

**2010 North Carolina Local Government Information Systems Association
Spring Conference - May 26 - 28, 2010**

**Hilton Riverside - Wilmington, North Carolina
301 North Water Street
Wilmington, NC 28401
(910) 763-5900 E-mail: www.hilton.com**

Contract for Exhibit Space

Exhibit Booth Levels:

Platinum Level: \$5,750

- 1 Exhibitor package including 4 conference attendee registrations
- Company Bio in the program – ½ page Ad
- Choice of 8' X 10' Booth in Platinum Booth area
- Company logo on all conference material
- 2 Business Partners may occupy same booth

Gold Level: \$4,000

- 1 exhibitor package including 3 conference attendee registrations
- Choice of 8' X 10' Booth in Gold Booth area
- Company logo on all conference material
- 2 Business Partners may occupy same booth

Silver Level: \$2,750

- 1 Exhibitor package including 2 conference attendee registrations
- Choice of 8' X 10' Booth in Silver booth area
- Company logo on all conference material
- 1 Business Partner may occupy the booth

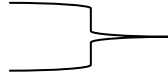
Exhibitor Package:

- Gold & Platinum booths come equipped with standard drape, two 3' high side rail curtains, one 6' x 30'' table, carpeted floor, and two chairs. Silver booths include a backdrop, a 6' x 30'' table, carpeted floor, and two chairs.
- One Electrical supply and high-speed Internet will be provided.
- All sponsors will be listed in the conference program with logo and company bio **if completed application and full payment is received by March 26, 2009.**
- Business Partners are invited to attend Dinner and Entertainment beginning at 5:00 PM and ending at 10:00 PM Thursday evening May 27, 2009.
- Participation in Breaks, Wednesday Night Reception/Dinner, Thursday Lunch, Dinner and Social Event.
- Business Partners are welcome to attend sessions on a space-available basis; priority seating is given to NCLGISA members. Sessions are not to be used for product/service sales presentations.
- Business Partner reception begins at 5:00 PM and ends at 7:00 PM in the Exhibit Hall Wednesday evening.

Business Partner Showcase: Business Partners may purchase 2 Showcase time slots to present any topic they choose for the price of \$4,000 in addition to the cost of a sponsorship.

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Friday 9:00am - 9:45am
Friday 10:00am - 10:45am



\$4,000

Door Prize: A door prize is to be provided by each Business Partner with a minimum value of \$100. All door prizes will be given away on Thursday, March 27 at the close of the Exhibit Hall.

Signature – required: We fully understand and agree to requirements, restrictions and conditions stated on the registration site, in this contract and within the 2010 Exhibit Contract Conditions.

Signature _____ Date _____
Type name _____ Title _____

Exhibit Contract Conditions:

Move-in: The Exhibit Hall opens for Business Partners at 8:00am on Wednesday, May 26, 2010.

Set-up: All Exhibits must be set-up by 11:45am on Wednesday, May 26, 2010.

Hours of Exhibit: Exhibit Hall opens at 12:00pm on Wednesday, May 26, 2010 and closes at 7:00pm that evening. Exhibit Hall reopens at 8:00am on Thursday, May 27, 2010 and closes at 3:30pm on Thursday, May 27, 2010.

Move-Out: Booth breakdown begins no earlier than 3:30pm on Thursday, May 27, 2010. All booth material must be removed by 4:30pm on Thursday, May 27, 2010.

Registration: All Business Partner Exhibit attendees must register for this event. If you wish to add additional registrants, there will be a \$400 charge for each additional Business Partner attendee. Each Business Partner participating in the booth area must complete a Sponsorship Registration Form. Indicate on the Sponsorship Form if your booth needs to be located next to another Business Partner’s booth – must be at same sponsorship level. Partner attendee’s spouse may register and attend functions for a \$150.00 per diem.

Contract: A Business Partner representative from each Company must sign the Contract for Exhibit Space form. If you have a Co-Sponsor sharing a booth, that Business Partner must sign a separate Contract for Exhibit Space Form.

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Door Prize: It is mandatory that all Business Partner exhibitors/sponsors provide a door prize that is at least \$100 in value. If unable to present your door prize on Thursday after the last general session (approximately 4:45pm), please leave your door prize with a Business Partner committee member. If you have a drawing at your booth, please provide the winning name with the door prize.

Cancellation:

All payments for the conference are due in full by March 26, 2010. Cancellation requests must be submitted in writing to the Business Partner Chairperson. A \$200.00 processing fee will be deducted from all cancellation refunds. Refunds cannot be made for cancellations after March 26, 2010. No contract will be deemed valid until the Business Partner has signed it, Sponsorship/Exhibitor charges have been paid in full, and NCLCISA has confirmed acceptance of the contract.

Drayage Services:

All equipment/materials shipped in and/or out of the Wilmington Hotel must be offloaded and/or loaded by the hired shipping company. Hotel staff will not, under any circumstances, move any containers weighing more than 200 pounds into the hotel facilities. The Business Partner is responsible for movement of equipment/materials from storage area to Showcase area. All equipment must be shipped for arrival no earlier than three (3) days prior to Business Partner arrival. All material/equipment must be delivered between 8:00 am and 4:30pm. All material must be removed from the hotel at the end of the event or a storage fee will be charged. All shipped materials must state conference/group name and date of event and contact name of bill of lading.

High-Speed Internet:

High-speed Internet will be provided at each booth.

Security:

The Wilmington Hilton and the NCLGISA will not be responsible for the Business Partner's property.

Payment or Set-up Failure:

In the event the Business Partner fails to install their display within the time limit noted above or fails to pay the Sponsorship/Exhibitor charges by the deadline listed above, the Business Partner Chairperson shall have the right to take possession of said space and reassign it or any part thereof.

