



SPONSOR SERVICE KIT

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ASSISTANCE: If we can be of assistance, please call us for support at (800) 546 9295, or email aaron@insightexhibits.com.

WELCOME

Dear Sponsor,

Insight Exhibits is proud to be the official service contractor for Bullhorn Engage Boston 2024. We thank you for your participation and look forward to working with you. Our goal is to support you in achieving a successful event.

This Sponsor Service Kit contains information that you'll need to prepare for the event. Please take a moment to review this manual in its entirety.

Please don't hesitate to contact us should you need any assistance by emailing us at aaron@insightexhibits.com or by calling (800) 546 9295.

Thank you for your business and participation.

Aaron Pridgen

IMPORTANT DATES AND DEADLINES

Please note the following dates and deadlines in order to ensure all your needs are met for a seamless experience at Engage Boston 2024.

	DEADLINE DATE	DELIVERABLE
<input type="checkbox"/>	MARCH 18, 2024	ADVANCED WAREHOUSE OPENS TO RECEIVE EARLY SHIPMENTS
<input type="checkbox"/>	APRIL 4, 2024	BOOTH ARTWORK SUBMISSION DUE
<input type="checkbox"/>	APRIL 4, 2024	COMPANY LOGO / COMPANY DESCRIPTION DUE
<input type="checkbox"/>	APRIL 26, 2024	DISCOUNT DEADLINE FOR ENHANCEMENT ORDERS
<input type="checkbox"/>	MAY 3, 2024	ADVANCED WAREHOUSE CLOSES, <i>SEE PAGE 10 FOR LATE SHIPMENTS</i>
<input type="checkbox"/>	MAY 3, 2024	ENHANCEMENT ORDERS DUE
<input type="checkbox"/>	MAY 14, 2024	SPONSOR MOVE-IN 8:00AM - 10:00AM
<input type="checkbox"/>	MAY 14, 2024	EXPO HALL HOURS: 11:00AM - 6:00PM 1:00PM - 2:00PM LUNCH 3:00PM - 3:30PM NETWORKING BREAK 5:00PM - 6:00PM OPENING RECEPTION
<input type="checkbox"/>	MAY 15, 2024	EXPO HALL HOURS: 8:00AM - 5:30PM 8:00AM - 9:00AM BREAKFAST 10:30AM - 11:15AM MORNING NETWORKING BREAK 12:00PM - 1:15PM LUNCH 3:00PM - 3:45PM AFTERNOON NETWORKING BREAK
<input type="checkbox"/>	MAY 15, 2024	SPONSOR MOVE-OUT: 6:00PM - 7:00PM

KEY INFORMATION

SERVICE INFORMATION: If your sponsorship includes a turnkey kiosk within the Sponsor Pavilion, please refer to pages 6-8 of this manual for details regarding your booth and its inclusions. Additional items can be purchased to enhance your turnkey kiosk, found on the Enhancement Order Form on page 10.

ON SITE SERVICE INFORMATION: Insight Exhibits will be on site prior, during, and after the event. Our staff will gladly assist with customization, modification, and any other specific requests on site.

ADVANCED WAREHOUSE: Insight Exhibits will accept advanced shipments beginning March 18th. Warehouse hours are Monday - Friday between 8:00am - 4:00pm MST. Advance shipments will not be accepted after May 3rd. All shipments will be subject to material handling charges outlined on page 12 of this service kit.

Please notate whether your shipment is for the welcome bag or for your booth.

ADVANCED WAREHOUSE ADDRESS:

INSIGHT EXHIBITS ADVANCED RECEIVING

Bullhorn Engage Boston / SPONSOR NAME

1367 S 700 W

SALT LAKE CITY, UT 84104

BOX # ___ OF ___

WELCOME BAG _____ OR BOOTH _____

DIRECT TO SHOW SITE SHIPMENTS: **Show-site shipments are strongly discouraged.** All shipments should be sent to the advanced warehouse to ensure they make it to the event. If you are unable to meet the advanced warehouse receiving deadlines, please reach out to aaron@insightexhibits.com and we'll work together on a solution.

The majority of packages sent and received through the hotels FedEx office will not make it to the show on time, and may be withheld from pick up prior to event start.

MOVE-OUT INFORMATION: All materials must be removed from the venue on May 15th. If you have leftover materials that you would like shipped back to your company, please work directly with the FedEx team onsite at The Westin. This expense will be billed directly to the sponsor.

