

# APPLICATION & CONTRACT TO EXHIBIT

## 2007 ISRI SCRAP RECYCLING INDUSTRY EXPOSITION

Ernest N. Morial Convention Center, New Orleans, Louisiana - April 18-20, 2007



Exhibiting Organization \_\_\_\_\_  
(Please list name as it should appear in the conference program)

Contact Person\* \_\_\_\_\_ Title \_\_\_\_\_  
(This person will receive all future correspondence about the Exposition)

Address \_\_\_\_\_

City \_\_\_\_\_ State/Prov \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Email \_\_\_\_\_ Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

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

### BOOTH & SPACE RATES AND SPECIFICATIONS

BOOTH CATEGORIES	QUANTITY	MEMBER RATE	NONMEMBER RATE	TOTAL
			1st booth / additional booths	
10' x 10' Standard Booth*		\$3,000	\$5,500 / \$3,000	\$
10' x 10' Premium Booth*		\$3,450	\$5,950 / \$3,450	\$
<b>EQUIPMENT DISPLAY SPACE</b>				
First 400 sq. ft. (minimum)		\$8,000	\$10,500	\$
Additional space		\$10 per square foot	\$10 per square foot	\$
<b>TOTAL</b>				\$

\* Premium booths are marked with a "P" on the exhibit floor map. Island booths consisting of more than one 10' x 10' space will be priced based on the cost of the individual booths.

#### Payment Deadlines:

Before November 30 - 50% payment with application with balance due on November 30, 2006  
After November 30, 2006 - Full payment with application.

Payments may be made by check, credit card or by wire transfer in U.S. currency. For wire information, contact ISRI at 202/626-8500. Payments should be delivered to: ISRI 2007 Exposition, Suite 600, 1615 L Street, NW, Washington DC 20036-5610. Note: In order to qualify for the ISRI member price, exhibitors must be ISRI members in good standing on or before February 1, 2007.

#### Payment Information:

Check enclosed payable to ISRI Card Number \_\_\_\_\_ Exp. Date \_\_\_\_ / \_\_\_\_  
 Wire Transfer Cardholder Name (Please Print) \_\_\_\_\_  
 Visa  MasterCard  American Express Signature \_\_\_\_\_

### BOOTH ASSIGNMENTS

Please list booth number preference: 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_ 4th \_\_\_\_\_  
Please list any competitors you do not wish to be near and any special conditions that might affect your booth location.

Note: ISRI cannot guarantee that all requests for booth location can be honored. For more information or assistance, contact ISRI Exhibit Manager Cara Stann at 919/563-5291 or [isri@meetinginsites.com](mailto:isri@meetinginsites.com).

### AUTHORIZATION AND AGREEMENT

The persons signing this agreement represent and warrant that they have the authority to enter into this agreement and bind their respective parties to the terms set forth herein. We agree to the terms and conditions outlined on both the front and back of this "Contract to Exhibit at 2007 Scrap Recycling Industry Exposition."

Exhibitor Signature \_\_\_\_\_ Date \_\_\_\_\_ Robin K Wiener, President \_\_\_\_\_ Date \_\_\_\_\_  
Institute of Scrap Recycling Industries, Inc.

Print Name & Title \_\_\_\_\_

### TERMS AND CONDITIONS

This contract is entered into by the Institute of Scrap Recycling Industries, Inc. (1615 L Street, N.W., Suite 600, Washington, DC 20036-5610), hereinafter referred to as "ISRI," and the Exhibiting Organization named above, hereinafter referred to as "Exhibitor," for the lease of exhibit space at the 2007 ISRI Convention & Exposition (the "Exposition"), to be held at the Ernest N. Morial Convention Center - Halls E & F, hereinafter referred to as the "Convention Center," in New Orleans, Louisiana, April 18-20, 2007.

