



2012 USHLI CONFERENCE EXHIBITOR CONTRACT

Location

Exhibits will be located in **River Exhibition Hall A & B, LEVEL 1** of the Sheraton Chicago Hotel and Towers located at 301 East North Water Street, Chicago, IL 60611. GES Exposition Services will be providing the set-up and services. They can be reached by phone at (312) 329-6822.

Space Assignments

Exhibit booth space assignment is based on total support of the USHLI conference, the level of conference sponsorship, tenure of exhibiting, size of exhibit and date of contract submission. USHLI reserves the right to select and reassign exhibit space as to ensure the safety and/or convenience of conference participants, as well as to avoid conflict of products and/or exhibits. A copy of the floor plan will be included with the booth assignment notification.

Exhibitor Equipment and Services

The official conference decorating contractor will furnish, erect, and dismantle, without any charge to exhibitors, a standard booth consisting of a 10' x 10' booth draped in the show colors of navy blue and burgundy, 8' high back drape, 36" high side dividers, one 8' skirted table, two side chairs, a wastebasket and a standard 7" x 44" identification sign. The standard ceiling height is 10'. The official decorating contractor will furnish all forms necessary to order additional accessories, equipment, or services. All rules and regulations in the exhibitor's service and information kit furnished by the decorating contractor are made part of this contract as though fully incorporated herein and the exhibitor agrees to be fully bound by them. If the exhibitor wishes to utilize a non-official contractor, it agrees to inform USHLI in writing of such contractor's name at least 30 days prior to the opening date of the exhibit. Non-official contractors must abide by all rules of the exhibition as set forth in this contract.

Exhibit Set-up and Dismantlement

Set up may take place on Wednesday, February 15 between 2:00 pm and 5:00 pm and be completed by 10:00 am on Thursday, February 16. Dismantling begins Friday, February 17 at 12:00 pm to be completed by 5:00 pm. An exhibitor is not allowed to dismantle or pack any part of his or her exhibit until the closing of the exhibition at 12:00 pm on Friday, February 17. The unloading and delivery of all display material and equipment from the convention site docks to the exhibitor's booth and loading out from the exhibitor's booth to trucks at the docks must be performed by the official decorating contractor, which has jurisdiction to deliver such services to the Sheraton Chicago. Caution: Exhibitors may not use wheeled devices to remove "hand carry" items. Items requiring the use of wheeled devices are properly the jurisdiction of the official decorating contractor. Exhibitors will not be permitted to store empty packing boxes or crates in booths during the exhibit. They will be stored and delivered through drayage services with the official decorating contractor.

Exhibit Hours

USHLI urges exhibitors to participate at all exhibit hours.

Thursday ,February 16 River Exhibition Hall Level 1	11:00 am – 2:00 pm	High School students and advisors will attend. (3,000)
Thursday ,February 16 River Exhibition Hall Level 1	6:00 pm – 8:00 pm	Grand Opening Young & mid-career professionals, college students, business, labor & community leaders will attend. (500)
Friday, February 17 River Exhibition Hall Level 1	9:00 am –12:00 pm	Young & mid-career professionals, college students, senior citizens, business, labor & community leaders will attend. (1,000)

NO EXHIBITOR WILL BE ALLOWED TO DISMANTLE OR REMOVE ANY PART OF THEIR EXHIBIT PRIOR TO CLOSING OF THE EXHIBIT SHOW AT 12:00 PM ON FRIDAY, FEBRUARY 17. PLEASE ARRANGE YOUR TRAVEL PLANS ACCORDINGLY.

Use of Space

The exhibitor's display and marketing activities must be completely contained within the specified boundaries of the booth space. Marketing activities of any kind, including display of products, advertising signs, literature or novelties, are not permitted in any other area. Exhibitors operating noise-making devices such as radios, loudspeakers, or televisions shall do so only at a level which shall not interfere with the comfort and convenience of other exhibitors or visitors at the exhibition. USHLI reserves the right to restrict the use of such noise-making devices at its discretion. No exhibitor may assign, sublet, or share the exhibit space, or distribute literature for products or services not manufactured, published or distributed by the exhibitor without the expressed written consent of USHLI. Non-exhibiting firms, organizations or individuals may not solicit in the exhibit hall. USHLI reserves the right to reject or restrict any exhibit in which they find inappropriate; reject or restrict the products or services of an exhibitor whose goals are inconsistent with those of the USHLI Conference; cancel the contract of any exhibitor in the event of a violation of exhibit regulations; control the aisles in the exhibit area; and assign, or reassign, the booth location. USHLI, its officers, directors, agents and members shall not be liable for any loss or damage resulting from any such rejection or disapproval.

