

Company
Name <i>This is the person who will receive the invoice and on-site exhibit kit information, once approved.</i>
Address
City/State/Zip
Cell Phone
Email
<input type="checkbox"/> I understand that by submitting this Request to Exhibit, I have read and will abide by the ADPI Exhibit Rules.
Signature

Exhibit Type Requested	Member Price	Non-Member Price	Includes:
<input type="checkbox"/> Tabletop	<input type="checkbox"/> \$425	<input type="checkbox"/> \$549	One table, two chairs, wastebasket
<input type="checkbox"/> 10'x10' Booth	<input type="checkbox"/> \$575	<input type="checkbox"/> \$775	One table, two chairs, 8' back wall, 3' side rails, wastebasket, ID Sign, electrical drop

Products, Services and Information to be featured at the event (to be used for ADPI reference only)

Note: Direct selling of products or services is prohibited.

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Information to be displayed in the exhibitor section of the event website

Company Web Address	
Company Description for Event Website	
Email Contact	
Phone Contact	
<input type="checkbox"/> Please email a HIGH-RESOLUTION company logo to Katie Blanchard at kblanchard@adpi.org . Logo will be used for the website AND event signage, as applicable.	

Please Note: We encourage you to submit your exhibit space request form early as space is limited. Booth numbers will be assigned approximately six weeks prior to the event and will be based on the following priority basis once approved by ADPI: (1) Previous exhibiting Members; (2) New exhibiting Members; (3) Previous exhibiting Non-Members; (4) New exhibiting Non-Members. Any booths requested after booth numbers have been assigned, will be assigned a space in the order the requests were received. ADPI, as a company/organization member-based institute, does not offer exhibit space to individuals.

Please return the completed form to Katie Blanchard at kblanchard@adpi.org. Questions? 630-530-8700 x224.

ADPI® EXHIBIT SPACE RULES & REGULATIONS

1. AGENT/PRINCIPAL

A. The American Dairy Products Institute® (ADPI®) acts for the Exhibitor and its representatives solely in the capacity of an agent/intermediary for the Event at which Exhibitor wishes to reserve a booth and display its Exhibit. ADPI® assumes no liability for any act or omission in connection with this agency, the Event, or the Exhibit. There is no joint venture, partnership, or employer-employee relationship between ADPI® and Exhibitor, and in no event shall ADPI® be responsible for any obligations or liabilities of Exhibitor.

B. Exhibitor and its representatives hereby release the "ADPI Persons" (defined below) and hold them harmless, from all costs, expenses (including but not limited to attorney's fees), and liabilities for loss or damage ensuing from any cause whatsoever relating to the Event and/or exhibit to which these Rules relate.

C. Exhibitor acknowledges and agrees that all parties involved in the Event and Exhibit, including Exhibitor, will be responsible for all claims and damages arising out of their own negligence or that of their employees or agents, and that Exhibitor shall have no cause of action or rights against ADPI® with respect to such claims or damages.

D. "ADPI Persons" means ADPI®, its affiliated organizations, and its Members, Directors, Officers, attorneys, employees, managers, and agents. The ADPI® Persons designated by ADPI® to operate and coordinate the Event on site are referred to herein as "ADPI® Event Management."

2. REJECTED DISPLAYS

A. ADPI® determines the eligibility of any company or product, goods, or service for Exhibit. ADPI® may prohibit the installation, or require removal or discontinuance, of any exhibit or promotion, wholly or in part, that in ADPI's opinion is not in keeping with the spirit and mission of ADPI®. The exhibitor acknowledges, understands, and accepts that the mission of ADPI® includes promoting and increasing the worldwide use of dairy ingredients, promoting the dairy industry's image, and enhancing the industry's growth and strategic development. Exhibits inconsistent with that mission will not be accepted for any ADPI® event.

B. Exhibitor's and/or its representatives' unethical conduct, infractions of rules, and/or failure to observe any conditions set forth in writing by ADPI® will subject Exhibitor and its representatives to dismissal from exhibit areas, in which event it is agreed that no refund shall be made and further that no demand for redress will be made by Exhibitor or its representatives.

3. EXHIBIT DAMAGE/LOSS/THEFT

A. ADPI® will make commercially reasonable efforts to engage a security guard company to provide 24-hour security during the Exhibition. However, it is impractical, uneconomical, and impossible to insure the Exhibitor's Exhibit, equipment, or other property against loss, theft, damage, and/or breakage. Neither the Event venue, nor any associated ownership or management entity, nor any of their employees or representative(s), nor any ADPI® Persons will be responsible for any injury, loss, or damage to the Exhibitor, the Exhibitor's representatives, or the Exhibitor's Exhibit or other property, however caused.

B. The Exhibitor assumes responsibility for damage to the event venue or its property and to indemnify and hold harmless the event venue from liability which might ensue from any cause whatsoever, including accidents or injuries to Exhibitor or its guests or employees. Exhibitor also assumes responsibility for any accident, injury, or property damage to any person viewing its exhibit where such accident, injury, or property damage is caused by the negligence of the Exhibitor or its agent or employees.

C. ADPI® Event Management does not assume responsibility for damage to Exhibitor's property or lost shipments, either arriving or departing the venue. If Exhibitor's exhibit or other property fails to arrive, Exhibitor will nevertheless be responsible for exhibit space rent and no refund will be made. Exhibitors should carry insurance against such risks.