- In consideration of payment listed above by Exhibitor, ISRI agrees to:
  - lease booth space(s) and equipment display space(s) to exhibitor during the Exposition.
  - provide exhibitor booth space consistent with the design specifications set forth in Attachment A to this contract ("Exhibit Specifications") attached hereto and specifically incorporated herein. Included in the rental price of the booth space and/or equipment display space are one company identification sign (measuring 7" x 44"), one company listing in the ISRI convention program (provided the booth space is contracted and paid for prior to the program printing deadline), one complete printed list of convention registrants, and one listing of convention registrants preregistered as of 35 days prior to the convention to be used solely for promotion of the exhibitor's appearance at the convention;
  - assign Exhibitor space on a "first-paid, first-served" basis, except as noted above;
  - provide the following complimentary registrations upon payment in full:  
Booth spaces: two full registrations per 10'x10' booth space  
Equipment Display space: four full registrations for the first 400 sq. ft. and two full registrations for each additional 300 sq. ft.
  - provide the option for exhibitors to purchase three (3) Exhibit Hall Personnel badges per 10'x10' booth space or equivalent equipment display space for a fee of \$75 each.
  - provide the option for Exhibitor to purchase an unlimited additional number of Exhibit Hall Personnel badges at \$150 each. All persons over age 16 must have a badge or ticket to enter the Exhibit Hall.
  - schedule at least seven (7) hours of exhibit time with no competing general attendance convention-sponsored programs; and
  - hold at least one food event in the Exhibit Hall to try to maintain continued attendance during the Exposition.
- In consideration of ISRI's services, Exhibitor agrees:
  - to pay lease fees to ISRI in the total amount listed above, on or before due dates set forth above or at the time of submission of this contract, whichever comes later.
  - to be current in its financial obligation(s) to ISRI, including, but not limited to, advertising

- debts, at least thirty (30) days prior to the Exposition. ISRI shall have the right to prohibit Exhibitor from exhibiting at the Exposition unless all obligations are paid in full;
  - to notify ISRI in writing on or before December 31, 2006 of cancellation of leased space to be eligible for a refund of fees paid less 25 percent of the booth/equipment display rental fee, which is the administrative cost of processing booth/equipment display lease applications and is nonrefundable. After December 31, 2006, fees are not refundable. However, if all exhibit space is sold out at the time of the Exposition, an amount equal to fees paid (less 25 percent) will be credited to the rental of space of equal or greater value at the 2008 Exposition;
  - to design, implement, and utilize its booth and/or equipment display space(s) consistent with the requirements set out in Attachment A ("Exhibit Specifications");
  - to obtain comprehensive general liability insurance in an amount of not less than \$1 million combined single limit, automobile coverage (if applicable) of \$500,000 combined single limit, and to obtain workers compensation insurance that meets the statutory limits of the state of Louisiana, and furnish ISRI with written evidence of such insurance in the form of a certificate of insurance which must be received by ISRI no later than January 1, 2007. The certificate must show ISRI, the Ernest N. Morial Convention Center - New Orleans Exhibition Hall Authority, New Orleans Public Facility Management, Inc., the city of New Orleans, and their officers, agents, employees, assigns, and contractors as additional insured parties and must contain the legend that "ISRI will receive 30 days' prior written notice of cancellation of, or any change to, the policy;"
  - not to assign, sublet, or apportion the whole or any part of the space allotted, or have representatives, equipment or materials from other than its own company in the said space, without written consent from ISRI;
  - to abide by all rules and regulations of the Convention Center, which are specifically incorporated herein by reference.
  - not to use the whole or any part of the space for any illegal purpose, in conflict with any applicable law, ordinance, rule, or regulation of any governmental authority; in any manner which constitutes any waste or nuisance; or in any manner which causes injury to the facilities, or in violation of the rules and regulations of the Convention Center.
- The Exhibitor's contact person designated above shall be duly authorized by the Exhibitor to act as representative in charge of planning, installing, removing, and staffing the exhibit.
  - Subject to the schedule established by the official exposition service contractor, exhibitors may begin installation 8 a.m. on Monday, April 16, 2007, and shall complete such work no later
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## TERMS AND CONDITIONS, CONTINUED

than 2 p.m. on Wednesday, April 18, 2007. Space not occupied by 10 a.m. on Wednesday, April 18, 2007, will be forfeited by Exhibitor. Such space may be resold, reassigned, or used by ISRI without refund of the lease fee. No display may be dismantled or removed before the official closing of the Exposition at 4 p.m. on Friday, April 20, 2007. All displays and equipment must be removed by 5 p.m. on Sunday, April 22, 2007. All installation and dismantling must be scheduled in advance with the official service contractor.