Exhibitor Contract (Page 3 of 5)

Fire Prevention and Care of Building/Equipment

No combustible decorations, such as crepe paper, cardboard, or corrugated paper, shall be used at any time. All packing containers must be removed from the floor. Open flames, butane gas, oxygen tanks, etc. are not permitted without the expressed written consent of the Chicago Fire Marshall. All motor vehicles that are part of the exhibition must conform to prevailing regulations. If unusual equipment is to be installed, or if appliances that may be subject to fire codes are to be used, the exhibitor shall contact the event coordinator and the Fire Marshall for information concerning facilities and regulations. Exhibitors and their agents shall not injure or deface the walls of the building, the booths, or the equipment of the booths. Exhibitors are forbidden to drive tacks, nails or screws into the walls, floors, columns, or other parts of the building or furniture.

Exhibitor Registration

All representatives who will be staffing booths MUST be registered with the Conference by February 1, 2012. Sponsors and exhibitors will receive full complimentary registrations based on the level of sponsorship. Additional exhibitor staff not wishing to attend any conference functions must pre-register as "Badge Only". Additional exhibitor staff wishing to attend any conference functions must register for the conference.

Security

General security will be provided by USHLI from start of show hours through end of show hours. USHLI will take reasonable precautions to protect exhibitor property, but USHLI does not guarantee the safety of persons or the protection of property. USHLI makes no representation as to the condition of the exhibit space or the exhibit facility as to safety. Exhibitors must take precautionary measures of their own, such as removing personal property during and after exhibit hours, and obtaining insurance to cover losses. The exhibitor understands that neither USHLI nor the Sheraton Chicago maintain insurance covering the exhibitor, its property, or its agents, and it is the sole responsibility of the exhibitor to obtain liability coverage. The exhibitor may make special security arrangements and cover any charges for individual booths. The exhibitor agrees to hold harmless the Sheraton Chicago, USHLI, and GES, the official decorating contractor, from any and all bodily injuries or other damages to or losses suffered by the exhibitor. Exhibitor agrees to safeguard its own materials or goods from the time they are placed in the exhibit space until they are removed.

Liability

The exhibitor agrees to protect, save, and hold the USHLI and the Sheraton Chicago, Hotel and Towers and all agents and employees thereof (hereinafter collectively called Indemnities) forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the exhibitors or those holding under the exhibitor. Further, the exhibitor shall, at all times, protect, indemnify, save, and hold harmless the Indemnities against and from any and all losses, costs, damages, liability, or expenses (including attorney's fees) arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor, its agents, employees or business invitees, which arise from or out of or by reason of said exhibitor's occupancy and use of the exhibition premises, the hotel, or any part thereof. USHLI shall not be financially obligated or otherwise committed in any way in the event the Conference is cancelled or deferred in the event of strikes, labor disputes, fire casualties, acts of God, or other causes beyond its control.

Exhibitor Contract (Page 4 of 5)

Unclaimed Space

Any space unclaimed by 5:00 pm on Thursday, February 16, may be reassigned without refund of rental paid. The exhibitor waives notice of such reassignment. An exhibitor that fails to occupy the exhibit space agrees to reimburse USHLI for any other losses arising from such failure. USHLI will not be liable to the exhibitor for any incurred expenses.

Name of Exhibitor _____
(Name as it will appear on exhibit identification sign and in printed materials)

Main Contact _____

Title _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

Exhibit Type

_____ Conference Sponsor \$0
(Exhibit fee is waived as part of sponsorship package)

_____ Corporate \$2500

_____ Government Agency \$1500

_____ Non-Profit \$750

_____ University/College \$750

Total number of booth spaces** required: _____



Exhibitor Contract (Page 5 of 5)

**Standard 10' x 10' booth space furnishing includes 8' high backdrop, 36" high side dividers, one 8' skirted table, two side chairs, a wastebasket, and a standard 7" x 44" identification sign. In the case of exhibits that require more than standard furnishings, or drayage, the Exhibitor will be responsible for any additional costs that may be incurred.

Terms: Exhibit space assignment is based on the level of conference sponsorship, tenure of exhibiting, size of exhibit and date of contract submission. USHLI reserves the right to reassign exhibit space so as to ensure the safety and/or convenience of conference participants, as well as to avoid conflict of products and/or exhibits. Exhibit(s) must be confined to and within the space(s) leased.

Please provide proof of liability insurance.

Cancellation requests must be received in writing prior to February 1, 2012 to receive a refund.

Method of Payment

Full payment or arrangement for payment must accompany this signed contract. Our FEIN is 36-3191740.

- Electronic Wire Transfer. To obtain required account information, please call our office.
- Make check or institutional purchase order payable to the United States Hispanic Leadership Institute
- Payment by credit card will also be accepted. To pay with your Visa, MasterCard, or American Express please call our office.

Fax or Email Contract:

United States Hispanic Leadership Institute (USHLI)
431 South Dearborn Street, Suite 1203
Chicago, IL 60605-1152
(312) 427-8683 w
(312) 427-5183 fax
tdeavours@ushli.org

I, the undersigned, agree to abide by the rules and regulations of the 2012 USHLI conference as set forth on pages 1-5 of this contract and in the Exhibit Services Kit, which are incorporated as part of this contract.

Authorized Signature _____ Date _____

Printed Name _____

Title _____

Deadline for completion and return of Exhibit Contract is February 1, 2012





