

**35th Annual International Conference  
October 3 – 6, 2015  
Denver, CO**



**Exhibit Space Contract**

**EXHIBIT SPACE REGISTRATION DEADLINE:  
August 1, 2015 or when exhibit space reaches maximum capacity**

**COMPANY INFORMATION**

Please print or type the following personal information.

Company Name: \_\_\_\_\_  
(As to be listed on Company's ID Sign)

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

## **RULES AND REGULATIONS**

### ***Location of Exhibits***

The exhibition is part of the SMS 35th Annual International Conference held October 3 – 6, 2015 at the Sheraton Denver Downtown Hotel. Exhibits are Sunday, Monday and Tuesday.

### ***Exhibits & Space Fee***

The basic rate of US\$ 2,650 includes:

1. One (1) 8' x 10' table top display
2. An identification sign
3. One (1) skirted table
4. Two (2) chairs
5. One (1) copy of conference materials per representative
6. Company name listed and a one-page advertisement in the conference program
7. Conference attendance for up to two (2) people

**\*\*Electrical/internet, audio visual or any additional items will be at the cost of the exhibitor\*\***

**\*\*The space fee is due with this application by August 1, 2015\*\***

### ***Exhibit Personnel***

All persons affiliated with exhibits must be registered. Please complete and return the Exhibit Personnel Registration Form(s) per person, along with the conference registration fee.

- US\$ 2,650 per booth (including up to 2 persons) – Allows **ALL** privileges of a conference attendee: admission to all program sessions, breaks, meals, and evening social events.
- US\$ 650 per person registration fee for up to 2 additional representatives.

### ***Assignment of Space***

Priority for space assignment will be based on a first come-first served basis and the date on which contracts are received. Application for exhibit space must be made on this Exhibit Space Contract.

### ***Exhibit Space Equipment and Service Information***

The Exhibit Space fee includes a single space. All additional equipment and services required by exhibitors will be available from the designated service contractor at exhibitor's expense. The name of the official service contractor will be forthcoming.

The Sheraton Denver Downtown Hotel is unable to store display material; please ship materials in a timely manner. All shipping of materials should be made by the exhibitor. The Strategic Management Society is not responsible for shipments. All communication regarding shipping should be directly with the Sheraton Denver Downtown Hotel.

### ***Installation and Removal Times***

All exhibitors will be expected to abide by the Conference schedule for the setup and teardown of the exhibit space. The 2015 Exhibit Schedule will be forthcoming.

### ***Cancellations***

Any exhibitor wishing to release assigned space prior to 60 days of exhibit date, and after the SMS Executive Office has processed their application, will be refunded all but US\$ 300 of the exhibit space fee. Exhibitors canceling after August 5, 2015 will be responsible for the entire space fee and any additional company representative's registration fee. Cancellations will not be accepted after September 3, 2015. Any exhibitor who pays to bring additional representatives (above the two included in the exhibit fee) and who cancels this additional registration prior to 60 days of the exhibit date will be charged \$100. Exhibitors cancelling the additional registration after August 5, 2015 will not receive a refund.

**Liability**

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to exhibitor’s personnel, displays and equipment brought upon the premises of the Sheraton Denver Downtown Hotel and shall indemnify and hold harmless the Strategic Management Society, the Sheraton Denver Downtown Hotel, and employees from any and all such losses, damages, and claims. The exhibitor on signing this contract expressly releases the aforementioned from any and all such loss, damage, or injury.

**Insurance and Security**

Exhibitors wishing to insure their exhibit materials against theft, damage by fire, accident or loss of any kind, must do so at their own expense. Each exhibiting company is responsible for obtaining insurance (Liability and Fire/Theft) in such amounts as deemed appropriate to comply with its obligations hereunder and for its own protection. However, the furnishing of such service is in no case to be understood or interpreted by exhibitors as a guarantee to them against loss or theft of any kind.

**Hotel Accommodations**

Hotel reservations must be made individually. A block of guestrooms has been set up at the Sheraton Denver Downtown Hotel; please reference the Strategic Management Society conference when making your reservation.

**General**

All matters and questions not covered by these regulations are at the discretion of the SMS Executive Office. These regulations may be amended at any time by the SMS Executive Office.

**This contract is not considered valid until reviewed and confirmed in writing by the SMS Executive Office.**

**Payment of:** \_\_\_\_\_ US\$ 2,650 for one booth space  
\_\_\_\_\_ US\$ 650 for additional representative (s)

Total: \_\_\_\_\_

For (Firm Name) \_\_\_\_\_

**METHOD OF PAYMENT:**

- Check**
  - Payable to Strategic Management Society
  - Drawn on US Bank
  - Must have MICR-encoded Routing & Transit/ABA & Account Number on Bottom of All Checks

- Credit Card**
  - MasterCard**
  - Visa**
  - American Express**

The credit card number, security code, expiration date and signature authorization must be supplied before your payment can be processed. **All credit card information that you provide to SMS will be destroyed after it is processed.**

Credit Card Number \_\_\_\_\_ Security Code \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on Card (Please Print) \_\_\_\_\_ Signature Authorization \_\_\_\_\_

Please remit payment to:  
Strategic Management Society  
Attn: Marlayne Dobill  
815 West Van Buren, Suite 215  
Chicago, IL 60607  
USA

Should you have any questions, please do not hesitate to contact the SMS Executive Office at (312) 492-6224 or sms@strategicmanagement.net. We look forward to working with you!