5. An exhibitor wishing to appoint its own subcontractor for the physical set-up and dismantling of displays must notify ISRI in writing prior to February 1, 2007. Such notice must include the name, address, and telephone number of the firm and the name of the on-site person who will be in charge of the operation. Other requirements associated with the use of subcontractors are set forth in Attachment "B" to this contract and specifically incorporated herein.

6. Insurance and liability coverage is the full and sole responsibility of the Exhibitor (See Section 2.e for discussion of Exhibitor's responsibilities regarding procurement of insurance). ISRI, its employees and agents and the Convention Center do not maintain insurance covering loss of, or damage to, Exhibitor's property. The furnishing of security guards by ISRI shall not be considered an assumption of liability by ISRI.

a. Exhibitor assumes all responsibility and hereby agrees to protect, indemnify, defend, and hold ISRI, its employees and/or agents, and the Convention Center, its employees, and/or agents harmless against all claims, expenses, and losses for and damages to persons or property, governmental charges or fines, and attorneys' fees arising out of, or caused by, Exhibitor's installation, removal, maintenance, occupancy, or use of the Exposition premises or a part thereof.

b. Exhibitor agrees to indemnify, defend, and hold ISRI harmless from any claims of actual or alleged trademark or copyright infringement related to designs used in booth construction or materials distributed by the Exhibitor. Exhibitor warrants that it has the legal right to display any trademarks or service marks represented on its booth, equipment, or literature.

7. Exhibitor is not acting as an agent of ISRI. By leasing space to the Exhibitor, ISRI does not endorse any of the products sold or exhibited by Exhibitor. Exhibitor agrees to indemnify, defend, and hold ISRI harmless from and against any claims, demands, costs (including attorneys' fees), liabilities, or settlements arising out of the sale or exhibition of any products sold by the Exhibitor at the Exposition. Exhibitor is solely responsible for procuring any governmental licenses or permits required by any governmental authority for conducting business within such government's jurisdiction and shall be responsible for any fees or taxes associated with such activities.

8. If the premises are defaced or damaged by Exhibitor or Exhibitor's representatives, invitees, guests, riggers, haulers, or other contractors engaged for the purpose of moving exhibits and equipment into and out of the exhibit display areas, Exhibitor shall pay the Convention Center and other persons suffering damage as a result therefrom for any and all of such expenses

incurred thereby.

9. ISRI reserves the absolute right to change the Exposition dates and sites upon prior written notice to Exhibitor. Upon written request from Exhibitor received within 15 business days after receipt of change notice, ISRI will refund to Exhibitor the full amount of any lease and registration fees, without interest, and there shall not be any further liability on the part of either party. ISRI reserves the absolute right to cancel the Exposition and/or Convention either in whole or in part. In the event of cancellation, ISRI shall refund to Exhibitor the full amount of any lease and registration fees, without interest, and there shall not be any further liability on the part of either party. In no event will ISRI be liable for any claims or damages associated with loss of income or profits.

10. ISRI reserves the right to relocate Exhibitor to comparable space if deemed advisable by ISRI Exposition Management to further the best interests of the show. Exhibitor will be notified in writing as soon as possible prior to opening of the show and will be given the option of selecting a larger or smaller space, if available, or to cancel. If exhibitor decides to cancel, ISRI shall refund to Exhibitor the full amount of any lease and registration fees, without interest, and there shall not be any further liability on the part of either party.

11. In the event of strike, flood, earthquake, fire, labor disputes, acts of God, war, force majeure, acts of terrorism, loss of convention facilities, or any other conditions or circumstances beyond the control of ISRI that shall cause cancellation, delay, disruption, or curtailment of the Exposition, either in whole or in part, either prior to or after commencement of the installation of the Exposition, ISRI shall not be held liable therefor and the rental and registration fees shall not be refunded.

