



Hydraulic Institute

Associate Member, Standards Partner & PSM Utility/NGO Sponsor Tabletop Display Agreement

What is a tabletop display?

Effective with the HI 2010 Annual Meeting, HI will offer its Associate Members, Standards Partners and PSM Utility/NGO sponsors a tabletop display opportunity. The use of tabletop displays for meetings and similar activities is intended to increase awareness of an HI member, Standards Partner or PSM Utility/NGO sponsor company and its' products and services. The display fits on a table ranging in length from 6 to 8 feet. HI will assign your table number and provide the table and basic table cover. The displaying firm will pay the shipping fees and the return of materials from the display site. The shipping address for the HI Annual Meeting is: Marco Island Marriott Beach Resort, 400 South Collier Boulevard, Marco Island, FL, 34145. Please mark your shipments to your attention if you are staying at the hotel and to HI if you are not.

How do I reserve the display for my event?

All requests for displays must be made using HI's Tabletop Display Request Form. Forms shall be mailed or faxed to the HI office. They must be received a minimum of twenty-one (21) days in advance. The deadline for the HI 2010 Annual Meeting is Friday, January 29, 2010.

How do I ship my display materials?

Please ship your materials directly to the Marco Island Marriott to arrive no earlier than February 17, 2010 and no later than February 19, 2010. We ask that as soon as the event is over, you remove your materials from the event space.

Do I have to ship back promotional materials left over from my event?

This is up to you. If you would like to keep the materials, and place them near the registration desk, you may do so. If you wish to return the materials, you must arrange for separate, individual shipment at your responsibility.

Tabletop Display Reservation Fee: \$250 (waived for paid registrants of the HI 2010 Annual Meeting)

TABLETOP DISPLAY REQUEST FORM FOR 2010 ANNUAL MEETING

(Subject to space availability on a first come, first served basis.)

We would like to reserve a Tabletop Display for Saturday, February 20 from 6 – 7:30 pm.

Company _____

Representative _____

Address _____

Phone _____ Fax _____

Email _____

By signing, I agree to abide by the Hydraulic Institute (HI) Tabletop Display guidelines attached and made part of this Agreement.

Authorized Signature _____ Date _____

If you have questions contact Gabrielle Bosco at gbosco@Pumps.org or 973.267.9700 ext 125. Please return this form by email or fax to the HI office: gbosco@Pumps.org or 973.267.9055

Hydraulic Institute (HI) Tabletop Display Guidelines

- You must be a registered, paid attendee of the HI 2010 Annual Meeting to reserve a tabletop display. Displaying firms will be limited to HI Associate Members, Standards Partners, Utilities and Energy Efficiency NGOs who are sponsors of Pump Systems Matter.
- Tabletop displays for the HI 2010 Annual Meeting will be located at the Marco Island Marriott Beach Resort on Saturday, February 20, 2010. The display will be associated with the Reception and be open from 6:00 – 7:30 pm.
- All requests for use of an HI Tabletop Display must be submitted to the HI office a **minimum of twenty-one (21) days** in advance of the meeting (January 29, 2010). It is recommended that requests be made as far in advance as possible. Requests made after January 29, 2010 will not be considered.
- Requests for displays must be made using HI's Tabletop Display Request Form. Forms may be mailed or faxed to the HI office.
- The display is only to be used by the HI Associate Member or Utility/NGO PSM Sponsor firm reserving as specified on the request form.
- Arrangements for shipping to/from the meeting are the responsibility of the displaying firm.
- Displays will be inspected prior to start of the event. HI reserves the right in its sole discretion to restrict displays which, because of noise, methods of operation, materials, or for any reason, become objectionable, and to prohibit or remove any displays which, in the opinion of HI, detract from the general character or appearance of the display area.
- Displays and banners greater than 24" tall are not permitted. This will be strictly enforced.
- The display area is one 6-foot table per company. Electricity will not be provided by HI. If you would like to order electricity please use the form from the Marco Island Marriott (form available at www.Pumps.org/2010Annual and additional fees may apply).
- Display areas will be covered and draped, permitting storage of additional literature beneath the tables. **Do not leave valuable items on or near the table – HI cannot guarantee their security.**
- HI requests that your display be set up between 4:00 pm and 5:00 pm. If you do not set up your Tabletop Display by 5:30 pm on Saturday, February 20, your space will be released.
- Companies must remove their materials no later than Saturday, February 20, at 9:30 pm. **Otherwise, your materials will be discarded.**
- Displays which include the operation of audiovisual equipment or any noise-making machines, shall not be operated in a manner that will disturb other displaying firms and their patrons.
- The displaying firm will name one individual as its duly authorized representative to be in charge of the display. This individual will be responsible for the installation, operation, and removal of the display materials and shall wear badge identification furnished by Hydraulic Institute at all times while they are in the display area.
- Tabletop display personnel will have access to the room two hours before and after published event hours for set-up and removal of the display materials.
- HI or Marco Island Beach Resort assumes no obligation or duty with respect to the protection of the property of displaying firms, which shall, at all times, be the sole responsibility of each firm. Each party involved in the display agrees to be responsible for any claims arising out of their own negligence or that of their employees or agents. Each party agrees to be responsible for their own property through insurance

or self-insurance and shall hold harmless each of the other parties for any and all damage or losses caused by theft and those perils normally covered by a property and casualty coverage policy.

- The displaying firm assumes the entire responsibility and liability for losses, damages, and claims arising out of firm's activities on the Hotel premises and will indemnify, defend and hold harmless HI and the Hotel, its agents, servants and employees from any and all such losses, damages, and claims. Neither the Hotel nor HI Management is responsible or liable for any loss, damage, or claims arising out of injury or damage to firm's displays, equipment, and other property brought upon the premises of Marco Island Beach Resort.
- HI reserves the right, with no liability whatsoever for damage, spoilage, or loss, to dismantle, dispose of, store, and clear from the premises any display material, goods, property, or merchandise of an exhibitor who has failed to comply with the above requirements, or to order such work to be done at the sole expense of the exhibitor.
- By signing the Tabletop Display Request Form, the displaying firm agrees to abide by these Guidelines, as well as all decisions of HI.

Acceptance of HI Tabletop Display Agreement

Company _____

Representative _____

Authorized Signature _____

Date _____

- I acknowledge that the \$250 Tabletop Display fee is waived for the HI 2010 Annual Meeting to encourage participation in this new HI/PSM membership service. HI reserves the right, depending on the success of this program, and member participant feedback, to charge for the service at future meetings.