



EXHIBITOR

APPLICATION

INFORMATION

Please print or type. This information will be used for all publications, signage, brochures, etc.

Company Name _____ Company Web site _____

Mailing Address _____

Primary Contact _____ Email Address _____

Telephone _____ Fax _____

TABLETOP EXHIBIT

Consists of one 10' x 10' exhibit space with one 8' dressed table and two chairs for representatives. Electricity is available for an additional fee.

- | | |
|--|-------|
| <input type="checkbox"/> Full Two-Day Exhibit (Saturday, May 24 – Sunday, May 25) | \$500 |
| <input type="checkbox"/> One-Day Exhibit (Saturday, May 24 OR Sunday, May 25) | \$300 |
| <input type="checkbox"/> Electricity (per day) | \$60 |

INFORMATION DISPLAY TABLE ONLY

All materials must be shipped to IRSF by Friday, May 2.

- | | |
|--|-------|
| <input type="checkbox"/> Full Two Day Display (Saturday, May 24 – Sunday, May 25) | \$350 |
| <input type="checkbox"/> One-Day Display (Saturday, May 24 OR Sunday, May 25) | \$150 |

PAYMENT*

* A non-refundable deposit, 35% of the total registration cost, must accompany this application. The remaining balance is due by C.O.B Friday, May 2, 2008.

- ☐ Check (Made payable to IRSF)
☐ Purchase Order (# _____)
☐ Credit Card

Card Type: Visa / MC / Amex Card #: _____ Exp. Date: _____ Vcode: _____

Name on Card: _____ Signature: _____

I, _____, an authorized representative of _____, agree to the terms and conditions of this registration.

Please mail completed form to IRSF Conference, 9121 Piscataway Road, #2B, Clinton, MD 20735 or fax to 301-856-3336.



Terms and Conditions

- Insurance and liability are the full and sole responsibility of the exhibitor.
- IRSF is not responsible for any lost, damaged or stolen items. The exhibitor is fully liable for all exhibit materials/contents (products, demos, collateral, etc). It is recommended that the no exhibit be left unattended at any time and that all valuable materials are removed and securely stored at the end of each exhibiting day.
- IRSF is not responsible for tabletop exhibit materials shipped directly to the conference site.
- Materials for display only tables must be approved in advance and should be shipped directly to IRSF by the assigned deadline.
- Failure to remit full payment prior to the date specified on the application form constitutes cancellation of registration and the reserved space will be subject to resale without refund of deposit.
- The exhibitor will be responsible for any applicable registration fees if they fail to cancel registration on or prior to the specified registration deadline.
- IRSF will assess a \$50 fee for any returned checks.
- The exhibitor is responsible for all travel arrangements and accommodations for employees/representatives. A special rate has been negotiated for hotel accommodations (subject to availability). The exhibitor must contact the hotel directly to secure this rate.
- Exhibit hours are from 8:00 am – 4:30 pm Central Time.