ASSISTANCE: Please send all logo files and company descriptions to engagesponsors@bullhorn.com, and all other booth kiosk inquiries to aaron@insightexhibits.com.

PLATINUM SPONSOR

Your sponsorship includes a 12 x 10' turnkey booth with the following:

1	43" Monitor on front wall	1	Bistro Table
1	Lockable Storage	4	Bar stools

SPONSOR REQUIREMENTS:

A 50 word company description to be printed in the sponsor index found at the back of the conference guide

(Please note, if this description is longer than 50 words our content team will trim it down to 50 words to ensure it is compliant)

Vector logo files

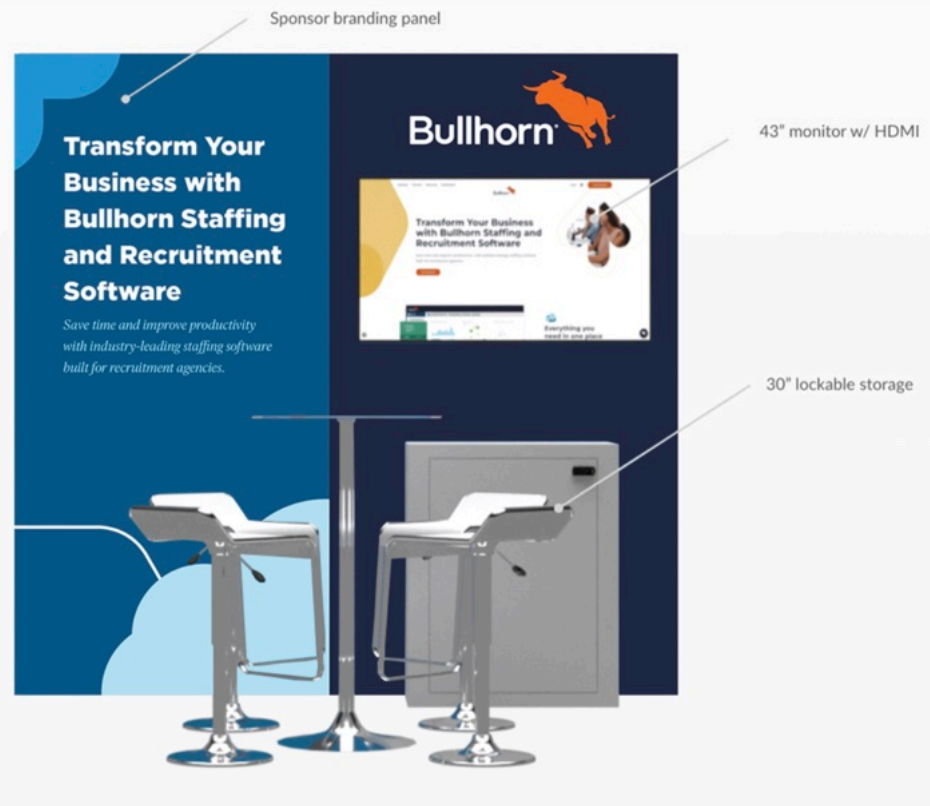
Please provide 1 full-color and 1 White Company Logo file with your submission (Acceptable vector files are .ai, .eps, or .svg (sometimes .pdf) with all fonts outlined)

A main color selection

(Please provide 1 - 2 main colors (this will help determine the design of your booth) please provide HEX code and CMYK color codes)

A panel design

As a platinum sponsor, there is a customizable design area of your booth that you are welcome to take advantage of. Please know final booth content is subject to approval by our Creative and Alliances teams. All artwork should be submitted in vector format (or high res photography) with all fonts outlined.



BOOTH ARTWORK SUBMISSION DEADLINE: APRIL 4, 2024

Please email logo to engagesponsors@bullhorn.com

DISCLAIMER:

All artwork received after April 4, 2024 will incur a daily rush charge that will be billed to the sponsoring company directly.

Sponsors submitting artwork past this deadline forgo their opportunity to receive and approve proofs.

GOLD SPONSOR

Your sponsorship includes a 6 x 6' turnkey booth with the following:

- | | |
|---|---------------------------|
| 1 | 43" Monitor on front wall |
| 1 | Lockable Storage |
| 1 | Bistro Table |
| 2 | Bar stools |

SPONSOR REQUIREMENTS:

A 50 word company description to be printed in the sponsor index found at the back of the conference guide

(Please note, if this description is longer than 50 words our content team will trim it down to 50 words to ensure it is compliant)

Vector logo files

Please provide 1 full-color and 1 White Company Logo file with your submission
(Acceptable vector files are .ai, .eps, or .svg (sometimes .pdf) with all fonts outlined)

A main color selection

(Please provide 1 - 2 main colors (this will help determine the design of your booth) please provide HEX code and CMYK color codes)



BOOTH ARTWORK SUBMISSION DEADLINE: APRIL 4, 2024

Please email logo to engagesponsors@bullhorn.com

DISCLAIMER:

All artwork received after April 4, 2024 will incur a daily rush charge that will be billed to the sponsoring company directly.

