



## **IDPF: Digital Book 2008 - New York City Contract for Sponsorship and Exhibits**

IDPF Mailing Address:  
International Digital Publishing Forum  
PO Box # 215  
Toronto, Ontario M3C 2S2  
Canada

### Exhibit Hours

**Exhibitor Setup:** Tuesday, May 13th – 12pm – 5pm  
**Conference Hours:** Wednesday, May 14th – 8am – 5:30pm

### CONTRACT FOR EXHIBIT SPACE

**Company name, complete address and telephone number as it should be published:**

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

Company Phone \_\_\_\_\_

Company Fax \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ ZIP \_\_\_\_\_

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

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

Phone \_\_\_\_\_

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

All Tabletop Exhibits are 3'x 5'

### **TO VALIDATE THIS CONTRACT:**

(1) Complete the credit card information below and fax to 905-235-3002 or attach a check to "International Digital Publishing Forum" and mail with this form to International Digital Publishing Forum, PO Box # 215, Toronto, Ontario, M3C 2S2 Canada

(2) Agree to be bound by and comply with the terms below and any other rules and regulations determined by the International Digital Publishing Forum, its subcontractors, or the host auditorium.

**Please select your exhibition choice:**

Conference Packages can be found at:

<http://www.idpf.org/digitalbook08/exhibitorpackages.htm>

IDPF: Digital Book 2008 **Sponsor Package** (\$5,000)  
20% off for IDPF Members (\$4,000)

IDPF: Digital Book 2008 **Exhibit Package** (\$2,000)  
20% off for IDPF Members (\$1,600)

**Please select your payment choice:**

Attached is our check payable to the International Digital Publishing Forum.

Charge my:  MasterCard  Visa  AMEX

Card #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

**We fully understand that this form shall become a binding contract upon acceptance of exhibit space by the applicant and is subject to the terms, conditions, rules, and regulations as set forth herein.**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name & Title)

\_\_\_\_\_  
(Date)

**EXHIBITOR AGREEMENT**

**1. Booth Assignments**

Booth assignments will be made in the order that contracts are received at the offices of the International Digital Publishing Forum. Firm booth assignments will not be made until payment is received.

The organizers will make every effort to place exhibitors in their preferred position and separate exhibitors from competitors where requested. The organizers reserve the right to change location assignments at any time.

**2. Booths**

A standard booth package (3' x 5' draped tabletop with power and Internet Access) is provided by the conference venue.

### **3. Payment and Cancellation**

Payment must be made in full for exhibits and are non-refundable.

### **4. Limitation of Liability**

The exhibitor shall indemnify the organizers against all claims, demands, actions, expenses, damages, penalties, or proceedings arising out of or in any way connected with the exhibitor's occupancy and use of the exhibition premises or any part thereof. Exhibitors will be required to meet the cost of making good any damage to floors, walls, structures, and accessories.

### **5. Security and Insurance**

The organizers will take reasonable care to ensure security in the exhibition area. The organizers will not be liable for damage or loss to exhibitor's property, nor shall they be liable for any injury that may occur in the exhibition areas. Exhibitors should make their own insurance agreements.

### **6. Protection of the Exhibit Hall Facility**

Nothing shall be posted on or tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the conference or auditorium hall exhibit area without permission from the proper building authority and Exhibition Management. Packing, unpacking, and assembly of exhibits shall be done only in designated areas and in conformity with directions of the Exhibition Manager, the auditorium, conference, or convention hall manager, or their assistants.

### **7. Installation and Dismantling**

The specific requirements as to time for installation and dismantling of exhibits shall be supplied to each exhibitor. Such requirements shall be binding. All displays must be in place and set up by the time of the official opening of the show. Space not occupied or set up by that time may be reassigned for other purposes. No exhibits shall be dismantled before the official closing time of the show.

### **8. Default Occupancy**

Any exhibitor failing to occupy space which has been contracted is not relieved of the obligation of paying for such space at the full rental price, and the Exhibition Management shall have the right to use such space as it sees fit to eliminate empty space in the exhibit hall, provided such booth space is not occupied by one (1) hour before the official show opening.

### **9. Agreement to Conditions**

Each exhibitor for himself and his employees agrees to abide by these conditions, it being understood and agreed that the sole control of the exhibit hall rests with the Exhibition Management.

### **10. Amendments**

The organizers shall have sole authority to interpret and enforce all rules and regulations contained herein and to make any amendments thereto and to make such further rules and regulations as shall be necessary for the orderly conduct of the exhibition.