

EXHIBIT SPACE RESERVATION FORM AND CONTRACT

Please type or print clearly:

Company Name _____

1st Attendee _____ Title _____

2nd Attendee _____ Title _____

Street Address _____

City _____ State _____ Zip _____

Phone (_____) _____ Fax (_____) _____

Email _____ Web Site _____

Booth Preferences: 1. _____ 2. _____ 3. _____

Total Size: 1. _____ 2. _____ 3. _____

Total Cost : 1. _____ 2. _____ 3. _____

Names of competitors you do not wish to be near _____

AGREEMENT

1. Exhibitor agrees to abide by all the requirements and restrictions in the Official Regulations and Contract Conditions. Exhibitor understands that this is not a binding contract until officially accepted by State of Arkansas Workers' Compensation Educational Conference "Spring Fling" 2011.
2. A 50% non-refundable deposit of the total booth space is required with the signed contract to hold the space.
3. Exhibitors will be assigned space in the order in which "Spring Fling" Committee 2011 receives contracts with a 50% non-refundable deposit on total booth space. In the event that two or more contracts are received at the same time, prioritization will be based on the amount of space requested.
4. "Spring Fling" Committee will assign what it considers the best space available upon confirmation from the exhibitor.
5. Any balance on total booth space will be due no later than April 1, 2011. Any contract received after April 1, 2011 must be paid in full. If payment in full is not received by April 1, 2011 exhibitors will not be allowed to set-up until payment in full is received. Make all checks payable to: **Spring Fling/ASIA.**

Booth costs: 10 x 10, pipe & draping, table, 2 chairs, carpet, electrical supply, and 2 representatives included in booth fee of \$650.00. Only 2 additional registrations can be applied to each company that has a booth. Cost per additional attendee is \$200.

Name: _____ Name: _____

(All other registrations will be billed at full attendee rate; no exceptions.)

CANCELLATION POLICY: Substitutions may be made without penalty at any time. Cancellations must be received in writing prior to March 14, 2011. Cancellations prior to March 14, 2011 will receive a 50% refund with a \$25 clerical processing fee. No refunds will be issued after March 14, 2011. No-show registrations will not be issued a refund. All refunds will be issued within 60 days after the conference has concluded. No invoicing to companies will be allowed. Credit card payments, checks, or cash will be accepted for on-site registration.

(Please review the Official Regulation and Contract Conditions of contract.)

ACCEPTED BY EXHIBITOR:

ACCEPTED BY Spring Fling 2011:

Signature Date

Signature Date

FAX TO: Shawn McNerlin
C/O: Spring Fling 2010
Phone: 1 (866) 389-2427
Fax: (501) 227-8535

MAIL TO: State of Arkansas Workers' Compensation
Educational Conference
P O Box 22805
Little Rock, AR 72211

OFFICIAL REGULATIONS AND CONTRACT CONDITIONS

For the purpose of this contract, Spring Fling Conference shall refer to the Hot Springs Convention Center.

ELIGIBILITY

Spring Fling Conference shall have the sole right to determine the eligibility of exhibits, including, but not limited to: companies, products, systems, services, booth graphics, printed matter distributed at the conference, souvenirs and give-aways, costumes and booth personnel attire, and all other exposition features and activities.

PROMOTIONAL MATERIAL

Sample articles, premiums, novelties, publications, souvenirs, printed educational and promotional materials may be distributed from the confines of the exhibitor's booth only. All such materials must be made available to all exhibition attendees so long as the materials are offered. Prizes, contests or drawings are permitted with the permission of Spring Fling Conference. Samples of hand-out materials other than literature pertaining to exhibitor's products and services must be approved in advance. Spring Fling Conference may withdraw permission to distribute any material it considers objectionable. Any food or beverage distribution must be approved in advance.

CONDUCT & RESTRICTIONS

Spring Fling Conference reserves the right to restrict exhibits which because of noise, odors, methods of operation or any other reason become objectionable or otherwise detract from or are out of keeping with the character of the exposition as a whole. This reservation includes persons, things, conduct or printed material. Spring Fling Conference reserves the right to alter or close any exhibit which does not conform to the provisions of this contract. No refund shall be due under such circumstances. Spring Fling Conference also reserves the right to exclude any nonconforming party from exhibiting at any future Spring Fling Conference program or to give lowest priority for future exhibit space. These actions do not constitute exclusive remedies, and Spring Fling Conference may avail itself of any remedy in law or equity in addition to these actions.

BOOTH STAFFING

Exhibit booths must be staffed during all posted exhibit hall hours. No exhibit or portion thereof may be removed from the exhibit hall during the conference without the written consent of Spring Fling Conference. Any infraction may result in exhibitor being prohibited from exhibiting at future expositions.

ADMISSION

Spring Fling Conference shall have sole control over admissions policies at all times. Any person visiting the exhibits is required to wear an appropriate badge while in attendance. All exhibitor personnel must wear an Exhibitor's badge or appropriate conference registration badge at all times.

