



THE INTERNATIONAL SOCIETY FOR
TRAUMATICstress
STUDIES

NOVEMBER 14-18, 2004
 THE HILTON NEW ORLEANS RIVERSIDE
 NEW ORLEANS, LA

Please print or type.

NAME OF CONTACT PERSON

INSTITUTION/COMPANY/ORGANIZATION

DEPARTMENT

STREET ADDRESS

CITY STATE/PROVIDENCE

ZIP CODE/POSTAL CODE

WORK PHONE WORK FAX

E-MAIL

COMPANY WEB SITE

The undersigned hereby authorizes the International Society for Traumatic Stress Studies (ISTSS) to reserve exhibit space for use by the above company or organization. The undersigned hereby agrees to abide by the Exhibit Rules and Regulations printed on the reverse side of this contract, and to all conditions under which exhibit space is leased to the ISTSS. The undersigned acknowledges that space assignments shall be acceptable unless the ISTSS is notified in writing within fifteen (15) days of the date of assignment notification. The undersigned specifies that the products or services listed on this contract are those to be displayed.

SIGNATURE DATE

NAME (PRINT OR TYPE)

Mail a copy of this contract with payment to:

ISTSS Meeting Manager
 60 Revere Dr., Ste. 500
 Northbrook, IL 60062
 Tel: 847/509-1944
 Fax: 847/480-9282
istss@istss.org

EXHIBIT CONTRACT

Technologies or services to be displayed:

Payment

Attach your fee to reserve an exhibit table(s) for the 2004 Annual Meeting. Please make check payable to ISTSS in U.S. funds. ISTSS's Taxpayer/ID number is 31-1129675.

