

# Exhibitor Application and Contract

Please Type or Print

ORGANIZATION OF AMERICAN HISTORIANS

2004 Regional Conference— July 8-11, 2004

Georgia State University

## I. COMPANY INFORMATION (Please type or print legibly)

Contact \_\_\_\_\_  
(Person to whom all correspondence will be sent.)

Company Name \_\_\_\_\_  
(As it should appear in the *Program*.)

Address \_\_\_\_\_

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

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

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

Company Website \_\_\_\_\_

## II. SPACE REQUIREMENTS

Number of Display Tables \_\_\_\_\_

## III. EXHIBIT REPRESENTATIVE

\_\_\_\_\_

**VII. SIGNED** The exhibitor agrees to abide by all of the terms, conditions, and regulations as set forth on both sides of this contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## VIII. PAYMENT METHOD

- Proof of Request for Payment Enclosed
- Check or Money Order Enclosed
- VISA/MasterCard (OAH does not accept American Express)

Card No. \_\_\_\_\_

Expiration Date \_\_\_\_\_  
Month \_\_\_\_\_ Year \_\_\_\_\_

Amount to Charge \$ \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

## OFFICIAL EXHIBITION REGULATIONS

All exhibits and exhibitors are subject to the following regulations

**1. Exhibit Criteria:** Exhibiting firms must be limited to those providing services, products or publications which relate directly to history. The OAH reserves the right to cause any exhibitor to remove an exhibit or any part of an exhibit which, in the sole judgment of the OAH, is misleading or deceptive, in poor taste, or not in keeping with its character the objective of the Regional Conference.

**2. Contract for Space:** Exhibitor must pay the OAH the sum of \$300.00 per display. Balance is due May 1, 2004. No booth numbers will be assigned.

**3. Withdrawal:** Notification of cancellation must be made in writing. Cancellations received after January 1, 2004 obligate the exhibitor to full payment of the rental and forfeiture of all monies paid. Any space not occupied by 1:00 p.m. on Thursday, July 8, 2004 will be forfeited by the contracting exhibitor and such space may be sold, reassigned, or used by the OAH without refund of rental fee.

**4. Exhibit Set-up and Dismantle:** Exhibitors shall be liable to the owner of the exhibit area and other exhibitors for any property damage incurred during set-up and dismantle of the exhibit. All exhibits are to be completely set-up by 1:00 p.m., Thursday, July 8. All exhibits materials must be removed by 5:00 p.m. Saturday, July 10.

**5. Special Regulations:** The exhibiting company will be responsible for construction of and payment of costs of construction of its display within the area assigned it by OAH. No music shall be played in the exhibit area. The exhibitor will maintain a neat, attractive display conforming with the provisions herein established by OAH. Exhibitors shall exercise due care to avoid anything which will make the exhibition area unattractive or unsafe, and exhibitors shall cooperate with each other in keeping the display area safe. Such action by each exhibitor shall include but not be limited to having attractive and safe displays, keeping the display in good order, keeping exhibit areas and any public ways immediately adjacent to their respective display areas free from all debris, water, paper, and any other thing which might be the cause of a person sustaining personal injury or property damage. Each exhibitor

shall have the duty to report to the Convention Manager when it is believed that OAH or an exhibitor(s) have not performed or are improperly performing any of its obligations as herein set out.

**6. Termination of Meeting:** Should the premises in which the OAH Regional Conference is to be held become, in the sole judgement of OAH, unfit for occupancy, or should the meeting be materially interfered with by reason of action of the elements, strike, picketing, boycott, embargo, injunction, war, riot, emergency declared by a government agency, or any other act beyond the control of OAH, this Exhibit Contract may be terminated. OAH will not incur any liability for damages sustained by the exhibitor as a result of such termination. The OAH will return to the Exhibitor all rental which Exhibitor has paid up to date of cancellation and thereupon both parties shall be released from further obligation or liability one to the other.

**7. Security:** Exhibitors are solely responsible for their own exhibit materials and should insure exhibits against loss or damage from theft, accident, vandalism, fire or other causes. All property of an exhibitor is understood to remain in his/her care, custody, and control in transit to/ from and within the confines of the exhibit area.

**8. Liability:** Each and every exhibitor having executed an agreement in the same words and figures as this agreement, the exhibitor assumes the entire responsibility for losses, damages, and claims arising out of injury or damage to exhibitors' displays, equipment, and other property brought upon the premises of the Georgia State University Student/University Center and shall indemnify and hold harmless Georgia State University, its agents, affiliates, directors, officers, servants, and employees from any and all such losses, damages, and claims. Excluded from this are liability or claims caused by the negligence of Georgia State University, and/or OAH and their respective owners, directors, officers, employees, servants, or agents. The Exhibitor understands that neither the OAH nor the Georgia State University maintain insurance covering the Exhibitor's property, and it is the sole responsibility of the Exhibitor to obtain such insurance.