



Oct. 15-17, 2008 • Holiday Inn Chicago Mart Plaza • Chicago

To ensure your conference information is consistent and accurate throughout, please provide the ASBPA with your company information as you would like it to appear in listings, brochures, etc.

Company _____
 Representative _____
 Title _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____ Fax _____
 E-mail _____

I will require a skirted table for my exhibit area. I will require electric power for my exhibit.

Set-up and Breakdown

Exhibits may be set up after 3 p.m. on Tuesday, Oct. 14. Exhibits will be in place Wednesday-Friday, Oct. 15-17. Exhibits must be removed before 3 p.m. on Friday, Oct. 17. Exhibit space will have limited access when conference is not in session. Security will be provided in the center during the conference. It is recommended that exhibitors shipping items to the hotel arrange delivery no more than three days prior to the event.

The ASBPA is responsible for submitting to the hotel a summary of its requirements for the exhibit area, which shall include the number of exhibits, the square footage requirements for each table-top or exhibit and total for the exhibit hall.

Exhibit rental includes:

- | | | |
|------------------------------|---------------------|--|
| 1. Set-up and dismantle days | 2. General lighting | 3. Standard heating and/or air conditioning. |
|------------------------------|---------------------|--|

Exhibit rental does not include:

- | | | |
|---------------------------|------------------------------------|---------------|
| 1. Drayage | 2. Decoration | 3. Labor |
| 4. Guard/security service | 5. Cleaning or janitorial services | 6. Electrical |
| 7. Gas | 8. Water | |

These services may be available by contracting directly with the convention center using the contact information below. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the hotel premises and will indemnify, defend and hold harmless the ASBPA, the Holiday Inn Chicago Mart Plaza, its agents, servants and employees from any and all such losses, damages and claims.

SIGNATURE

DATE

PLEASE MAIL OR FAX EXHIBITOR FORM • FORMS MUST BE RECEIVED BY OCT. 1, 2008

Exhibitors responsible for all registration fees if they wish to attend any conference events.

Fees waived in conjunction with certain levels of conference event sponsorships.

Send to: ASBPA

5460 Beaujolais Lane, Fort Myers, FL 33919-2704

Phone: (239) 489-2616 • Fax: (239) 489-9917 • E-mail: ExDir@asbpa.org

Exhibitor Information

Exhibits will be set up in either Sauganash West Ballroom or another 14th-floor room (see floorplan — depends on total number of exhibitors). Conference sessions Wednesday afternoon and Thursday lunch will be held in the Sauganash East Ballroom; breakout sessions Thursday and Friday will be held in breakout rooms on the 14th floor. Morning and afternoon breaks and any receptions are planned to be held in the exhibit area to increase traffic. (A complete conference program will be available online at www.asbpa.org by early July if you want to see what conference sessions are being offered.)

- Exhibit spaces will measure approximately 8 feet wide by 6 feet deep. Ceiling heights will be at least 10 feet to accommodate exhibit lighting.
- Included in the booth fee is one 6' draped table (if desired), two chairs (if desired) and a wastebasket.
- Exhibit spaces will be assigned on a first-come, first-choice basis.
- Exhibits and conference materials should be shipped to the Holiday Inn Chicago Mart Plaza, with delivery not before than Oct. 11. See labelling information below. Hotel staff can assist you in getting materials transported to the exhibit area, and with any shipping needs at the end of the conference.



SHIPPING LABELS:

Label any shipments as follows:

Your company name

ASBPA conference

ATTN: Diane Fuentes or Ken Gooderham

Holiday Inn Chicago Mart Plaza

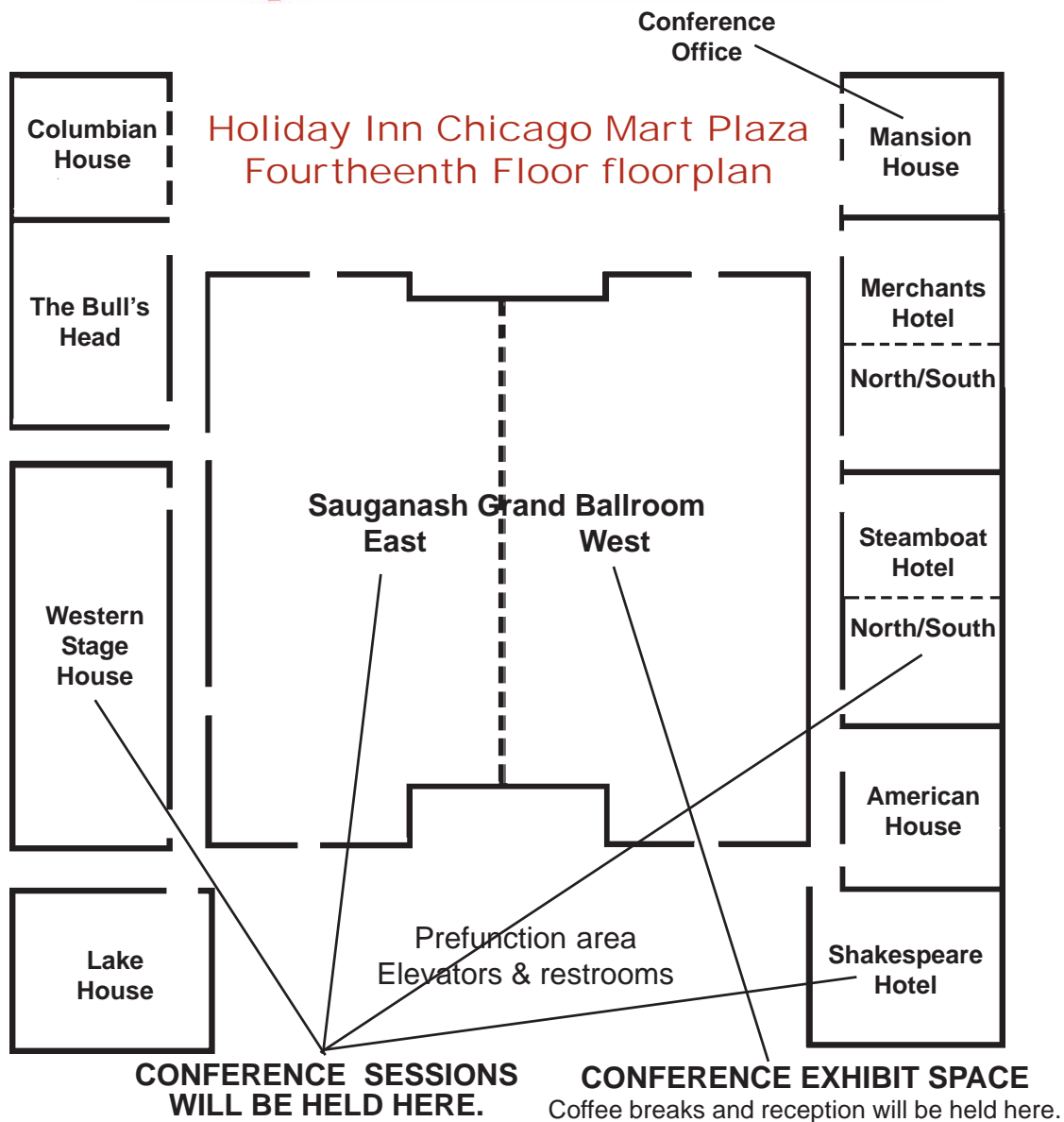
Convention Services Dept.

350 West Mart Center Drive

Chicago, IL 60654

Phone 312-836-5000

Up to 3 boxes/carton or 100 lbs. will be handled on a complimentary basis. Additional boxes/cartons will be charged at \$4 per box or \$25 per 100 lbs. for delivery. Any packages or boxes that need to be shipped out after a function are the sole responsibility of the customer and the hotel assumes no liability for any such shipments. Any items left for shipping will be held for no longer than two weeks after the event's end, at which time the hotel will dispose of any such items. The hotel will not assume or accept any responsibility for damage or loss of any merchandise or articles left in the hotel prior to, during or following your function.



Room assignments subject to change prior to the actual event. Exhibitors shall be fully responsible to pay for any and all damages to property owned by the Holiday Inn Chicago Mart Plaza its owners or managers which result from any act or omission of exhibitor. Exhibitor agrees to defend, indemnify and hold harmless the Holiday Inn Chicago Mart Plaza, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates from any damages or charges resulting from exhibitor's use of the property.