Sponsors submitting artwork past this deadline forgo their opportunity to receive and approve proofs.

SILVER SPONSOR

Your sponsorship includes a 10' x 12' turnkey booth with the following:

- | | |
|---|---------------------------|
| 1 | 43" Monitor on front wall |
| 1 | Lockable storage |
| 2 | Bar stools |

SPONSOR REQUIREMENTS:

A 50 word company description to be printed in the sponsor index found at the back of the conference guide

(Please note, if this description is longer than 50 words our content team will trim it down to 50 words to ensure it is compliant)

Vector logo files

Please provide 1 full-color and 1 White Company Logo file with your submission
(Acceptable vector files are .ai, .eps, or .svg (sometimes .pdf) with all fonts outlined)

A main color selection

(Please provide 1 - 2 main colors (this will help determine the design of your booth) please provide HEX code and CMYK color codes)



BOOTH ARTWORK SUBMISSION DEADLINE: APRIL 4, 2024

Please email logo to engagesponsors@bullhorn.com

DISCLAIMER:

All artwork received after April 4, 2024 will incur a daily rush charge that will be billed to the sponsoring company directly.

Sponsors submitting artwork past this deadline forgo their opportunity to receive and approve proofs.

BRONZE SPONSOR

A 50 word company description: to be printed in the sponsor index found at the back of the conference guide. (Please note, if this description is longer than 50 words our content team will trim it down to 50 words to ensure it is compliant)

A full-color vector logo file:

- 1 Color Company Logo (acceptable vector files are .ai, .eps, or .svg (sometimes .pdf) with all fonts outlined)
- 1 White Company Logo (acceptable vector files are .ai, .eps, or .svg (sometimes .pdf) with all fonts outlined)

Due: April 4, 2024

**Please email company logo + description to
engagesponsors@bullhorn.com**

ENHANCEMENT ORDERS

PLEASE INCLUDE METHOD OF PAYMENT FORM WITH ALL ORDERS.

NAME OF SHOW: **Bullhorn Engage 2024**

COMPANY NAME:

PHONE:

FAX:

CONTACT NAME:

CONTACT EMAIL:

FURNISHINGS AND ACCESSORIES

QTY	DESCRIPTION	ADVANCED PRICE: ORDER BY 4/26/24	STANDARD PRICE* ORDER BY 5/3/24	TOTAL
_____	Floor Standing Literature Rack	\$190.00	\$275.00	\$_____
_____	Fergus Bar Stool	\$100.00	\$200.00	\$_____
_____	Bistro Table	\$125.00	\$250.00	\$_____
_____	27" Desktop Monitor, Keyboard & Mouse	\$100.00	\$125.00	\$_____
_____	32" Mounted Monitor	\$200.00	\$300.00	\$_____
_____	43" Mounted Monitor	\$200.00	\$300.00	\$_____
_____	60" Mounted Monitor	\$400.00	\$600.00	\$_____
TOTAL:				\$_____

*ALL ORDERS PLACED AFTER MAY 3RD WILL INCUR A 30% FEE, BASED ON AVAILABILITY.



Literature Rack



Fergus Barstool



24" Diameter
Glass Bistro Table



27" Desktop Monitor,
Keyboard and Mouse



32", 43", 60" Mounted
Monitor, Keyboard and
Mouse

Insight Exhibits has a vast inventory of additional enhancement options. If you have a specific goal, reach out to aaron@insightexhibits.com and let's collaborate on customizing your space!

NOTE: Enhancement options are limited based on your sponsorship level. Silver Sponsor booths cannot support any furniture additions but may add a desktop monitor, keyboard, and mouse. You will be contacted if your request cannot be accommodated due to booth size

HDMI ADAPTERS

PLEASE INCLUDE METHOD OF PAYMENT FORM WITH ALL ORDERS.

