

Exhibitor Space Application/Contract

Instructions

Complete and sign the Exhibitor Space Application/Contract (* indicates required fields). Only an authorized company representative may sign the Space Application/Contract. Submit your completed Exhibitor Space Application/Contract and full payment by the deadline dates indicated to receive the respective rate. See the Exhibitor Rules and Regulations for additional information.

Exhibiting Company Information: Indicate the company information as you want it to appear in promotional materials.

*Company Name _____

*Address _____

*City _____ *State _____ *Zip _____

*Telephone _____ Ext. _____

Toll Free Telephone _____ Ext. _____

*Fax _____ *Web site _____

Exhibitor Contact Information: Indicate the sales contact as you want them to appear in promotional materials.

*Name _____

*Job Title _____

*Telephone _____ Ext. _____

Fax _____ *E-mail _____

Logistical Contact Information: Indicate the logistical contact/ recipient of all exhibitor materials (e.g. *Exhibitor Service Manual, attendee list, Exhibitor News*).

Check here if same as Exhibitor Contact (above)

*Name _____

*Job Title _____

*Telephone _____ Ext. _____

Fax _____ *E-mail _____

***Product/Service Description:** Please print or type, in complete sentences, in 50 words or less (minimum of 10), the company product/service description. Any or part of the description will be used in the development of promotional pieces.

12th Annual Federal Safety & Health Congress,

Expo & VPPPA Conference

October 28–November 2, 2008

San Juan, Puerto Rico

Ritz Carlton



A BRIDGE TO

**SAFETY
EXCELLENCE**

A TRAINING SYMPOSIUM

OCT 28 – NOV 2, 2008 · SAN JUAN, PUERTO RICO

***Company Name:** _____

***Product Service Categories:** Check no more than three (3) categories below.

- | | | |
|--|---|---|
| <input type="checkbox"/> Advertising Services | <input type="checkbox"/> Gas Detection | <input type="checkbox"/> Professional Speaker |
| <input type="checkbox"/> AED Training | <input type="checkbox"/> Government Agency | <input type="checkbox"/> Promotional Products |
| <input type="checkbox"/> Air Quality Equipment | <input type="checkbox"/> Grating Penetration Safety | <input type="checkbox"/> Publications |
| <input type="checkbox"/> Apparel, Safety | <input type="checkbox"/> Hand Tool, Safety | <input type="checkbox"/> Respirator Fit Testing |
| <input type="checkbox"/> Association/Society | <input type="checkbox"/> Hazardous Materials Control | <input type="checkbox"/> Risk Management Services |
| <input type="checkbox"/> Auto Safety | <input type="checkbox"/> Hearing Loss Programs | <input type="checkbox"/> Safety Interlocks |
| <input type="checkbox"/> Compliance Products/Services | <input type="checkbox"/> Hydration System | <input type="checkbox"/> Safety Personnel |
| <input type="checkbox"/> Computer Software | <input type="checkbox"/> Identification Products | <input type="checkbox"/> Safety Signage |
| <input type="checkbox"/> Consulting Services | <input type="checkbox"/> Incentives & Recognition | <input type="checkbox"/> Skin Care Products |
| <input type="checkbox"/> Culture Assessment | <input type="checkbox"/> Industrial Hygiene Services | <input type="checkbox"/> Sorbents |
| <input type="checkbox"/> Defibrillators | <input type="checkbox"/> Industrial Services Contractor | <input type="checkbox"/> Spill Control |
| <input type="checkbox"/> Embroidery | <input type="checkbox"/> Instrumentation | <input type="checkbox"/> Stand-by Rescue Teams |
| <input type="checkbox"/> Employee Development | <input type="checkbox"/> Lockout/Tagout Products | <input type="checkbox"/> Training Material |
| <input type="checkbox"/> Environmental Management | <input type="checkbox"/> Mail Service | <input type="checkbox"/> Training, Emergency Response |
| <input type="checkbox"/> Ergonomic Products & Services | <input type="checkbox"/> Medical Equipment | <input type="checkbox"/> Training, Environmental Health |
| <input type="checkbox"/> Eyewashes | <input type="checkbox"/> Noise Monitoring | <input type="checkbox"/> Training, Ergonomics |
| <input type="checkbox"/> Eyewear, Protective | <input type="checkbox"/> Onsite Assessment | <input type="checkbox"/> Training, Safety |
| <input type="checkbox"/> Fall Protection Systems | <input type="checkbox"/> Personal Protective Equipment | <input type="checkbox"/> VPP Application Assistance |
| <input type="checkbox"/> First Aid & CPR | <input type="checkbox"/> Pocket Safety Cards | <input type="checkbox"/> Wellness Programs |
| <input type="checkbox"/> Footwear Safety | <input type="checkbox"/> Posters | <input type="checkbox"/> Other |
| <input type="checkbox"/> Forklift Safety | <input type="checkbox"/> Production Safety Materials | |

