



JOURNALISM EXPO RULES & REGULATIONS

2010 SPJ CONVENTION & NATIONAL JOURNALISM CONFERENCE

Society of Professional Journalists hereinafter referred to as "SPJ" are sponsors of the 2010 SPJ Convention & National Journalism Conference, which includes the Journalism Expo.

1 PAYMENT
The total fee for all booth rentals must accompany the application. Booths must be paid in full and will not be processed or assigned without the required payment.

2 CANCELLATION OF CONTRACT
NO REFUNDS on booth space will be granted after August 1, 2010. All requests for refunds must be made in writing. Complimentary registrations will be invalid if your booth space is canceled.

3 ALLOCATION OF SPACE
Allocation of space is done on a first come, first paid basis. SPJ reserves the right to change booth numbers or shift booth space to accommodate exhibitors that have purchased multiple booths or for other reasonable causes.

4 SUBLETTING OF EXHIBIT SPACE
Exhibitors may not assign, sublet or share their exhibit space with another business or firm unless approval has been obtained in writing from SPJ.

5 LIABILITY
SPJ, its members, the representatives and employees thereof will not be responsible for any injury, loss or damage that may occur to the exhibitor, exhibitor's employees, agents, contractors or property from any cause whatsoever, or which may be sustained by any person who may be on the premises leased to the exhibitor. Exhibitors and exhibitor's contractors and its insurers will not subrogate against SPJ for theft of, loss of or damage to property while in transit, within and in transit from the confines of the hall.

6 DISABILITY PROVISIONS
Exhibitor shall have sole responsibility for ensuring their exhibit is in full compliance with the Americans with Disabilities Act and any regulations implemented by that Act.

7 DAMAGE TO PROPERTY
The exhibitor is liable for any damage caused to hotel building floors, walls or columns, standard booth equipment, another exhibitor's property or Planet Hollywood Resort & Casino.

8 LABOR
Exhibitors are required to observe all contracts in effect between service contractors, Planet Hollywood Resort & Casino and labor organizations.

9 CONFLICTING EVENTS DURING SHOW HOURS
Exhibitor agrees not to extend invitations, call meetings, hospitality events or otherwise encourage the absence of industry professionals from the exhibit hall and meeting rooms during the hours of all Professional Development and Journalism Expo activities.

10 INSTALLATION
Set up procedures for the Planet Hollywood Resort & Casino will be highlighted in the Exhibitor Kit. The start time for installation of booths is noon on Saturday, October 2, 2010. Exhibit displays must be fully set up and functional by 5 p.m. on Saturday, October 2, 2010.

After that time, any unattended booths will be set up at the discretion of SPJ and all expenses will be charged to the exhibitor.

11 EXPOSITION GUIDELINES
No exhibits will be permitted which interfere with the use of other exhibits or impede access to them or impede the free use of the aisle. Booth personnel, including demonstrators, hostesses and models, are required to confine their activities within the exhibitor's booth space. Apart from the specific display space for which your company has contracted with SPJ, no part of the Planet Hollywood Resort & Casino and its grounds or public hotel property may be used by any organization other than SPJ for display purposes.

12 DISMANTLING
Exhibitor's displays must not be dismantled or packed in preparation for removal prior to the official closing time of Journalism Expo. Journalism Expo officially closes on Tuesday, October 5 at 3 p.m. All exhibitors must have their materials dismantled and their booth space cleared by 5 p.m. on October 5, 2010.

13 ORDINANCES AND REGULATIONS
Each exhibitor is charged with knowledge of all ordinances, regulations and fire laws pertaining to health, fire prevention and public safety while participating in Journalism Expo. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor.

14 JOURNALISM EXPO DEADLINE
Exhibitor agrees to adhere to all published deadlines related to the production and promotion of the SPJ Journalism Expo.

15 FAILURE TO HOLD SHOW
Should the expo be canceled, postponed or abandoned, the limit of claim for damages and/or compensation by the exhibitor shall be the return of the amount paid for booth rental space for this specific event. Should the expo be curtailed or abandoned in part, the limit of claim for damages and/or compensation by the exhibitor shall be the return of the prorated amount the exhibitor paid for booth rental space for this specific event. NO reimbursements will be made if the expo is canceled, postponed, curtailed or abandoned due to an act of war, act or threatened act of terrorism or any act of God.

16 ADDITIONAL SERVICES
If an exhibitor wishes to purchase electric, phone, internet or additional amenities for their booth, they must coordinate these services with the correct department as outlined in the Exhibitor Kit. Costs associated with these additional services are the sole responsibility of the exhibitor.

17 AMENDMENT OF RULES
SPJ reserves the right to make changes, amendments and additions to these rules at any time, and all changes, amendments and additions so made shall be binding on the exhibitor with the provision that all exhibitors will be advised of any such changes. Any matters not specifically covered herein are subject to decision by SPJ.



JOURNALISM EXPO CONTRACT

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BOOTH FEES

Recruiter: Company seeking to provide employment opportunities to conference participants during the Journalism Expo.

- \$225 Print (circulation -100,000)
- \$225 Magazine (Regional Circulation)
- \$275 Print (circulation +100,000)
- \$525 Magazine (National Circulation)
- \$175 TV Station (market size 76-214)
- \$525 Radio Stations
- \$525 TV Station (market size 1-75)
- \$525 Trade Association Publication

Exhibitor: Company displaying or offering information and/or product to conference participants during the Journalism Expo.

- \$600 Non-Profit/Journalism School
- \$800 Government
- \$1,000 Corporate

Vendor: Small business selling a product or service to conference participants during the Journalism Expo.

- \$700 All Vendors

Booth fees include one 8' x 10' booth, two chairs, one 6' skirted table, one 7" x 44" ID sign and two complimentary conference registrations (excluding meals)

CONTACT INFORMATION *(Attach Business Card or Print Clearly)*

Organization Name _____

Contact Name _____ Title _____

Address _____

City, State, Zip _____

Phone _____ Fax _____ Email _____

PAYMENT INFORMATION

Number of booths _____

Total enclosed \$ _____ Check (Payable to SPJ)

Visa MasterCard American Express

Card Number _____ Expiration Date _____

Card Holder Name _____

Signature _____

Cancellation Policy: NO REFUNDS on booth space will be granted after August 1, 2010. All requests for refunds must be made in writing to hporter@spj.org. Complimentary registrations will be invalid if your booth space is canceled.

I have read, understand and agree to comply with the rules and regulations which govern the 2010 SPJ Convention & National Journalism Conference, which includes the Journalism Expo.

Signature _____ Date _____

JOURNALISM EXPO DATES & TIMES

October 3: 10 a.m.-6 p.m. | October 4: 8 a.m.-5 p.m. | October 5: 8 a.m.-3 p.m.

MAIL OF FAX CONTRACT WITH PAYMENT TO:

Society of Professional Journalism
 c/o Journalism Expo
 3909 N. Meridian St.
 Indianapolis, IN 46208
 Fax: 317-920-4789

FOR MORE INFORMATION

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