



RAD 2005 CONFERENCE EXHIBIT CONTRACT

19th Biennial RAD Conference

July 19-24, 2005

Washington, DC

CMRA/RAD2005 Host Conference is currently accepting applications for exhibition space.

Exhibits will be held in specified rooms, which are carpeted at the Grand Hyatt Washington at Washington Center, 1000 H Street, NW, Washington, DC 20001. Each booth will include a draped 6' table, two (2) chairs, and booth identification sign. Exhibitors will be listed and receive one (1) copy of the Conference program book and two (2) personnel badges for the exhibit area.

Rates:		Exhibit Set-up Dates and Time	
Non-profit exhibit	\$200.00	Tuesday, July 19	3-5 pm
For profit exhibit (sales)	\$250.00	Wednesday, July 20	7-9 am

Please print clearly:

Business/Organization Name: _____

(Applications will be on "First Come, First Serve" basis up to 25)

Contact person: _____

Address: _____

City/State/Zip: _____

Name(s) of additional booth attendant(s): _____

TTY: _____ Fax: _____ Email: _____

Please check how many Exhibit Booth Attendant Badge(s) one two
(This badge will not entitle you to attend any other RAD functions.)

Conference Program Book/Booth Identification Sign

Print the following information exactly as you wish it to appear in the Conference program book and booth identification sign.

Exhibitor: _____ City/State _____

(Past deadline/last minute sign will be handwritten)

Cancellation of Exhibit Contract

Should an Exhibitor wish to cancel this contract, the refund schedule is as follows:

- (1) Notification of cancellation of contract on or before June 21, 2005—refund of 50% of contract cost;
- (2) Notification of cancellation of contract after June 21, 2005 or if Exhibitor fails to occupy the space—the CMRA/RAD2005 Host Conference retains 100% of contract cost.

Note: Exhibitor contracts are not considered cancelled unless the CMRA/RAD2005 Host Conference has received notice in writing. No exceptions.

Exhibitor Agreement

In accordance with the exhibit rules and regulations governing rental of exhibit spaces on the accompanying page of this contract, the undersigned hereby applies for exhibit spaces at the 19th Biennial RAD Conference in Washington, DC, July 19-24, 2005. We understand that these regulations are incorporated into this contract by reference. This application becomes a contract when accepted and confirmed by CMRA/RAD2005 Host Conference Exhibit Coordinator.

We understand that all exhibit fees are to be paid in full upon submission of signed contract.

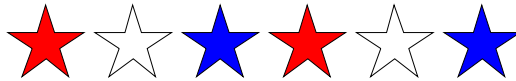
(Signature of Representative in Charge) (Date)

(Print name of Representative in Charge) (Title)

RAD Conference Exhibitor Coordinator Signature: _____ Date: _____

Mail signed contract and payment to:
CMRA/RAD2005 Host Conference
Alex D. Richey, Jr., Exhibit Coordinator
PO Box 44656
Washington, DC 20026-4656.

A counter-sign copy will be mailed/faxed to you for your records.





RAD 2005 CONFERENCE EXHIBIT RULES AND REGULATIONS

The following rules and regulations have been designed for the benefits of all exhibitors. The CMRA/RAD2005 Host Conference requests the full cooperation of the exhibitor in their observance. The CMRA/RAD2005 Host Conference reserves the right to terminate the exhibitor's display privileges at any time for breach of any of these terms, rules and regulations. Such termination may be effective during the Conference, at which time the exhibitor is required to close his/her exhibit upon receipt of notice of termination and thereafter remove his/her exhibit from the exhibition hall as soon as possible without disruption of the meeting. An expulsion of such exhibitor under these rules shall not give rise to a claim for refund of the fees paid by such exhibitor.

Booth Sales

Exhibitors shall be solely responsible for the payment of any licensing fees, sales tax, or the collection and payment of any sales or other tax necessitated by any sale of promotion within its booth during the course of the RAD Conference. CMRA/RAD2005 Host Conference shall not be responsible for the payment of such fee or tax, and the exhibitors hereby expressly holds CMRA/RAD2005 Host Conference harmless for the obligation of the payment of any such fee or tax and further agrees to indemnify CMRA/RAD2005 Host Conference in the event that a demand for the payment of any such fee or tax is made upon CMRA/RAD2005 Host Conference.

Default in Occupancy

A failure of any exhibitor to occupy space contracted for is not relieved of the obligation of paying the full rental and deposit of such space as provided in the signed application. If not occupied by the time set for completion of installation of displays, such spaces may be possessed by CMRA/RAD2005 Host Conference. If the Exhibitor fails to occupy the space—the CMRA/RAD2005 Host Conference retains 100% of contracted costs.

Exhibit Booth Representatives

Each staff assigned to staff exhibit booths must wear a RAD 2005 Conference Exhibitor badge or the RAD registration badge at all time. Each exhibitor is entitled to two (2) free personnel identification badges per booth. **NOTE:** Exhibitor badge does not permit access by exhibit personnel to any Conference functions or workshops.

Setup and Breakdown of Exhibits

Each exhibitor is encouraged to set-up exhibit booth on Tuesday afternoon, July 19, from 3 pm to 5 pm and/or Wednesday morning, July 20, from 7 am to 9 am to be completed by the time the Exhibition Hall is opened at 9 am on Wednesday, July 20. The CMRA/RAD2005 Host Conference reserves the right to determine the appropriateness of exhibit space and materials. **Note:** The exhibit area must be cleared of all exhibit materials by 6 pm on Friday, July 22.

Insurance and Security

The CMRA/RAD2005 Host Conference will provide peripheral security in the Exhibit Hall from the setup to the breakdown as well as closed hours of the exhibition. The CMRA/RAD2005 Host Conference will not accept any responsibility for the protection of exhibitor's materials and displays during the conference. Exhibitors are expected to carry all risk insurance on their exhibits, utilize lock boxes, and/or arrange for their own security in the booths.

Interpreting Services

The CMRA/RAD2005 Host Conference will not provide interpreters for exhibitors. Exhibitors are responsible for their interpreter services.

Liability

It is agreed by the CMRA/RAD2005 Host Conference and Exhibitor that the CMRA/RAD2005 Host Conference shall have no liability whatsoever to an exhibitor, his/her employees or business. It is further understood and agreed that all claims against the CMRA/RAD2005 Host Conference for any such damage, loss or injury are expressly waived by Exhibitor and assumed as Exhibitor’s responsibility.

Space is leased with the understanding that the CMRA/RAD2005 Host Conference will act for Exhibitor and his/her representatives only in the capacity of agent and not as principal.

It is fully understood and agreed that CMRA/RAD2005 Host Conference shall not be liable to an exhibitor for any lost profits, sales or business opportunities.

Restricted Usage of Space

Two or more organizations cannot share booth spaces. No exhibitor may sublet, assign, or share any part of the space allotted them without written consent of the CMRA/RAD2005 Host Conference.

Solicitation or demonstration must be conducted within their booth space.

Nothing can be affixed to any wall or pillar; nails, hooks, staples, tape, Velcro, etc. of the hotel without permissions. Repairs for any damages will be charged to the exhibitor.

Exhibitor cannot sell food or beverage.

Helium balloons shall not be used or given away by exhibitors.

Glitter, confetti, or similar items shall not be used on tables or floors in carpeted areas, or given away by exhibitors.

Term of Payment

Payment in full is due upon submission of signed contract. Payment is to be made to CMRA/RAD2005 Host Conference.

We have read and agree to abide by the rules and regulations as set forth in this contract.

(Signature/Representative in Charge)

(Date)