12. During the course of the Exposition, ISRI reserves the right to close any exhibit that is found to violate this agreement. In such event, there shall be no refund of either registration or booth lease fees. ISRI reserves the right to refuse to permit the Exhibitor to exhibit in one or more future ISRI-sponsored expositions by reason thereof.

13. Any controversy or claim arising out of or relating to this contract or breach thereof, shall be settled by arbitration in Washington, D.C., in accordance with the Rules of the American Arbitration Association, and any judgment upon the award rendered by the Arbitrator(s) may be entered in any Court having jurisdiction thereof.

14. This agreement supersedes all previous agreements, oral or written, between ISRI, or its representatives, and the Exhibitor and represents the whole and entire Agreement between the Parties. All other agreements, proposals, communications, promises, or representations, oral or written, which have been made shall not be relied upon by either Party. No variations, modifications, or changes to this contract shall be binding unless executed in writing by the Party to be charged. If any provision of this contract is found unenforceable under applicable law, the remaining provisions shall continue in full force and effect.

## ATTACHMENT A - EXHIBIT SPECIFICATIONS

**Physical Dimensions of Booth Spaces.** All booth spaces are 10' x 10' (or multiples thereof). Exhibitor is cautioned to contract for sufficient space required to keep its displays, demonstrations, and booth personnel within the confines of its booth. Equipment and/or furniture may not extend into the aisles, over the aisles or across the exhibitor's leased booth line. Freight door dock entrance is 25'7" wide and 25'4" high. Ceiling height in the equipment display area of the Exhibit Hall is 37 feet.

**Load Capacity.** The floor load capacity is 350 pounds per square foot.

**Height Limits.** The height limit of booths is 16 feet. No signs may be suspended above the height limit. No canopies and/or ceilings are permitted without the prior written consent of ISRI. The following exceptions apply: booths alongside the outside perimeter walls of the hall are permitted signs, canopies and/or ceilings, in accordance with local codes and regulations. The top of such overhead structures may be no higher than 16 feet. No enclosures or enclosed ceilings may be in excess of 100 square feet. Exhibit and equipment displays may not block the line of sight to adjacent booths.

**End Cap Booth Restrictions.** Exhibitors that have selected a 20'x10' end-cap booth are allowed a maximum backwall height of eight feet (8') in the center ten feet (10') of the booth. Within five feet (5') of the two side aisles, there is a four foot (4') height restriction as to not block the sight line of adjacent exhibitors

**Back Walls and Side Walls.** Where applicable, ISRI will provide Exhibitor with an 8-foot-high draped back wall and two 3-foot-high draped side walls.

**Design Specifications.** The Exposition is undertaken by ISRI primarily for the education of its members. To this end, Exhibitor agrees to display products or services in a manner that is intended to describe and depict the advantages of using such products or services. ISRI reserves the right to prohibit (or close) any exhibit or part thereof that, in ISRI's sole opinion, is not suitable to, and in keeping with, the educational character and spirit of the Exposition.

**Equipment or Product Demonstrations.** There shall be no moving or working components without the prior written consent of ISRI. Safety and noise considerations will be monitored. Show management shall be the final arbiter regarding noise emanating from exhibitor displays.

**Inappropriate Exhibits.** ISRI reserves the right to control or prohibit any exhibit deemed not appropriate. Aisle space or any other area of the Convention Center may NOT be used for exhibit purposes, display of signs, solicitation, or distribution of cards, circulars, samples, or other promotional material, unless permitted as part of a sponsorship agreement approved by ISRI. Exhibitors agree to abide by rules provided in the exhibitor service kit.

**Live Models.** The use of live models, performers, and similar persons, or live animals within the exhibit for demonstrations, explanations, etc., shall be subject to advance written approval by ISRI. Requests to use live models, etc., must be received by ISRI by February 1, 2007.

**Prohibitions.** Exhibits, signs or displays are prohibited in any of the public rooms or elsewhere on the premises of the Convention Center except as agreed to in advertising or sponsorship agreements. Nothing shall be painted, tacked, nailed, screwed, or otherwise affixed to columns, walls, floors, or other parts of the Convention Center, its furnishings, or outdoor or indoor dis-

plays.