NAME OF SHOW: **Bullhorn Engage 2024**

COMPANY NAME:

PHONE:

FAX:

CONTACT NAME:

CONTACT EMAIL:

Your turnkey kiosks will come with HDMI cords, however **HDMI adapters are not included**. Sponsors must supply their own adapter compatible with their own device. HDMI Adapters will be available for rent, while supplies last.

HDMI ADAPTER ORDER FORM

QTY	DESCRIPTION	SHOW SITE PRICE	TOTAL
_____	VGA (male) / HDMI (female)	\$25.00	\$_____
_____	Display Port (male) / HDMI (female)	\$25.00	\$_____
_____	Mini HDMI (male) / HDMI (female)	\$25.00	\$_____
_____	USB-C (male) / HDMI (female)	\$100.00	\$_____
_____	MiniDP (Thunderbolt) (male) / HDMI (female)	\$25.00	\$_____
_____	Lightning (male) / HDMI (female)	\$100.00	\$_____
_____	Looping Media Player	\$50.00	\$_____
TOTAL:			\$_____

NOTICE:

ALL ORDERS PLACED ON SHOW SITE ARE BASED ON AVAILABILITY. FAILURE TO RETURN ASSETS IMMEDIATELY FOLLOWING THE SHOW WILL DOUBLE YOUR RENTAL PRICE. **INITIALS** _____



VGA



Display
Port



Mini
HDMI



USB-C



Mini DP



Lightning



Media
Player

METHOD OF PAYMENT

PLEASE INCLUDE THIS FORM WITH ALL ENHANCEMENT ORDERS.

NAME OF SHOW: Bullhorn Engage 2024	
COMPANY NAME:	BOOTH NUMBER:
ADDRESS:	
CITY/STATE/ZIP:	
PHONE:	FAX:
PRINT NAME:	SIGNATURE:
CONTACT'S EMAIL:	
INVOICE & RECEIPT EMAIL:	

METHOD OF PAYMENT

BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM INSIGHT EXHIBITS, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

☐ CREDIT/DEBIT CARD

For your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Insight Exhibits' companies, or any charges which Insight Exhibits may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

☐ AMERICAN EXPRESS ☐ MASTERCARD ☐ VISA

ACCOUNT NO:	EXP. DATE:	CVV CODE:
CARDHOLDER NAME:	SIGNATURE:	
CARDHOLDER BILLING ADDRESS:		
CITY/STATE/ZIP:		

MATERIAL HANDLING

MATERIAL HANDLING WILL BE CHARGED BASED ON NUMBER OF PACKAGES, OR TOTAL WEIGHT OF CRATED OR SKIDDED SHIPMENTS. MATERIAL HANDLING CHARGES APPLY TO ALL ITEMS SHIPPED TO THE ADVANCED WAREHOUSE OR DIRECT TO SHOW SITE.

NAME OF SHOW: Bullhorn Engage 2024	
COMPANY NAME:	
PHONE:	FAX:
CONTACT NAME:	
CONTACT EMAIL:	

SMALL PACKAGE SHIPMENTS		
DESCRIPTION	PRICE PER CWT	MINIMUM
Small Package - Maximum weight is 30 lbs per package*		
1st Package is \$45.00, Additional Packages \$25.00 / each		
BOX #1:	\$45.00	
BOX #2:	\$25.00	
BOX #3:	\$25.00	
BOX #4:	\$25.00	

TAX:

TOTAL: \$

CRATE / PALLET SHIPMENTS				
DESCRIPTION [CRATE / SKID / FIBER CASE / OTHER]	WEIGHT [LBS]	CWT	PRICE PER CWT	ESTIMATED TOTAL (200 LB. MIN)
		/100 = _____	x 115.00	\$
		/100 = _____	x 115.00	\$
		/100 = _____	x 115.00	\$
		/100 = _____	x 115.00	\$

TAX:

TOTAL: \$ _____

OUTBOUND SHIPPING

PLEASE INCLUDE METHOD OF PAYMENT FORM WITH ALL ORDERS.

OUTBOUND MATERIAL HANDLING: Insight Exhibits is happy to assist with outbound shipments following the event. Please ensure all outbound packages are properly packaged, sealed, and labeled. You are welcome to provide pre-paid shipping labels with your carrier of choice, or Insight Exhibits can arrange these services for you and bill accordingly.

Please fill out your outbound shipment information in its entirety and submit along with the Method of Payment form found on page 11 of this exhibitor service kit. All packages are subject to material handling charges, based on rates outlined on page 12 of this kit.

FOR OUTBOUND PACKAGES AFTER THE EVENT:

WHEN DO YOU NEED YOUR PACKAGES TO BE DELIVERED?