CANCELLATION POLICY

Written notice of cancellation must be received by SPRING FLING CONFERENCE at least 45 days in advance of the scheduled exhibition date or exhibitor will be held liable for total booth rental irrespective of the reason for the cancellation, including cancellation due to failure of an exhibit to arrive. Exhibitors who notify SPRING FLING CONFERENCE of cancellation

prior to the 45-day deadline will receive a refund of rental fees equal to 50% of the total booth rental. SPRING FLING CONFERENCE shall not be held responsible for shipping charges, construction costs, labor charges, expenses for preparation of exhibits or any other expenses or indemnity in the event that the material fails to arrive. Exhibitor shall not be entitled to a refund of the booth rental if the exhibition is cancelled by SPRING FLING CONFERENCE as a result of strike, riot, civil disorder, act of war, act of God or any other reason whatsoever not within the control of SPRING FLING CONFERENCE. Any refunds due by SPRING FLING CONFERENCE will be paid no later than 60 days after the close of the conference.

DEFAULT

Any exhibitor failing to occupy space contracted for but not canceled by 7:00 a.m. on the first show day, is not entitled to any refund. SPRING FLING CONFERENCE shall have the right to use said space to suit its own convenience, including selling the space to another exhibitor without any refund to the defaulting exhibitor and without incurring any obligation of any kind to said prospective exhibitor.

SHIPPING

The exhibitor agrees to ship, at its own risk and expense, all articles to be exhibited and agrees to conform to the rules for shipping as contained in the Exhibitor Brochure and/or Service Kit. The Exhibit Facility has no facilities for receiving and storing materials prior to the opening of an exposition. DO NOT ship equipment or displays directly to the exhibit facility, or to the hotel in which exhibit personnel are housed. Detailed shipping instructions will be handled through Sunbelt Convention Services. Please download their form at www.sunbelt4u.com. Please remember carpeting will be provided to your booth.

LABOR

Skilled and unskilled labor for unpacking, setting up and re-packing of exhibits will be supplied by the decorating contractor. Rates for this service will be quoted by the decorating contractor. Extra or unusual labor for any action affecting the exhibit facility will be charged directly to the exhibitor based upon time and materials factors. Exhibitors must make arrangements for this type of activity as specified on the Sunbelt Convention Services website.

ARRANGEMENT OF EXHIBITS

The space provided will be as shown on the floor plan insofar as possible, but SPRING FLING CONFERENCE reserves the right to change the location if this is in the best interest of the exhibition.

UTILITIES

Electrical service will be provided for your booth. Any other utilities to include water, phone, drain, etc will need to be arranged for by the Hot Springs Convention Center.

INSTALLATION & DISMANTLING

Set up and tear down times will be announced in the Exhibitor Brochure. All exhibit materials must be removed from the Exhibit Facility promptly at the close of the exhibit, and the Exhibit Facility reserves the right to re-ship the display material via any carrier which it deems expedient if the carrier designated by the exhibitor does not promptly remove the merchandise from the facility or if the area is needed by the facility.

PROTECTION OF PROPERTY

Nothing shall be pasted, tacked, nailed, screwed or otherwise affixed to columns, walls, floors or other parts of the building or furniture. If the premises are defaced or damaged by an act of negligence by any exhibitor, its agents or guest, the exhibitor will pay for any and all expenses incurred by damages to physical property, caused by exhibitors, riggers, haulers or other contractors engaged for the purpose of moving exhibits and equipment into and out of the building.

LIABILITY

Exhibitor agrees to protect, save and keep SPRING FLING CONFERENCE and the Exhibit Facility forever harmless for any damages or charges imposed for violation of any law or ordinance whether occasioned by the negligence of exhibitor or those holding under the exhibitor, as well as to strictly comply with the applicable terms contained in the agreement between SPRING FLING CONFERENCE and the Exhibit Facility regarding the exhibition premises; and further, exhibitor shall at all times protect, indemnify, save and keep harmless SPRING FLING CONFERENCE and the Exhibit Facility against and from any and all loss, cost, damage, liability, injury or expense (including attorney's fees) arising from or out of by reason of any accident or other occurrence to anyone, including the exhibitor, its agents, employees and business invitees, which arise from or by reason of said exhibitor's occupancy and use of the exhibition premises or part thereof. The Exhibitor understands that neither SPRING FLING CONFERENCE nor the Exhibit Facility maintains insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain coverage at their expense against personal injury, property damage, fire, and theft in such an amount as the Exhibit Facility requires.

INTERPRETATION

These regulations become a part of the contract between Exhibitor and SPRING FLING CONFERENCE. Exhibitors or their representatives who fail to observe the conditions of the contract or who, in the opinion of SPRING FLING CONFERENCE, conduct themselves unethically may be dismissed from the exhibition without refund.

GENERAL

All matters and questions not covered by the Official Regulations and Contract Conditions are subject to the discretion of SPRING FLING CONFERENCE. The Regulations and Contract Conditions may be amended or supplemented at any time by SPRING FLING CONFERENCE, and all such amendments or additions shall, upon reasonable notice, be as equally binding on all parties affected as the official Regulations and Contract Conditions. Participation by any other corporation or firm or its representatives in space assigned to the original applicant must be authorized by written permission from SPRING FLING CONFERENCE, and shall incur an additional charge of 25% of the total cost for exhibit space for each additional participant. By reviewing this contract you are acknowledging your understanding of the official regulations and contract conditions.