*Booth & Exhibitor Fees

Number of (10'X10') booths _____ X \$ _____ (rate) = \$ _____

Turnkey Booth Package (\$50): \$ _____

Total Payment (due upon submission): \$ _____

	10 ft. X 10 ft.
Early Bird until <i>August 1, 2008</i>	\$600
Regular after <i>August 1, 2008</i>	\$775
Turn Key Booth Package	\$50

The Rules and Regulations constitute part of this Exhibitor Space Application/Contract, which the exhibitor agrees to abide by and conform to. In witness whereof, the applicant has caused this Space Application/Contract to be signed by an officer of the company or person duly authorized. By completing and signing this Space Application/Contract, I hereby release any photographs to VPPPA that may be incidentally taken of me during the 12th Annual Federal Safety & Health Congress, Expo & VPPPA Conference to be used for any purpose. The exhibitor agrees that VPPPA may share the exhibitor's information with other organizations vital in producing the 12th Annual Federal Safety & Health Congress, Expo & VPPPA Conference including the Ritz-Carlton San Juan Hotel, Spa & Casino and other service providers.

***Method of Payment:** Please indicate the method of payment. Payment must accompany the Exhibitor Space Application/Contract.

\$ _____ (total payment)

Tax ID: 54-1598954

American Express MasterCard Visa Check #: _____ (Payable to VPPPA)

Card #: _____ Expiration Date: _____

Card holder's name: _____

Please sign and date on the line below.

Signature: _____ Date: _____

Return to: Preguntas@vpppa.org, or

12th Annual Federal Safety & Health Congress, Expo & VPPPA Conference

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Ritz Carlton



**A BRIDGE TO
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Exhibitor Rules & Regulations

The Voluntary Protection Programs Participants' Association, Inc. (VPPPA) and the Puerto Rico Federal Safety & Health Council invite you to exhibit at the 12th Annual Federal Safety & Health Congress, Expo & VPPPA Conference, featuring best practices in Voluntary Protection Programs (VPP) and environmental and occupational safety and health management systems. The 12th Annual Federal Safety & Health Congress, Expo & VPPPA Conference, will be held October 28–November 2, 2008, at the Ritz-Carlton, San Juan Hotel, Spa & Casino, San Juan, Puerto Rico.

Join this unique marketplace of diverse industries and promote your products and services to a broad range of decision makers and business leaders.

It is the responsibility of the Exhibitor to carefully read the Exhibitor Rules & Regulations before submitting the Exhibitor Contract.

1. Payment Information:

The Exhibitor understands that all space must be paid in full at the time of submitting the Exhibitor Space Application/Contract. Payments may be made by check (payable to VPPPA, Inc.) or by credit card.

2. Included in Standard Booth Fee:

- 10' x 10' (100 square feet) booth
- Listing in the Annual Federal Safety & Health Congress, Expo & VPPPA Conference *Onsite Program* and on the VPPPA Web site at www.vpppa.org
- Two (2) complimentary exhibitor registrations per standard booth rented; exhibitor badges allow admittance to the exhibit hall floor, educational sessions, and meals
- Complimentary pre-registration and post-show attendee lists provided electronically

3. Turnkey Booth Package: For a Turnkey Booth Package add an additional \$50 per standard booth. The Turnkey Booth Package includes:

- One 6' skirted table
- Two side chairs
- One wastebasket

The Turnkey Booth Package must be ordered by September 30, 2008.

4. Booth Assignments: Booth space will be assigned on a first-come, first-served basis. The date that the 2008 Exhibit Space Application/Contract and full payment are received will be used for assignment purposes. VPPPA will consider each company's preferred booth locations and any additional specifications outlined on the application in assigning exhibit space. VPPPA reserves the right to rearrange the floor plan and/or reassign any exhibit booth location if deemed

necessary for the good of the conference.

