



**33rd Annual International Conference
September 28 – October 1, 2013
Atlanta**

Exhibit Space Contract

**EXHIBIT SPACE REGISTRATION DEADLINE:
August 1, 2013 or when exhibit space reaches maximum capacity**

COMPANY INFORMATION

Please print or type the following personal information.

Company Name: _____
(As to be listed on Company's ID Sign)

Mailing Address: _____

City: _____

Postal Code: _____ Country: _____

Contact Person: _____

Phone: _____ Fax: _____

Email: _____

Website: _____

Person Attending Conference (Nametag) _____

RULES AND REGULATIONS

Location of Exhibits

The exhibition is part of the SMS 33rd Annual International Conference held September 28 – October 1, 2013 at the Omni Hotel CNN Center. Exhibits are Sunday, Monday and Tuesday.

Exhibits & Space Fee

The basic rate of US\$ 2,650 includes:

1. One (1) 8' x 10' table top display
2. An identification sign
3. One (1) skirted table
4. Two (2) chairs
5. One (1) copy of conference materials per representative
6. Company name listed and a one-page advertisement in the conference program
7. Conference attendance for up to two (2) people

****Electrical/internet, audio visual or any additional items will be at the cost of the exhibitor****

****The space fee is due with this application by August 1, 2013.****

Exhibit Personnel

All persons affiliated with exhibits must be registered. Please complete and return the Exhibit Personnel Registration Form(s) per person, along with the conference registration fee.

- US\$ 2,650 per booth (including up to 2 persons) – Allows **ALL** privileges of a conference attendee: admission to all program sessions, breaks, meals, and evening social events.
- US\$ 650 per person registration fee for up to 2 additional representatives.

Assignment of Space

Priority for space assignment will be based on a first come-first served basis and the date on which contracts are received. Application for exhibit space must be made on this Exhibit Space Contract.

Exhibit Space Equipment and Service Information

The Exhibit Space fee includes a single space. All additional equipment and services required by exhibitors will be available from the designated service contractor at exhibitor's expense. The name of the official service contractor will be forthcoming.

The Omni Hotel CNN Center is unable to store display material, please ship materials in a timely manner. All shipping of materials should be made by the exhibitor. The Strategic Management Society is not responsible for shipments. All communication regarding shipping should be directly with the Omni Hotel CNN Center.

Installation and Removal Times

All exhibitors will be expected to abide by the Conference schedule for the setup and teardown of the exhibit space. The 2013 Exhibit Schedule will be forthcoming.

Cancellations

Any exhibitor wishing to release assigned space prior to 60 days of exhibit date, and after the SMS Executive Office has processed their application, will be refunded all but US\$ 300 of the exhibit space fee. Exhibitors canceling after August 20, 2013 will be responsible for the entire space fee and any additional company representative's registration fee. Cancellations will not be accepted within 45 days of the scheduled exhibition date of September 28, 2013. Any exhibitor who pays to bring additional representatives (above the two included in the exhibit fee) and who cancels this additional registration prior to 60 days of the exhibit date will be charged \$100. Exhibitors canceling after August 20, 2013 will not receive a refund.

Liability

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to exhibitor’s personnel, displays and equipment brought upon the premises of the Omni Hotel CNN Center and shall indemnify and hold harmless the Strategic Management Society, the Omni Hotel CNN Center, and employees from any and all such losses, damages, and claims. The exhibitor on signing this contract expressly releases the aforementioned from any and all such loss, damage, or injury.

Insurance and Security

Exhibitors wishing to insure their exhibit materials against theft, damage by fire, accident or loss of any kind, must do so at their own expense. Each exhibiting company is responsible for obtaining insurance (Liability and Fire/Theft) in such amounts as deemed appropriate to comply with its obligations hereunder and for its own protection. However, the furnishing of such service is in no case to be understood or interpreted by exhibitors as a guarantee to them against loss or theft of any kind.

Hotel Accommodations

Hotel reservations must be made individually. A block of guestrooms has been set up at the Omni Hotel CNN Center; please reference the Strategic Management Society conference when making your reservation.

General

All matters and questions not covered by these regulations are at the discretion of the SMS Executive Office. These regulations may be amended at any time by the SMS Executive Office.

This contract is not considered valid until reviewed and confirmed in writing by the SMS Executive Office.

Payment of: _____ US\$ 2,650 for one booth space
_____ US\$ 650 for additional representative (s)

Total: _____

For (Firm Name) _____

METHOD OF PAYMENT:

- Check**
 - Payable to Strategic Management Society
 - Drawn on US Bank
 - Must have MICR-encoded Routing & Transit/ABA & Account Number on Bottom of All Checks

- Credit Card**
 - MasterCard**
 - Visa**
 - American Express**

The credit card number, security code, expiration date and signature authorization must be supplied before your payment can be processed. **All credit card information that you provide to SMS will be destroyed after it is processed.**

Credit Card Number _____ Security Code _____ Exp. Date _____

Name on Card (Please Print) _____ Signature Authorization _____

Should you have any questions, please do not hesitate to contact the SMS Executive Office. We look forward to working with you.

Remit payment to address below:

Strategic Management Society
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Chicago, IL 60607
USA

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Web site: www.strategicmanagement.net
Atlanta Conference:
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