Tabletop Space

NUMBER OF TABLES ORDERED - PRICE PER TABLE \$600
 \$ _____
TOTAL TABLE SPACE PAYMENT ENCLOSED

Take One Area

PLEASE INCLUDE MY COMPANY IN THE TAKE ONE AREA
\$150.00 ENCLOSED

Payment

 CHECK NUMBER AMOUNT
 VISA MASTERCARD AMERICAN EXPRESS

CREDIT CARD NUMBER EXP DATE

AMOUNT TO BE CHARGED TO THE CREDIT CARD

AUTHORIZED SIGNATURE DATE

PRINT NAME

BILLING ADDRESS IF DIFFERENT THAN ABOVE

FOR OFFICE USE ONLY	
TABLETOP ASSIGNED _____	
TOTAL FEE \$ _____	
PAYMENT RECEIVED _____	

Exhibit Rules and Regulations

1. **ACCEPTABILITY OF EXHIBITS:** All exhibits shall serve the interests of the members of ISTSS and shall be operated in a way that will not detract from other exhibits or from the Exhibition. Exhibit Management determines acceptability of persons, things, conduct, and/or printed matter and reserves the right to require the immediate withdrawal of any exhibit, which is believed to be injurious to the purpose of the Association. In the event of such restriction or eviction, ISTSS is not liable for any refund of exhibit fees, or any other exhibit-related expense.
2. **APPLICATION FOR SPACE:** Application for space shall be made in writing on the official application form.
3. **ASSIGNMENT OF SPACE:** Exhibit space is assigned on a first-come, first-served basis. ISTSS will attempt to honor all requests for exhibit space. Notwithstanding the above, ISTSS reserves the right to change location assignments at any time, as it may in its sole discrimination deem necessary.
4. **PAYMENT:** Full payment is required with the contract.
5. **CANCELLATION:** ISTSS must be notified in writing in the event of cancellation or space reduction. If cancellation of exhibit booth occurs prior to September 30, 2004, the exhibitor will be refunded 50% of the payment received. After September 30, 2004, no refunds will be made.
6. **FAILURE TO OCCUPY SPACE:** The exhibitor will forfeit space not occupied by the close of the exhibit installation period and this space may be resold, reassigned, or used by Exhibit Management. Exhibit Management reserves the right to assign labor to set up any display that is not in the process of being erected by the given deadline. The exhibitor will be billed for all charges incurred.
7. **TABLE TOP BOOTH FEE:**
\$600 per 6' x 30" skirted table includes:
 - (1) Complimentary registration
 - Complimentary identification sign
 - Two chairs
 - Exhibit Ribbon
 - Listing in Final Program
 - General Security
8. **FLOOR PLAN:** All dimensions and locations shown on the official floor plans are believed to be accurate. Exhibit Management reserves the right to make such modifications as may be necessary to meet the needs of the exhibitors and the exhibit program.
9. **CANCELLATION OF MEETING AND EXHIBITION:** If ISTSS should be prevented from holding the Exhibition by reason of any cause beyond its control (such as, but not limited to damage to buildings, riots, labor disputes, acts of government or acts of God) or if it cannot permit the exhibitor to occupy the space due to causes beyond its control, then ISTSS has the right to cancel the Exhibition with no further liability to the exhibitor other than a refund of space rental less a proportionate share of Exhibition expenses.
10. **RESTRICTIONS ON USE OF SPACE:** No exhibitor shall sublet, assign, or share any part of the space allocated without the written consent of ISTSS. Solicitations or demonstrations by exhibitors must be confined within the bounds of their assigned space. Aisle space shall not be used for exhibit purposes, display signs, solicitation or distribution of promotional material. Exhibits, signs and displays are also prohibited in any of the public areas or elsewhere on the premises of the meeting facilities or in the guest rooms or hallways of the hotel. Operation of sound devices is allowed if the exhibitor complies with Exhibit Management discretion on volume. Any firm or organization not assigned exhibit space will be prohibited from soliciting business at the Exhibition.
11. **CONSTRUCTION OF EXHIBITS:** Exhibits shall be constructed and arranged so that they do not obstruct the general view of any other exhibit.
12. **CARE OF EXHIBITS:** Nothing shall be posted on, nailed, screwed, or otherwise attached to columns, walls, floors or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. Any property destroyed or damaged by an exhibitor must be replaced or restored to its original condition by the exhibitor or at the exhibitor's expense.
13. **FIRE REGULATIONS:** All fabrics and other materials used for decorative purposes must be flameproof. Each exhibitor must have a certificate showing that display material has been treated by a fireproofing compound approved by the appropriate city agency. All packing and decorating material must not be packed in paper, straw or excelsior. Any merchandise packed in flammable material cannot be brought into the show. All electrical equipment must be U.L.-approved and must be wired in accordance with the rules of the local Board of Fire Underwriters. All empty cartons and/or crates must be removed from the exhibit hall. Local fire department regulations relating to exhibits and supplied to each exhibitor will be strictly enforced and are part of the exhibit contract.
14. **SECURITY:** Peripheral security guard service is provided by Exhibit Management. However, it is the responsibility of each exhibitor to protect display material from loss or damage. Please be certain that all small display and personal items are secure before leaving the display—even temporarily.
15. **UNIONS AND CONTRACTORS:** Exhibitors agree to abide by the Rules and Regulations concerning local unions having agreements with the Exposition facility or with authorized service contractors employed by Exhibit Management. Only the Official contractors designated by Exhibit Management will be permitted in exhibit areas unless authorized by Exhibit Managers.
16. **COMPLIANCE:** The exhibitor agrees to abide by and comply with the rules and Regulations including any amendments that Exhibit Management may make from time to time. Exhibitor further assumes all responsibility for compliance with all pertinent laws, ordinances, regulations and codes of duty authorized local, state and federal governing bodies concerning fire, safety, and health as well as the rules and regulations of the operators of and/or owners of the property where the Exhibition is held.
17. **INSURANCE:** The exhibitor assumes all responsibility for any and all loss, theft or damage to exhibitor's display's, equipment and other property while on The Hilton New Orleans Riverside premises, and hereby waives any claim or demand it may have against ISTSS and The Hilton New Orleans Riverside or its affiliates arising from such loss, theft or damage. In addition, the exhibitor agrees to defend (if requested), indemnify and hold harmless the International Society for Traumatic Stress Studies and The Hilton New Orleans Riverside and their respective parent(s), subsidiary(ies) and other related or affiliated companies from and against any liabilities, obligations, claims, damages, suits, costs and expenses, including, without limitation, attorney's fees and costs, arising from or in connection with the exhibitor's occupancy and use of the exhibition premises or any part thereof or any negligent act, error or omission of the exhibitor or its employees, subcontractors or agents.