5. Cancellation: If cancellation or reduction of space is made in writing by August 15, 2008, 50% of the total booth fee will be retained as liquidated damages. If exhibit space is cancelled or reduced after August 15, 2008, 100% of the booth fee will be retained as liquidated damages. Notification of cancellation must be made in writing and received by VPPPA by the deadline dates indicated. Mail notification to:

VPPPA, Inc.
Attn: PR Conference
7600-E Leesburg Pike, Suite 100
Falls Church, VA 22043-2004

Fax: (703) 761-1148

E-mail: Preguntas@vpppa.org

6. Liability: The Exhibitor shall be fully responsible for all claims, liabilities, losses, damages, or expenses relating to or arising out of any injury to any person or any loss of or damage to any property where such injury, loss, or damage is incident to, arises out of or is in any way connected with the Exhibitor's participation in the 12th Annual Federal Safety & Health Congress, Expo & VPPPA Conference. The Exhibitor shall protect, indemnify, hold harmless and defend VPPPA, its officers, directors, agents, and employees from and against any and all such claims, liabilities, losses, damages, and expenses (including costs of defending against such); provided that the foregoing shall not apply to any injury, loss, or damage caused by or resulting from the negligence or willful misconduct of VPPPA or one or more of its officers, directors, agents, or employees. The Exhibitor further waives any claim against VPPPA, its officers, directors, agents, or employees arising out of the oral or written publication or republication of any statement made in connection with the 12th Annual Federal Safety & Health Congress, Expo & VPPPA Conference by anyone who is not an

employee of VPPPA concerning the Exhibitor or the Exhibitor's exhibit, products, or services. The Exhibitor shall be fully responsible and liable for losses, damages, and claims arising from the Exhibitor's activities on the Ritz-Carlton, San Juan Hotel, Spa & Casino premises and will indemnify, defend, and hold harmless the Ritz-Carlton, San Juan Hotel, Spa & Casino, its agents, servants, and employees from any and all such losses, damages, and claims except for any such losses, damages, and claims arising out of any negligence on the part of the Ritz-Carlton, San Juan Hotel, Spa & Casino.

In the event the Ritz-Carlton, San Juan Hotel, Spa & Casino, or any part of the exhibit area thereof is unavailable whether for the entire conference, or a portion of the conference, as a result of acts of God, fire, flood, tempest, inclement weather, or other such cause, or as a result of governmental intervention, malicious damage, acts of war, acts of terrorism, national emergency, strike, lock-out, labor dispute, riot, or other cause or agency over which VPPPA has no control, or should VPPPA decide that because of any such cause that it is necessary to cancel, postpone, or re-site the event, or reduce the move-in and installation time, show hours, or dismantling time, VPPPA shall not be liable to indemnify or reimburse the Exhibitor and in respect to any damage or loss, direct or indirect, arising as a result thereof.

7. Insurance Coverage: Each Exhibitor is responsible for maintaining such property and casualty insurance for its exhibit and display materials as the Exhibitor shall deem adequate. Any policy providing such insurance must contain a waiver of any right of subrogation as to any claims against VPPPA, its officers, directors, agents, or employees. Each Exhibitor must maintain general public liability insurance, in any

amount of no less than \$1 million (\$1,000,000) for any one occurrence, against claims for personal injury, death, or property damage connected in any way with the Exhibitor's participation in the 12th Annual Federal Safety & Health Congress, Expo & VPPPA Conference. Such insurance must include coverage of the indemnification obligations of the Exhibitor. In addition, the insurance policy must provide coverage that cannot be cancelled or reduced without at least ten (10) days written prior notice to VPPPA. Upon request by VPPPA, the Exhibitor shall provide VPPPA with an original certificate of insurance evidencing the maintenance of liability insurance complying with all requirements of this paragraph. Each Exhibitor understands that neither VPPPA nor the Ritz-Carlton, San Juan Hotel, Spa & Casino maintains insurance covering the Exhibitor's property or lost revenue and it is the sole responsibility of the Exhibitor to obtain such insurance.