NEXT DAY: _____ 2ND DAY: _____ GROUND: _____ OTHER: _____

FEDEX / UPS ACCOUNT NUMBER FOR SHIPPING CHARGES: _____

If you do not provide pre-paid labels or a FedEx/UPS account number, by submitting this form, you are agreeing to pay for all freight charges associated with the shipment of your packages.

DELIVERY ADDRESS:

CITY _____ STATE _____ ZIP _____

PHONE. _____

NUMBER OF PACKAGES: _____

ESTIMATED WEIGHT: _____

NUMBER OF CRATES: _____

ESTIMATED WEIGHT: _____

NUMBER OF SKIDS: _____

ESTIMATED WEIGHT: _____

OTHER:

SHIPPING INFORMATION

ADVANCE WAREHOUSE SHIPMENTS: Insight Exhibits will accept advanced shipments beginning March 18th and ending on May 3rd. Shipments may arrive between 8:00am and 4:00pm, Monday through Friday.

Please notate whether your shipment is for the welcome bag or for your booth.



Advanced warehouse shipping label:

INSIGHT EXHIBITS

1367 S 700 W

SALT LAKE CITY, UT 84104

Bullhorn Engage Boston

May 14 - 15, 2024

SPONSOR NAME _____

BOX # _____ **OF** _____

WELCOME BAG _____ **OR BOOTH** _____

NOTICE: Insight Exhibits is not responsible for any package that is mislabeled or unmarked. All packages require sponsor name and booth numbers.

DELIVERIES: Sponsors transporting and delivering materials directly to the event must check in with Insight Exhibits prior to the event. There will be restricted access to sponsors and associated vendors through the venue loading docks. If you plan to deliver direct to the venue, please coordinate with Insight Exhibits for approval.

SHIPPING INFORMATION CONTINUED

DIRECT SHOW SHIPMENTS: **Direct shipments are not advised.**

Sponsors are allowed to hand-carry one package that does not require the use of wheels or carts to the expo floor in one trip. All other items must be sent to the advanced warehouse, or shipped send directly to show site. All direct shipments will be received by the FedEx Business Center and requires pick up by the sender. Material handling rates apply and billed directly through FedEx.

We strongly recommend shipping to the advanced warehouse. If you are unable to meet the delivery deadline, please reach out and we'll work together to formulate a solution that does not require direct shipments.

DELIVERIES: Sponsors transporting and delivering materials directly to the event must check in with Insight Exhibits prior to the event. There will be restricted access to sponsors and associated vendors through the convention loading docks. If you plan to deliver direct to the convention center, please coordinate with Insight Exhibits for approval.

DISMANTLE AND MOVE OUT INFORMATION: All materials must be removed from the venue on May 15th. If you have leftover materials that you would like shipped back to your company, please work directly with the FedEx team onsite at The Westin. This expense will be billed directly to the sponsor.

TERMS AND CONDITIONS

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between Insight Exhibits (IE) and you, the EXHIBITOR. Acceptance of said terms and conditions will be applied when any of the following conditions are met:

THE METHOD OF PAYMENT FORM IS SIGNED; OR AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH IE; OR WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH IE.

DEFINITIONS

For purposes of this Contract, "IE", refers to Insight Exhibits, its respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors IE may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of IE except where specifically identified as a sale. All rentals include delivery, installation, and removal from EXHIBITOR'S booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per person, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If carpet, modular rental exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond IE'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. IE will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the IE Service Center Representative of problems with any orders, and to check the EXHIBITOR'S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, IE requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is re-billing these charges to its customers. For International EXHIBITORS, IE requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in SALT LAKE CITY, UTAH upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by IE shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF UTAH. In the event of any dispute between the EXHIBITOR and IE relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to IE for its services, as an offset against the amount of any alleged loss or damage. Any claims against IE shall be considered a separate transaction, and shall be resolved on its own merits. IE reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that IE may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR'S credit card company for any reason, IE hereby provides notice that it reserves the right, and EXHIBITOR authorizes IE, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR'S account. In the event that a THIRD PARTY orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the Claims will not be considered, or adjustments made unless filed in writing, by Exhibitor, prior to the close of the event. IE is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold IE, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL IE BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless IE, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement.

