

TABLETOP EXHIBIT RENTAL CONTRACT

CATCON2005

Annual Conference & Exhibition

October 25 – 26, 2005 ** Wyndham Philadelphia at Franklin Plaza ** Philadelphia, PA USA

EXHIBIT RENTAL INFORMATION – PLEASE CHECK ONE OF THE FOLLOWING:

- *Option #1: \$1,800 Includes: 6-foot tabletop Exhibit Space
- *Option #2: \$2,550 Includes: 6 foot tabletop Exhibit Space and one (1) Conference Registration
- **Option #3: \$2,200 Includes: 10 foot Exhibit Space
- **Option #4: \$2,950 Includes: 10 foot Exhibit Space and one (1) Conference registration

*Standard set includes 6' table, 2 chairs, and a wastebasket

**Standard set includes 10' space, 2 chairs, and a wastebasket

Exhibits will be centrally located - close to registration and the main conference room.

Morning and afternoon breaks will be located in the Exhibit Hall.

GENERAL INFORMATION TO APPEAR IN THE CATCON2005 ABSTRACT BOOK AND POST-CONFERENCE CATCON2005 PROCEEDINGS ON CD: (SUBMIT BY 9/15/2005.)

Exhibiting Company _____

Contact Name/Title _____

Full Address _____

Telephone _____

Fax _____

E-mail _____

Web Site _____

The contact onsite at the conference will be _____

EXHIBITOR DESCRIPTION: The Exhibitor description will be included in the *CatCon2005* "Directory of Exhibitors" in both the hard copy Abstract Book distributed at the conference and the post-conference *CatCon2005 Proceedings on CD*. *The description must be limited to 30 words or less and should be written in the space below, attached to the completed contract or emailed to jmd@catalystgrp.com.*

PLEASE INDICATE PAYMENT METHOD:

- Credit Card, please check: Visa/ MasterCard American Express

Card # _____ Exp.Date _____

Signature _____

- Check enclosed payable to: *The Catalyst Group Resources, Inc.*

Post Office Box 680
Spring House PA 19477

- Wire transfer to: Wachovia National Bank, Philadelphia, PA 19109 USA

For the account of Catalyst Group Resources, Inc. (Tax ID: 23-2992642)

Account #2000003447781 ♦ ABA Route #031201467 ♦ Swift Code: FUNBUS33

AGREEMENT:

The exhibitor agrees to abide by all terms and regulations set forth on the back of this contract for the option selected. Space will be sold in the order that the completed contracts and payments are received.

Signature _____

Title _____

Date _____

Company Name & Address _____

Phone _____

Fax _____

E-mail _____

COMPLETE AND RETURN THE SIGNED CONTRACT TO: The Catalyst Group Resources Conference Department

P.O. Box 680, Spring House, PA 19477

Phone: (215) 628-4447, Fax: (215) 628-2267, E-mail: jmd@catalystgrp.com.

A confirmation will be sent to you upon receipt of your payment and completed contract.

CatCon2005 Exhibitor RULES AND REGULATIONS

Location of Exhibits

The conference and exhibits will be held at Wyndham Philadelphia at Franklin Plaza in Philadelphia, PA USA. A limited number of exhibit spaces will be available for rent during *CatCon2005*. All exhibits will be centrally located; all refreshment food functions will be held in the Exhibit Area.

Exhibitor Registration

Participating firms will be permitted three complimentary exhibitor badges for each exhibit space rented; additional representatives will be required to pay a registration fee of \$75. **An Exhibitor badge does not allow for entrance into the *CatCon2005* Conference Technical Session.** If a representative plans to attend the technical session, he or she must pay the regular Conference registration fee.

Exhibit Set-Up ** Exhibit Tear-Down ** Shipping

- ◆ **Exhibit Set-Up:** It is mutually agreed that it is the duty and responsibility of each exhibitor to set-up the exhibit before the opening of *CatCon2005*. Exhibitors may set-up as of 2:00 pm on Monday, October 24, 2005; all exhibits must be in place by 7:30 AM on October 25, 2005.
- ◆ **Exhibit Tear-Down: All exhibits must remain intact until the official closing hours;** therefore, dismantling may not begin until 4:00 PM, Wednesday, October 26, 2005, and must be completed by 6:00 PM. Materials not removed by this time will be put into storage at the exhibitor's expense.
- ◆ **Shipping:** It is mutually agreed that it is the duty and responsibility of each exhibitor to pack up and ship his/her own materials.

Exhibit Hours

Staffing of exhibits is optional; however, all exhibits must be set and open during the following hours:

Tuesday, October 25	7:00 AM - 5:00 PM*
Wednesday, October 26	7:00 AM - 4:00 PM*

*The final agenda of the conference will be posted by mid-late September 2005 on *The Catalyst Group Resources'* Web-Site (www.catalystgrp.com).

Cancellation

All cancellations must be made in writing to the Conference Manager. If notification is received on or before September 15, 2005 all monies (less 25%) will be refunded. Cancellations received after September 15, 2005 obligates the exhibitor to full payment of the rental and forfeiture of all monies paid. **No refunds will be made after this date.** Failure to occupy exhibit space in no way releases the exhibitor from the obligation to pay for full cost of rental. If booth space is not occupied by 7:30 AM on Tuesday, October 25, TCGR conference management will have the right to use such space as it sees fit to eliminate empty spaces in the exhibit area.

Use of Space

All demonstrations or other promotional activities must be confined to the limits of the exhibit space and immediate area behind the exhibit. Each exhibitor is responsible for keeping the aisle or aisles near his space free of congestion due to his or her demonstrations or other promotion. No exhibitor shall assign, sublet, or share the space allotted without the knowledge and consent of management. No firm or organization not assigned exhibit space will be permitted to solicit business within the exhibit area.

Restrictions

Management reserves the right to restrict exhibits that become objectionable because of noise, method of operation, materials, or for any other reason, and also to evict any exhibit that in the opinion of the management may detract from the general character of the *CatCon2005* Exhibit Area as a whole. This reservation includes persons, things, conduct, printed matter, or anything of a character that the management determines to be objectionable. In the event of such restriction or eviction, TCGR is not liable for any refunds or other exhibit expenses.

Sales

Exhibitors are permitted to make sales on the exhibit floor. Obtaining the appropriate licenses/permits as required by law, collecting and remitting sales taxes, and other legal business requirements are solely the responsibility of the exhibitor.

Liability

Neither The Catalyst Group Resources; nor the Wyndham Philadelphia at Franklin Plaza; nor their respective members, officers, directors, agents, and employees are liable for any damages or losses that may occur to the exhibitor or to the exhibitor's employees or property from any cause whatsoever. Insurance and liability are the full and sole responsibility of the exhibitor. The exhibitor, on signing the contract, agrees to protect, indemnify, defend save and hold forever harmless the aforementioned from any and all liability, claims, losses, damages, governmental charges or fines and attorneys fees, and expenses for personal injury, accident, or property damage from fire, theft, destructive causes, or loss arising out of, in, at, or in connection with the exhibitor's display.

Security

Exhibitors are solely responsible for their own exhibit materials and should insure the exhibit accordingly against loss or damage from theft, accident, vandalism, fire, or other causes. All property of an exhibitor is understood to remain in the care, custody, and control in transit to or from or within the confines of the exhibit area. **If special security is required, please contact conference management with your request.**