**Sound, Light, and Audiovisual Devices.** The use of sound devices, megaphones, loudspeakers, or undignified methods of attracting attention are prohibited. The use of audio-visual equipment will be permitted only if sound levels and displays are not obtrusive or disruptive of other displays, and ISRI reserves the right to require such devices to be used in an appropriate manner. Use of audiovisual equipment shall be subject to local union regulations. Racing or flashing lights are not permitted.

**Equipment Displays.** Space will be available within the Exposition for displays of equipment. Off-loading and positioning of all equipment must be contracted for through the Exposition's Official Service Contractor. All cranes, crawlers, trucks, trailers, and other equipment must be located within the confines of the space rented. Exhibitor must lease adequate space to allow personnel to conduct business within the confines of that space. All equipment displays will be static unless agreed to in writing by ISRI.

**Fire and Safety Regulations.** Only flame-retardant materials approved for use in the Convention Center shall be used in displays. The use of open flames, acetylene, propane, or butane gas, oxygen tanks, or flammable materials or fluids is prohibited unless prior written approval is obtained from local government authorities and ISRI. Possession, display, use, or demonstration of any devices or materials containing radioactive or hazardous substances or using X-rays is prohibited unless prior written approval is obtained from local and state government authorities and ISRI. All displays, exhibit materials, and equipment must be reasonably located within Exhibitor's booth space. No obstruction shall be placed in any aisle, passageway, lobby, or exit leading to any fire extinguishing appliances. Equipment must be protected by safety guards. All equipment must comply with the American National Standards Institute's Safety Requirements for Design, Use, and Maintenance of Metal Scrap Processing Equipment and applicable federal, state, and local regulations, as well as consensus standards issued by the American National Standards Institute. Safety recommendations submitted by ISRI and/or ISRI Trade Show Manager shall be complied with by Exhibitor before the opening of the Exposition.

**Storage.** Exhibitor is not permitted to store boxes or packing crates in or behind exhibit booths. Prior to ISRI Trade Show Management's inspection of the Exposition Hall at 2 p.m. on Wednesday, April 18, 2007, all boxes and crates will be placed in storage provided they are properly labeled for storage. Those not so labeled will be removed and destroyed as refuse. Goods received after the opening of the Exposition shall be delivered and arranged at times other than during official Exposition hours.

**Shipping.** Neither ISRI nor the Convention Center will accept advance shipments of freight. Exhibitor shall pay the cost of drayage for removal of such shipments from the Convention Center plus storage expenses until the Convention Center is ready to accept incoming shipments from the authorized drayage company, plus cost of drayage to bring the shipment to the Exposition.

**Smoking.** Smoking will not be permitted within the Exposition and hospitality areas.

## ATTACHMENT B - EXHIBITOR SUBCONTRACTOR REQUIREMENTS

As provided in Section 5 of attached contract, exhibitors utilizing independent service contractors must meet the following requirements:

- The subcontractor must obtain all licenses, permits, or bonds required by Federal, state, county, and municipal governments prior to commencing work. ISRI reserves the right to request evidence of compliance.

- The Exhibitor-appointed subcontractor must carry minimum insurance equal to that set forth in section 2e of the Terms and Conditions. Proof of coverage must be received by ISRI not later than January 1, 2007. A certificate of insurance as required in section 2e shall be provided by the contractor and, in addition to the additional insureds in 2e, shall also list ISRI's official Exposition Service Contractor. The certificate(s) must bear the legend that

"ISRI will receive 30 days' prior written notice of cancellation of, or any change to, the policy";

- Employees of the subcontractor must obtain and wear official ISRI badges while on the Exposition floor; and
  - The Exhibitor-appointed subcontractor must comply with all labor agreements and practices of the Convention Center and the Exposition's Official Service Contractor and must not commit, or allow to be committed by persons in its employment, any acts that could lead to work stoppages, strikes, or labor problems.
  - The Exhibitor-appointed subcontractor must fully comply with the rules and regulations of the Convention Center and be prepared to demonstrate such compliance to the Convention Center, and will be responsible for any noncompliance.