8. Personnel Registration and Badges:

For every standard booth, the Exhibitor will receive two (2) complimentary registrations. The VPPPA reserves the right to restrict or to limit the number of booth personnel. Exhibit booth personnel are restricted to representatives engaged in the display, demonstration, application, or sale of the company's products and/or services. Exhibitors may register an additional two booth personnel for \$200 each. All other employees of the exhibiting company must register as conference attendees. Registrations will allow admittance to the exhibit hall during installation and dismantle times, show hours, educational sessions and meal functions. Complimentary coded exhibitor booth personnel registration forms will be mailed to the prime contact as per the Space Application/Contract. Each individual must complete a separate coded registration form. The official conference badge must be worn at the 12th Annual Federal Safety & Health Congress, Expo & VPPPA Conference at all times, and exhibit booths must be manned during all open Exhibit Hall hours. During installation and dismantling (I&D), exhibit personnel must either wear the official conference badge or an I&D badge, available at the Exhibitor Registration Counter. Each

individual exhibit representative will be responsible for procuring his/her badge at the Annual Federal Safety & Health Congress, Expo & VPPPA Conference Exhibitor Registration Counter. Badges will not be distributed in bulk to one representative of the company.

9. Subletting or Sharing of Booth Space:

Exhibitors may not assign, sublet, or apportion to others the whole or any part of the space allocated and may not display goods or services other than those manufactured or regularly distributed by the Exhibitor. Two or more Exhibitors may share booth space only if utilizing at least two booth spaces and with written approval from VPPPA.

10. Booth Definitions: All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or I&D equipment such as forklifts. Refer to local building codes that regulate temporary structures.

Standard In-Line: Linear booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. Booth height is restricted to eight (8) feet. Regardless of the number of linear booths utilized, display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The front five (5) feet of the rented space may be occupied from the floor up to a height of four (4) feet.

11. Booth Limitation: All exhibits must be confined to the spatial limits of the exhibit space rented as indicated on your confirmation packet. Equipment, products, or materials to be shown or demonstrated must be placed within the contracted space to ensure that the attendee viewing the display will be in the booth and not impeding the aisle traffic. No part of any display may be suspended from or attached to any part of the Ritz-Carlton, San Juan Hotel, Spa & Casino.

12. Hanging Signs and Graphics: No hanging signs, pillar wraps or banners will be permitted without written approval of VPPPA.

13. Flammable and Toxic Material: All materials used in the display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

14. Lighting: Exhibitors should adhere to the following minimum guidelines when determining booth lighting:

No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles. Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with Ritz-Carlton, San Juan Hotel, Spa & Casino rules and be approved in writing by the VPPPA Conference & Education Department. Lighting that spins, rotates, pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the 12th Annual Federal Safety & Health Congress, Expo & VPPPA Conference.

15. Storage: Fire regulations in the Ritz-Carlton, San Juan Hotel, Spa & Casino prohibit storing product, literature, empty packing containers or packing materials behind booths.

16. Demonstrations: As a matter of safety and courtesy to others, the Exhibitor should conduct sales presentations and product demonstrations in a manner which assures that all exhibitor personnel and attendees are within the contracted exhibit space.

17. Sound/Music: In general, the Exhibitor may use sound equipment in their booth so long as the noise level does not disrupt the activities of neighboring Exhibitors. Speaker and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: sound and noise should not exceed 85 decibels. Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

18. Respect Your Neighbors: Exhibitors may only enter exhibit areas other than their own by invitation. Exhibitors are not permitted to distribute promotional material, samples, catalogues, pamphlets, or publicity except within their own booth space.

19. Security: Overall security service will be provided by VPPPA for the duration of move-in, off-show hours, and dismantling, but neither the security service nor VPPPA will be responsible for loss or damage to

any property for any cause. VPPPA reserves the right to inspect any package, box, handbag, or other means of conveyance leaving or entering the Exhibit Hall at any time. Anyone not allowing such inspection will not be allowed to remove un-inspected property from the Exhibit Hall until all other exhibitors have left.

20. Photos, Video, Film, Recording:

Photo taking of exhibit booths other than your own is strictly prohibited. In consideration of the opportunity to be an Exhibitor at the 12th Annual Federal Safety & Health Congress, Expo & VPPPA Conference, the Exhibitor and his/her company's representatives hereby grant permission to VPPPA to use, reproduce, and/or disseminate in any form or media, any film, audio, or photo taken or recorded of the Exhibitor and/or the exhibit during the above-named conference for the purpose of promoting VPPPA's current or future activities, programs, symposia, or meetings. VPPPA may copyright and distribute materials containing the film, video, audio, or photograph without further approval from the Exhibitor. Exhibitors hereby waive any claims that they or their company's representatives might have against VPPPA related to such appearance(s) in the final product(s).

