



37TH IAJGS INTERNATIONAL CONFERENCE ON
JEWISH GENEALOGY
23-28 JULY 2017 • WALT DISNEY WORLD SWAN RESORT ORLANDO, FL

INTERNATIONAL ASSOCIATION OF JEWISH GENEALOGICAL SOCIETIES • JEWISH GENEALOGICAL SOCIETY OF GREATER ORLANDO

Orlando 2017 IAJGS Exhibitor Contract

We, the undersigned, hereby contract with the International Association of Jewish Genealogical Societies, Inc. (IAJGS) for exhibition space at its 2017 conference to be held at the Walt Disney World Swan Hotel, 1200 Epcot Resorts Blvd, Orlando, FL 32830 from July 23-28, 2017.

Name of Exhibitor/Company: _____
Business Address: _____
City, State and Zip: _____
Telephone Number: _____ Fax Number: _____
Email Address: _____ URL: _____
Contact Person: _____
Contact Person's Telephone # if different: _____ Email if different: _____
On-Site Contact During Conference: _____ Cell Phone _____

Exhibitor Requires the Following:

Total \$

- | | |
|--|-------|
| <input type="checkbox"/> Table(s) (6' x 30" each): \$275 each. Each table includes 2 chairs, wastebasket, & table covering. Maximum of 6 tables. Enter count to left and total cost to the right. | _____ |
| <input type="checkbox"/> Location Surcharges (if space is available): Corner booth: Add \$70 . | _____ |
| <input type="checkbox"/> 4+ Table Island: Add \$150 . | _____ |
| <input type="checkbox"/> Perimeter Walls: Add \$95 (may include draping on the wall for signage & decor). | _____ |
| <input type="checkbox"/> Additional chairs: \$10 each. Enter number of additional chairs to the left and total cost to the right. | _____ |
| Subtotal before discount or late fee | _____ |
| + \$100 late fee if signed contract and payment received after June 1, 2017. | _____ |
| Total amount due | _____ |

Payment must be made when the contract is submitted by exhibitor. If an ordered item cannot be provided, the conference will provide an accommodation satisfactory to the exhibitor or cancel the order.

Payment Method: You may pay by credit card or by check. Make checks payable to "IAJGS Orlando 2017" and mail to: **Jeanne Burklund, 2017 IAJGS International Conference on Jewish Genealogy, 1659 Palmwood Drive, Clearwater, FL 33756.**

Cancellation Policy: There will be no refund if an Exhibitor cancels.

Contract Submission: Completed and signed contracts with payment must be received from Exhibitors by **June 1, 2017**. Requests received after this date will be considered if space is available and will incur a late fee of \$100 in addition to all other fees.

1. You may complete and sign the form electronically and save it, or you can print it and complete, sign and scan a paper copy.
2. Email all pages of the completed and signed form to exhibitors@iajgs2017.org.
3. Payment must be made at the same time contract is submitted.

Please direct questions to the email address above. Once your application has been approved, a countersigned copy will be returned to you.

Exhibitor Conditions

Exhibitor agrees to the following:

The hotel will not be responsible or liable for any loss, damage, or claims arising out of Exhibitor's activities on the hotel premises except for any claims, losses, or damages arising directly from the hotel's negligence. In the event that, because of fire, strike, government regulation, public catastrophe, act of God, etc. beyond the control of management, the Exhibitor Show is cancelled, IAJGS will refund to the Exhibitor that portion of the exhibit fees that remains after deducting expenses and reasonable compensation. However, in no case shall the Exhibitor be entitled to receive any amount from IAJGS in excess of such refund. No Exhibitor shall assign or sublet part of the space allotted without the specific written consent of IAJGS.

The Exhibitor agrees to indemnify and to hold harmless IAJGS and the Jewish Genealogical Society of Greater Orlando (JGSGO) from and against any and all damage, harm, injury or loss (including all expenses of litigation, court costs and attorneys' fees) to the person or property of the Exhibitor, or to the person or property of any third party, caused, directly or indirectly, by the acts or omissions of the Exhibitor, the Exhibitor's agents or representatives, or any other person. It is the sole responsibility of the Exhibitor to obtain the proper insurance covering such losses and indemnification. Exhibitor will provide IAJGS with a copy of such insurance upon request.

Exhibitor is responsible for damage to his/her leased space. No signs or other articles may be affixed, nailed, or otherwise attached to walls, doors, windows, etc. in such a manner as to deface or damage them. Likewise, no attachments may be made to the floors by nails, screws, tape, or other devices.

Once an Exhibitor contract is approved and payment received, the company name will be listed on the Conference website and in the Daily Planner and Syllabus. A hyperlink to the Exhibitor's home page will be listed on the Conference website and in the electronic version of the Syllabus. The Exhibitor will also receive a business card size advertisement in Conference materials.

Additional Terms and Conditions

- Electrical/Internet Service: Exhibitors will make their own arrangements with the hotel for such service. IAJGS will provide contact information.
- Exhibitor is responsible for shipping, delivery, receipt and storage of their items to be used in the Exhibitor area including empty crates and shipping materials. Exhibitor will make arrangements for such items directly with the hotel. IAJGS will provide contact information.
- Exhibitor may not distribute, solicit, or sell items outside the Exhibitor area.
- Exhibitor may NOT use the Family Finder (© IAJGS) as a mailing list or for promoting any non-IAJGS product, service, or activity, whether commercial, charitable, or otherwise.
- Exhibitor and his/her agent(s) shall conduct themselves in a professional and ethical manner at all times during the conference. Ethical conduct for Exhibitor and agent(s) excludes all illegal or dangerous activities and the promulgation of erroneous or misleading information about products and services they are selling or about products or services sold by others. Any Exhibitor or agents found to be involved such activities may be ejected from the Conference at the discretion of the IAJGS Conference Chair, in which case all exhibit fees will be forfeited.
- Exhibitor Chairs will assign all space. The Exhibitor Chairs may at their sole discretion reassign space prior to or during the Conference.
- Exhibits must be self-contained within the space assigned by the Exhibitor Chair. Chairs, furniture, or other materials shall not be placed outside the assigned space or set up in such a manner as to block exits, sightlines, access to other rooms, or access to other Exhibitor space.
- Each Exhibitor agrees that he/she and his/her agent(s) will abide by these terms and conditions.
- Furthermore, it is fully understood and agreed that the sole control of the Exhibitor area and Conference space rests with the IAJGS.
- Exhibitor agrees to cooperate with the IAJGS Conference staff.
- Payment for a table(s) must be made at the time the contract is submitted.
- No children under 16 are allowed to work or sit at exhibitor table(s).
- The IAJGS will provide security guard service throughout the closed hours of installation, show, and dismantling.
- Exhibitors will not hang or mount anything on any wall space.

Each Exhibitor agrees that he/she and his/her agent(s) will abide by these terms and conditions. Furthermore, it is fully understood and agreed that the sole control of the Exhibitor area and Conference space rests with the IAJGS.

This contract must be signed by both parties before any Exhibitor may set up in the Exhibitor area.

I have read the **Exhibitor Conditions** of this contract and agree to abide by its provisions. (Sign electronically or print, sign and scan. Send as an attachment to exhibitors@iajgs2017.org . Some browsers may not permit you to sign a PDF electronically. If so, please print, sign and scan.)

Signature: _____ Date: _____

Print Name: _____ Title: _____

Exhibitor Chair signature indicates acceptance of contract.

Signature: _____ Date: _____

Print Name: _____ Title: _____