

# Exhibitor Application and Contract

Please Type or Print

ORGANIZATION OF AMERICAN HISTORIANS

2005 Annual Meeting — March 31 to April 3, 2005

Hilton San Francisco

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

Contact \_\_\_\_\_

(Person to whom all correspondence will be sent.)

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

Address \_\_\_\_\_

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

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

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

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

## II. EXHIBITOR NAME (As it should appear on sign and in Program):

\_\_\_\_\_

## III. COST OF EXHIBIT SPACE

**\$1,100.00** for each 8' x 10' booth. Deposit of \$550.00 per booth reserved, or proof that payment has been requested, must be sent with complete, signed, original contract for the request to be processed. Balance is due February 15, 2005. Reservations received after December 15, 2005 must be accompanied by full payment. Notification of cancellation must be made in writing. Cancellations received after December 15, 2004 obligate the exhibitor to full payment of rental and forfeiture of all monies paid. **Postmark your application ON OR AFTER September 30, 2004.** Applications postmarked prior to September 30, 2004 will be processed last. Mailers from overnight mail companies must display a clear postmark. Space is assigned on the basis of preference listed based on postmark of complete, signed contract with payment or proof of request for payment of at least \$550.00 per booth reserved. No faxes will be accepted.

## IV. SPACE REQUIREMENTS

Number of Booths \_\_\_\_\_

Preferred Location (Please choose locations from different areas of the Exhibit Hall):

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_ 4) \_\_\_\_\_

5) \_\_\_\_\_ 6) \_\_\_\_\_ 7) \_\_\_\_\_ 8) \_\_\_\_\_

## V. SHARED BOOTH

We will be sharing booth(s) with

\_\_\_\_\_  
We understand that if the exhibitor with whom we are sharing withdraws from the Exhibit Hall for any reason we are responsible for the full balance of the booth fee. A signed contract is required from both exhibiting companies.

## VI. EXHIBIT REPRESENTATIVES

Please list no more than four representatives per booth reserved whose names you would like published in the *Program*. Please attach another sheet for additional representatives. The representatives included here will be registered as your complimentary exhibitors for the Annual Meeting.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

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

Authorized by \_\_\_\_\_

Title \_\_\_\_\_

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 \_\_\_\_\_

## IX. ACCEPTED BY OAH

Director of Meetings \_\_\_\_\_ Date \_\_\_\_\_

### FOR OAH USE ONLY

Booth(s) Assigned \_\_\_\_\_

Sharing with \_\_\_\_\_

Deposit Amount \_\_\_\_\_ Rec'd Date \_\_\_\_\_

Balance Paid \_\_\_\_\_ Balance Rec'd \_\_\_\_\_

**IMPORTANT: SIGN CONTRACT AND KEEP THE BOTTOM COPY FOR YOUR FILES.**

**SEND ALL OTHER COPIES WITH PAYMENT TO:**

OAH Exhibits, PO Box 5457, Bloomington, IN 47408-5457. **Make checks payable to OAH.**

## OFFICIAL EXHIBITION REGULATIONS

All exhibits and exhibitors are subject to the following regulations

**1. Organization of American Historians (OAH):** The OAH, in determining convention sites, will consider the availability of an acceptable area for exhibitors as a factor in deciding whether or not a particular facility meets the need for OAH and exhibitors. OAH provides and pays for security for the general exhibit area but not for individual booths. OAH assumes the responsibility of arranging for proper floor space, lighting of the general area and decorator service. It also assigns booth space, scheduling as to when exhibitors set up exhibits, hours exhibits are open during the Annual Meeting, and when exhibits may be seen. OAH also reserves the right to make changes in hours, if necessary. For each of the matters above set forth, OAH assumes responsibility and liability and will hold exhibitors harmless from all claims, including attorney fees, growing directly or indirectly out of its performance of its obligations as above set out.

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

**3. Assignment of Space:** Booth space will be assigned at the discretion of OAH. Priority of booth selection is given to companies that exhibited with OAH the previous year. OAH will attempt to assign requested spaces. However, if none of the requested spaces are available, a space comparable in location and size will be assigned.

**4. Contract for Space:** Exhibitor must pay the OAH the sum of \$1,100.00 per booth. A deposit of \$550.00 per booth is due with the signed original contract and the balance is due February 15, 2005. The OAH will provide 8' background and 3' side drape, one six-foot skirted table, two chairs, and a wastebasket as a package in each booth. Contracts received after December 15, 2004 must be accompanied by full payment.

**5. Withdrawal:** Notification of cancellation must be made in writing. Cancellations received after December 15, 2004 obligate the exhibitor to full payment of the rental and forfeiture of all monies paid. Any space not occupied by 7:00 p.m. on Thursday, March 31, 2005 will be forfeited by the contracting exhibitor and such space may be sold, reassigned, or used by the OAH without refund of rental fee.

**6. Booth Sharing:** Reassignment or subletting of all or any part of the booth space by the exhibitor is prohibited. No exhibitor shall share the space allotted without the knowledge and consent of the OAH. All companies who share a booth must sign a contract. In the event that an exhibitor is sharing a booth and withdraws from the Exhibition, the other exhibitor with whom that company was sharing if responsible for the full balance of the booth fee.

**7. Exhibit Setup and Dismantle:** In setting up or removing the booth, exhibitors must abide by the following schedule:

|                   |  |
|-------------------|--|
| <u>Setup:</u>     | Thursday, March 31, 12:00 noon to 7:00 p.m.  |
| <u>Operate:</u>   | Friday, April 1, 9:00 a.m. to 6:00 p.m.<br>Saturday, April 2, 9:00 a.m. to 6:00 p.m.<br>Sunday, April 3, 8:30 a.m. to 11:30 a.m. |
| <u>Dismantle:</u> | Sunday, April 3, 11:30 a.m. to 3:00 p.m.   |

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 7:00 p.m., Thursday, March 31. Exhibits must remain intact until the official clos-

ing hour. Failure to observe this rule will result in removal from the first priority announcement mailing the following year. **All exhibits must be removed by 3:00 p.m. Sunday, March 31.**

**8. Special Regulations:** The exhibiting company will be responsible for construction of and payment of costs of construction of its booth 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. Exhibit booth staff 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 Director of Meetings 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.

**9. Unions:** If applicable, Exhibitor agrees to use the union labor as required in accordance with jurisdiction as established in San Francisco, California.

**10. Termination of Meeting:** Should the premises in which the OAH annual meeting 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.

**11. 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.

**12. Nonflammable Materials:** All materials, including cloth drape or banner used in the exhibit area, must be nonflammable to conform with fire regulations. Materials not conforming with such regulations will be removed immediately at the exhibitor's expense.

**13. 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 Hilton San Francisco and shall indemnify and hold harmless the Hilton San Francisco, its parent, 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 the Hilton San Francisco, and/or OAH and their respective owners, directors, officers, employees, servants, or agents. The Exhibitor understands that neither the OAH nor the Hilton San Francisco maintain insurance covering the Exhibitor's property, and it is the sole responsibility of the Exhibitor to obtain such insurance.