

AGREEMENT

INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS

2020 IIMC ANNUAL CONFERENCE

Sunday, May 17 - Wednesday, May 20, 2020

St. Louis, Missouri

EXHIBIT PROGRAM

Hyatt Hotel Exhibit Hall

(Exhibit Hall Is Open May 17 - 19, 2020)

AGREEMENT

We understand and agree to use this (these) booth(s) for the purpose of displaying products at the International Institute of Municipal Clerks (hereinafter referred to as the Institute) Exhibit Program. That we may move our exhibit into the Hall SEE ATTACHED and that it will be ready for display by 1:30 p.m. on **Sunday, May 17, 2020** and that we will move out on **Tuesday, May 19, 2020 after 3:00 p.m.**

We agree that if we do not exhibit our products in said space, or fail to comply in any other respect with the terms of this agreement, the Institute shall have the right, without notice to us, to sell or offer said space at public or private sale, and we agree to pay any deficiency, or loss or damage suffered by the Institute therein and thereby. In addition, it is agreed that should the Institute be unable to effect a sale of said space as herein provided, it shall have the right to occupy or cause said space to be occupied by any other person, firm, corporation or association, to suit its own convenience without any rebate or allowance for such occupation to us and in the event the space is not used the Institute may place our name on the sign board over the space. **The Institute reserves the right to rearrange the floor plan or relocate any exhibit or both.**

CANCELLATIONS/REFUNDS

IIMC WILL ISSUE REFUNDS TO EXHIBITORS (MINUS \$100.00 FEE) IF EXHIBITOR CANCELS PRIOR TO FRIDAY, APRIL 10, 2020. IIMC WILL NOT ISSUE REFUNDS TO EXHIBITORS WHO CANCEL AFTER MONDAY, APRIL 13, 2020 . _____ (Initial here to accept)

We agree that we shall not assign or sublet any part of the space herein contracted for, without the consent of the Institute in writing duly signed by an officer of the Institute. Only the sign of those names appearing upon the face of this contract may be placed on the booth or upon the printed list of exhibitors or program of the Exhibit.

We agree that in case said premises shall be destroyed by fire or the elements, or by any other cause, or in case any other circumstance shall make it impossible for the Institute to permit the said premises to be occupied by us for the use herein specified, then and thereupon this lease shall terminate and we shall and do hereby waive any claim for damages or compensation, except to pro rata return paid for space rental, should said lease be so terminated.

We agree that extra items of service, electrical, and/or equipment, which we may need for our booth, and which are not included in the Institute rental charge, may be obtained by us from **Paramount - Convention Services** upon our payment directly to them of the charges made available to us through the Institute. Any additional expenses incurred by the lessee will be paid by the lessee. To conform to contract rules and regulations, it will be necessary that all exhibitors use qualified personnel for the various services required for installation and dismantling of exhibits and for material handling within the show.

We agree to conduct our exhibit in accordance with the general exhibit regulations promulgated by the Institute which will apply uniformly to all exhibitors.

The Institute agrees that it will publicize the exhibit program through its releases and announcements; will urge attendance and will set aside reasonable times during the Conference so delegates may visit the exhibits.

AGREEMENT

We, the undersigned titled "lessee," agree to rent _____ booth(s) from the International Institute of Municipal Clerks (hereinafter referred to as the Institute), during the 2020 IIMC Annual Conference and Exhibit Program to be held May 17 - 19, 2020 and will pay the Institute the sum of **One Thousand Five Hundred Dollars (US\$1,500) per 10' x 10' booth by April 6, 2020. Beginning April 7, 2020 the booth rental will be US\$1,700. LIST 1ST, 2ND OR 3RD BOOTH LOCATION CHOICE**
1ST# _____ 2ND# _____ 3RD# _____

NOTE: To be listed in the Conference Program, Exhibitors must sign-up by March 18, 2020.

Lessor:
INTERNATIONAL INSTITUTE
OF MUNICIPAL CLERKS

Lessee:
FIRM: _____

SIGNED _____

SIGNED BY _____ DATE _____

TITLE _____

TITLE _____

Check enclosed payable to IIMC - Exhibit Program

AE/Visa/Mastercard/Discover# _____ Exp. _____ Amount Charged \$ _____

Card Holder's Signature _____

SPACE ALLOCATION IS FIRST-COME (with payment), FIRST SERVED.

Company name on your booth(s) identification sign (**Do not complete if you have your own sign**):

One line description of firm or its services to be printed in the IIMC Conference Program:

Firm's name _____

Address _____ Website _____

City _____ State _____ ZIP _____

Telephone (_____) _____ FAX (_____) _____

Three complimentary badges per exhibiting company. Each additional badge is \$100 per day.

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

List the person and address to whom all correspondence should be sent:

Name _____ Title _____

Address _____

City _____ State _____ ZIP _____

Telephone (_____) _____ FAX (_____) _____

E-mail address _____

Complete the Agreement and return to:
Chris Shalby, Executive Director
International Institute of Municipal Clerks
8331 Utica Avenue - Suite 200
Rancho Cucamonga, CA 91730

____ Yes, I will bring a door prize for the drawing:
