

TechXpo 2009 Exhibit Space Agreement

Full Price of Space _____

100% Payment Due with order. Make checks payable to: TechXpo

Agreement this _____ day of _____, 200____, between Independent Community Bankers of Minnesota, hereafter called ICBM, and _____ hereafter called the Exhibitor.

ICBM, in consideration of payments and agreements on the part of the Exhibitor hereby grants to the Exhibitor the right to use the space as assigned in The Grand Ballroom of RiverCentre, with the following terms and conditions:

1. The use of space is subject to Rules and Regulations of RiverCentre and rules of TechXpo as outlined in this document.
2. ICBM will issue the Exhibitor up to **three credentials for your company representatives for a one booth (10' x 10') display**, four for a two booth display and pro rata to those Exhibitors whose displays occupy bulk space. Credentials will be issued in Exhibitor's name. Any additional credentials above this number will be charged at a rate of \$50.00 per badge.
3. Exhibitors must insure their own exhibits including public liability. Neither ICBM, the St. Paul RiverCentre nor Show Management will assume any responsibility for the safety of exhibits and exhibit material against robbery, fire, accidents, or for any cause whatsoever. In all cases, Exhibitors must insure and be responsible for their own goods. Furthermore, The Exhibitor will hold ICBM harmless from any damage, expense, or liability arising from any injury or damage to Exhibitor, its agents, employees, or the general public, or to the property of Exhibitor.
4. The Exhibitor agrees to pay for the use of exhibit space at the rate shown on the space application, payable in full at the time of submission of the Exhibition Space Application. Exhibit space will not be assigned and credentials will not be issued until payment in full is received. Refund policy is shown below.
5. The Exhibitor recognizes and acknowledges that ICBM has incurred expenses and has obligated itself for expense in organizing and arranging for TechXpo, including expenses for rent and advertisement, and ICBM will continue to incur additional expenses in the production of TechXpo. Exhibitor recognizes that these services are of benefit to Exhibitor. It is agreed that should Exhibitor fail to make payment in full or should Exhibitor otherwise terminate this lease or not appear on or before 8:00 a.m. on Tuesday, May 19, 2009, on ICBM's opening day, all rights of the Exhibitor will be terminated and any payments made will be retained by ICBM as damages for breach of this agreement; additionally, assigned space will be converted to other uses by ICBM for the run of TechXpo.
6. The Exhibitor names _____ (telephone number: _____)
email: _____) as the duly authorized representative in charge of this exhibit.
7. Merchandise or exhibit material may not be placed so as to block the view of adjacent exhibits or extend into walkways and/or aisles of the Show. Any exhibitor whose display does not meet these requirements must submit a layout of their exhibit to show management for approval.
8. This contract is valid only for the move-in, show, and move-out dates (May 18-20, 2009).
9. ICBM reserves the right to decline or prohibit any exhibit, Exhibitor, or items included in the exhibit. This covers persons, things, conduct, printed matter, souvenirs, emblems, and all things that affect the character of the exhibition.
10. Exhibitor agrees to adhere to the following with regard to their exhibit:
 - All decoration must be flameproof and pass inspection by all designated authorities.
 - Signs will be professional in appearance, and no signs can be hung from the ceiling over the Exhibit. Show Management reserves the right to approve/reject any signs.
 - There will be no use of microphones, loudspeakers, or other amplifying public address devices unless approved by show management.
 - All displays, distribution of literature, and lectures will be made inside the leased exhibit space.
 - No use of helium-filled balloons is allowed.
 - Exhibitor may not adhere advertising or promotional materials to any surfaces in RiverCentre other than the space occupied by their Exhibit.
 - **The exhibit will not be dismantled until an announcement is made at the close of TechXpo. Early dismantlement is discourteous and disruptive to attendees as well as other Exhibitors and will not be permitted.**
11. Exhibit space in TechXpo is not guaranteed by submission of this application. If Exhibit hall is sold out, booth space will be awarded based on ICBM membership status and technologies being demonstrated. If application is not accepted, all monies will be refunded.
12. Refund policy will be as follows: 90 days prior to TechXpo – 100% refund; 60 days prior - 75% refund; 30 days prior 25% refund; within 30 days of TechXpo – no refunds.

Exhibitor Company Name: _____

Exhibitor Signature: _____ Title: _____ Date: _____

Sign and return with Exhibit Space Application form to: TechXpo, 2600 Eagan Woods Drive, Suite 200, Eagan, MN 55121