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through IE in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with IE'S Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

TERMS AND CONDITIONS CONTINUED

INDEMNIFICATION

EXHIBITOR agrees to indemnify, hold harmless, and defend IE from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to IE employees, and/or property damage arising out of work performed by labor provided by IE but supervised by EXHIBITOR. Further, the EXHIBITOR'S indemnification of IE includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by IE to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

PLEASE REFER TO IE'S "MATERIAL HANDLING TERMS & CONDITIONS" AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO THE "SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT" AS IT RELATES TO TRANSPORTATION SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH IE. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED

MATERIAL HANDLING

YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to IE's warehouse or to an event site for which IE is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with IE.

1. DEFINITIONS. For purposes of this Contract, IE means Insight Exhibits, and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. In no event shall IE be deemed to be the Ultimate Consignee for shipping and custom purposes. The term "Exhibitor" means the Exhibitor, its employees, agents, and representatives.

2. PACKAGING/CRATES AND STORAGE. IE shall not be responsible for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. IE shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. IE does not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor's own risk. **IE ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.**

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or its representative. All previous labels must be removed or obliterated. IE assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without IE labels; or improper information on empty labels. **IE WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.**

4. INBOUND/OUTBOUND SHIPMENTS. There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such times, Exhibitor materials will be left unattended. **IE IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT.** IE recommends the securing of security services from Facility or Show Management. All MHA's submitted to IE by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to IE and the actual count of such items in the booth at the time of pickup. IE is not responsible for any wait time or other charges including business center charges arising from delivery or pickup of Exhibitor's materials.

5. DELIVERY TO THE CARRIER FOR RELOADING. IE assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's appointed carrier, shipper, or agent for transportation after the conclusion of the show. IE loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. **IE ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISES OUT OF IMPROPERLY LOADED OR LABELED MATERIALS.**

6. DESIGNATED CARRIERS. IE shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. **IN NO EVENT SHALL IE BE RESPONSIBLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION.**

7. FORCE MAJEURE. IE's performance hereunder is subject to, and IE shall not be responsible for loss, delay, or damage due to, strike, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond IE's reasonable control, nor for ordinary wear and tear in the handling of Exhibitor's materials.

TERMS AND CONDITIONS CONTINUED

8. **CLAIM(S) FOR LOSS.** Exhibitor agrees that any and all claims for loss or damage must be submitted to IE immediately at the show site and in any case not later than *thirty (30) business days* after the date when Exhibitor's materials are delivered to the carrier for transportation from show site or from IE's warehouse. All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against IE *more than one (1) year* after the date of loss or damage occurred.

a. **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the Exhibitor and IE relative to any loss, damage, or claim, Exhibitor shall not be entitled to and shall not withhold payment due IE for its services as an offset against the amount of any alleged loss or damage. Any claims against IE shall be considered a separate transaction and shall be resolved on their own merits. THROUGH IE.

b. **MAXIMUM RECOVERY.** If found liable for any loss, IE's sole and exclusive **maximum** liability for loss or damage to Exhibitors materials and Exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is a less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

c. **LIMITATION OF LIABILITY.** IN NO EVENT SHALL IE BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF IE OR BREACH OF ANY OF THE PROVISIONS OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF IE HAS BEEN ADVISED OR HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOST PROFITS, LOSS OF USE, AND INTERRUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.

9. **DECLARED VALUE.** Declarations of Declared Value are between the Exhibitor and the selected Carrier ONLY, and are in no way an extension of IE's maximum liability stated herein. IE will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, IE WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

10. **JURISDICTION / VENUE.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

11. **INDEMNIFICATION.** Exhibitor agrees to indemnify and forever hold harmless IE from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out or contributed to by Exhibitor's negligent supervision of any labor secured through IE; Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or event to which this Contract relates, including but not limited to Exhibitor's violation of Federal, State, County or Local ordinance and/or Exhibitor's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

12. **LIEN.** Exhibitor grants IE a security interest in and a lien on all of Exhibitor's materials that is from time to time in the possession of IE and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by IE on its behalf, services performed, materials and/or labor from time to time provided by IE to or for the benefit of Exhibitor ("Obligations"). IE shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that IE is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. IE may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

13. **WAIVER & RELEASE.** Exhibitor, as a material part of the consideration to IE for material handling services, waives and releases all claims against IE with respect to all matters for which IE has disclaimed liability pursuant to the provisions of this Contract.

14. **DRIVER LIABILITY WAIVER.** IN CONSIDERATION OF IE PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND/OR EQUIPMENT THAT YOU ARE OPERATING (TRUCK-OWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCK-OWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOUR EMPLOYER, THE TRUCK- OWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS IE, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.

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