21. Protection to the Exhibit Facility:

Nothing shall be posted, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the exhibit or conference areas without permission of VPPPA and proper Ritz-Carlton, San Juan Hotel, Spa & Casino authority.

22. Affiliated Events: Only exhibiting companies and VPPPA members may host functions in addition to the 12th Annual Federal Safety & Health Congress, Expo & VPPPA Conference, at times that do not conflict with conference events. Function Space Request Forms must be completed and submitted to the VPPPA Conference & Education Department for approval.

23. Americans with Disabilities Act: All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive and as reasonably accommodating as possible to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line at (800) 514-0301 or online at www.usdoj.gov/crt/ada.

24. Manning of Exhibit: Exhibit booths must be manned at all times during show hours from 8:30 am on Tuesday, October 28, 2008, through to the close of the Exhibit Hall on Wednesday, October 29, at 4:00 pm. Show hours are subject to change. Failure to man your booth during show hours will result in a \$100 fine.

25. Union Agreements: The Exhibitor hereby agrees to abide by all agreements made between the unions, VPPPA, or its agents pertaining to the use of union labor at all times while in the Exhibit area and conference area.

26. Taxes: The Exhibitor shall be solely responsible for any federal, state, or local tax required to be collected or withheld on any purchase.

27. Early Dismantle Penalty/Late Set-Up: Exhibitors who have not completed the set-up of their booths by 5:00 pm on October 27, 2008, will be subject to a fine of \$100 per 10' x 10' booth space. Early dismantling is not allowed. Exhibitors who tear down before 4:00 pm on October 29, 2008, will be subject to a fine of \$100 per 10' x 10' booth space. Show hours are subject to change.

28. Signatory Authority: The Exhibitor warrants that the person who signed the contract has signatory authority on behalf of the Exhibitor to execute the binding agreement of the 2008 Exhibit Space Application/Contract.

29. Acceptance of Exhibits: Exhibitors will be bound by the Rules and Regulations set forth herein and by such amendments or additional rules and regulations, which may be established by VPPPA or the Ritz-Carlton, San Juan Hotel, Spa & Casino. VPPPA's acceptance of the contract constitutes an agreement of the parties to

abide by the terms and conditions contained herein. VPPPA reserves the absolute right to reject any and all applications. Rights of the Exhibitor will not be assignable to any other firm or person.

30. Interruption of the Conference:

Should any contingency prevent the holding of the 12th Annual Federal Safety & Health Congress, Expo & VPPPA Conference, VPPPA will return such portions of the amount paid for the space determined equitable by VPPPA after deduction of such amount necessary to cover expenses incurred by VPPPA in connection with the conference. If for any reason VPPPA determines the location of the 12th Annual Federal Safety & Health Congress, Expo & VPPPA Conference should be changed or the dates of the conference postponed, no refund will be made, but the VPPPA shall assign to the Exhibitor in lieu of the original space, such other space as VPPPA deems appropriate, and the Exhibitor agrees to use such space under the same Rules and Regulations. VPPPA shall not be financially liable or otherwise obligated in the event that the 12th Annual Federal Safety & Health Congress, Expo & VPPPA Conference is canceled, postponed, or relocated, except as provided herein.

31. Food & Beverage: Any food or beverage dispensed or given away at booths must be supplied and prepared by the Ritz-Carlton, San Juan Hotel, Spa & Casino who has exclusive food and beverage distribution rights. Please contact the Ritz-Carlton, San Juan Hotel, Spa & Casino before ordering ANY food and/or beverage.

32. Parking: Parking is not allowed in any of the loading dock areas. Any vehicle parked in an unauthorized area will be towed at the owner's expense.

33. Questions:

VPP Participants' Association, Inc.
Attn: PR Conference
7600-E Leesburg Pike, Suite 100
Falls Church, VA 22043-2004
Tel: (703) 761-1146
Fax: (703) 761-1148
E-mail: Preguntas@vpppa.org
Web site: www.vpppa.org