter to enter into any agreement with exhibitor, sponsor or presenter to lease booth space, obtain sponsorship or present at future conferences sponsored by FMS.