Assignment of Space:

Booths will be reserved in the order of actual receipt of payment. The Business Partner Chairperson reserves the right to relocate exhibit booths for the benefit of the Business Partner, or the betterment of the Association.

Agreement:

By submitting payment for booth space, the Business Partner exhibitor, representatives, attendees and guests, agrees to abide by the rules, regulations and amendments thereto and the decisions of the Business Partner Chairperson. Exhibitors agree that if they fail to meet the specified timetable for payment of booth space, their reserved booth may be cancelled or moved, as the Business Partner Chairperson deems best.

Policy Administration:

These exhibition rules are part of the contract between exhibiting firms and NCLGISA. The Business Partner Chairperson shall have the authority to interpret and enforce these rules. All matters not covered by these

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regulations are subject to the decisions of the Business Partner Chairperson. All decisions so made shall be as binding on all parties. The exhibiting firm or its representative who fails to observe these conditions or contract may be excluded from the exposition without refund.

Compliance:

Exhibiting firms agree to comply with all federal, state and local laws and ordinances applicable to the space leased and also such rules and regulations as may be deemed necessary by the Business Partner Chairperson and/or the exposition facility. Exhibiting firm's representatives must staff the exhibit space at all times when the exhibition is officially open. Exhibiting firm's representatives are required to wear exhibitor badges at all times.

Access to Exhibit Areas:

Every person must wear an identifiable and acceptable NCLGISA 2010 Spring Conference badge at all times. To assure maximum security protection for open exhibits and merchandise, after hours work and/or entertainment will not be permitted in the exhibit area. Everyone must vacate the exhibit area within one-half hour after the official closing time of the exhibits.

Change of Venue:

If for any reason the Business Partner Chairperson deems it necessary to change the location of the conference exhibits, NCLGISA reserves the right to reassign all booth spaces, as the Association deems best.

Extenuating Circumstances:

NCLGISA will not be responsible for delays, damage, loss, increased costs or other unfavorable conditions caused by labor disputes, work stoppages, government order, emergency, weather or other circumstances beyond their control.

Display Restrictions:

The Business Partner Chairperson reserves the right to restrict displays which because of noise, methods of operation, or materials become objectionable, and to prohibit or remove any displays, which in the opinion of the aforementioned, detract from the general character of, or the appearance of, the exhibition. Exhibits, which include the operation of noise making apparatus, must be operated so that the noise resulting there from will not annoy or disturb adjacent exhibitors and their visitors, and must be approved by the Business Partner Chairperson. Demonstrations found to be objectionable because of noise levels, or blocking traffic flow may be shut down. The Business Partner Chairperson may require an exhibitor to make changes in its exhibit if, in the Business Partner Chairperson's opinion, the exhibit does not conform to prevailing standards of good taste or interferes with the rights of other exhibitors. If a demonstration results in spectators in the aisle or in neighboring booths, the Business Partner Chairperson may request modification or elimination of the presentation. No exhibitor shall assign, sublet, or share the space without consent of the Business Partner Chairperson. Exhibitors must display goods manufactured or dealt in by them in their regular course of business, unless otherwise approved by the Business Partner Chairperson.

Announcements and Signs:

Exhibitor's firm signs identifying activities not part of the overall conference or exhibition shall be permitted only within the exhibitor's booth or a location approved for this purpose by the Chairperson.

Hospitality Suites and Conflicting Activities:

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Exhibiting firm's hospitality suites, or other activities that would attract attendees, may not be open during any official conference event. The Business Partner Chairperson reserves the right to limit or terminate any hospitality function if it violates the exhibition rules. If a hospitality suite is planned, please notify the Business Partner Chairperson so an invitation can be made to all conference attendees.

Public Policy:

Exhibitors are charged with full knowledge and compliance with all laws, ordinances, and regulations pertaining to health, fire prevention, and public safety as related to the exhibition facility.

IRS Restriction on Sales in Exhibits:

In accordance with IRS Revenue Rulings 75.516, 75.517, 75.519 and 75.520, no firm or organizations are permitted to engage in direct sales or order taking within the exhibit areas.

Fire Safety:

All existing fire codes must be complied with. If there are any questions, contact the Hilton Riverside directly.

Indemnification:

The exhibiting firm shall indemnify NCLGISA, all co-sponsoring organizations, the official contractors, and facility management against, and hold them harmless from any complaints, suits or liability from negligence of exhibiting firms in connection with exhibiting firm's use of exhibit space.

Installation and Removal of Exhibits

All displays must be erected and open for viewing by the date and the hour of the official inspection by the Business Partner Chairperson. Goods received after the opening of the exhibition must be delivered to the booth at a pre-arranged time, other than official exhibit hours. Goods and material used in any display (except bona fide samples) may not be removed from the exhibit hall or any area before the exhibition has been officially closed without the prior approval of, and with an official pass issued by the Business Partner Chairperson. The deadline for removal of all materials from the exhibit hall will be enforced. It is the sole responsibility of each exhibitor to have materials packed, identified, and cleared for shipment at such time. The Business Partner Chairperson reserves the right, with no liability for damage, spoilage or loss, to dismantle, dispose of, store and clear from the premises any display material, goods, property or merchandise of any exhibitor who has failed to comply with the above requirements. The Exhibitor Chairperson also reserves the right to order such work to be done at the sole expense of the exhibitor.

Liability and Insurance:

Every reasonable precaution will be taken by the Conference Committee to protect property during installation, show period and removal. However, neither NCLGISA, nor the Conference Committee will be responsible for or guarantee to the exhibitor the safety of exhibit material or other personal property against fire, accident, theft or loss, or destruction from any cause.