4. LIABILITY/INSURANCE

A. Each party agrees to be responsible for its own property, through insurance or self-insurance, and shall hold harmless all parties from any damage caused by theft and other perils normally covered by fire and extended coverage of policies.

B. Exhibitors are urged to place "extraterritorial" and other coverage on equipment and exhibits and arrange for extended public liability insurance with their regular insurance carrier.

5. SPACE ASSIGNMENTS: MEMBER PRIORITY

A. Space assigned to an Exhibitor may be re-assigned by ADPI® Event Management to address congestion, avoid confusion in company names, or resolve competitive conditions, or for similar reasons. No such transfer will be made without notifying the Exhibitor. Exhibitors may not share or sublet space to another party.

B. It is understood and agreed that ADPI® is a member-based organization, and that ADPI® may (and intends to) give priority and preferential treatment to members with respect to their exhibit locations, space constraints, pricing, and otherwise.

C. Exhibitors must be companies (corporations, LLCs, other entities) rather than individuals. An individual, whether affiliated with an ADPI® member, may not reserve an Exhibit space in their individual capacity, but rather only under the auspices of, and in the name of, their organization.

6. HEIGHT AND SPACE RESTRICTIONS

A. Height and space restrictions vary by venue and must be adhered to by Exhibitor. Please check the event-specific exhibitor kit for specific limitations and contact ADPI Event Management with any questions or for approval of any Exhibit that may require unusual height/space accommodations.

B. Exhibits may not project beyond the space allotted, obstruct views, or interfere with traffic to other Exhibits.

7. SOLICITATION: PROHIBITION ON DIRECT SALES

A. ADPI® may, at its sole discretion, withhold or withdraw permission to distribute souvenirs, advertising, or other material it considers objectionable.

B. Direct selling of products, goods, and/or services by or on behalf of any Exhibitor is prohibited. Exhibitors agree that selling products, goods, or services in the exhibition hall or event venue will result in closing of the Exhibit by ADPI® Event Management. No refund of Exhibit fees will be made to Exhibitor in this event, and no demand for redress may be made by Exhibitor or its representatives.

C. No soliciting for business shall be permitted in aisles or other Exhibitor's booths. Samples, catalogues, pamphlets, publications, or promotional materials may be distributed by Exhibitor only within the confines of its own Exhibit space. No Exhibitor will be permitted to give away any premium items, or to conduct any prize drawings or awards for signing of names and addresses, or similar promotions without first obtaining written permission from ADPI® Event Management.

D. Advertising, canvassing, solicitation of business, conferences in the interest of business, etc., are not permitted except by companies that have reserved space from ADPI® to exhibit, and then and only then in the space assigned.

E. Solicitation of advertising by magazines or publishers from other Exhibitors in the venue, or on the floor of the exhibit hall, is prohibited.

8. HOSPITALITY ACTIVITIES

In the interest of the success of the conference and exposition, no Exhibitor-hosted hospitality functions will be allowed during the official conference programming or exhibit hours, including receptions or meal functions hosted by ADPI® for conference attendees.

9. BOOTH MATERIALS/FIRE REGULATIONS

All Exhibit, equipment, and booth materials must comply with Federal, State, and local fire laws, insurance and Event-venue safety regulations, and other applicable laws, rules, and regulations applicable to the venue. All packing containers and similar materials are to be removed from the exhibition area upon completion of the booth set-up. The Exhibitor is restricted to materials that will pass inspection. Any electrical work and wiring must be approved and installed in accordance with local regulations. Aisles and fire exits may not be blocked by Exhibits. Any questionable materials to include helium, gas, etc., must be approved by ADPI Event Management.

10. AUDIO AND VIDEO

A. Video projectors and apparatus must conform to the fire regulations of the facility. Any video or film should be arranged so that aisles are not blocked.

B. An Exhibitor with audible devices which ADPI®, in its sole discretion, deems objectionable to other Exhibitors or attendees, will be required to discontinue this method of promotion. Microphones must be preapproved by ADPI® Event Management.

11. BOOTH STAFFING

A. In their best interest, and for security, Exhibitor must keep its booth appropriately staffed during all exhibit hours. An Exhibitor may purchase up to two (2) "EXHIBITOR ONLY" badges from ADPI® at a discounted rate that allows entrance into the exhibit hall and participation in all meals, refreshment breaks, and receptions. An EXHIBITOR ONLY badge is for personnel responsible for working in an Exhibit space during show hours, and it will not provide access to conference sessions. Badges must always be worn for admission to and while in the exhibit hall.

B. The Exhibitor shall make all such personnel aware of these Rules and require them to review the Rules before the Event.

12. INSTALLING/DISMANTLING/REMOVING BOOTHS

A. Exhibitors should refer to the event-specific exhibitor kit for specific dates and times, paying careful attention to installation hours and dismantling/removal hours. Contact ADPI Event Management with any questions or concerns.

B. All Exhibits must be operational by the start of the first official function occurring within the exhibit hall. Space not occupied by that time may be re-assigned for other purposes by ADPI®. Any Exhibitor failing to occupy contracted space is not relieved of the obligation to pay for such space at the full rental price, and ADPI® shall have the right to use such space as it deems appropriate to eliminate empty space in the exhibit hall.

C. No Exhibit may be dismantled before the exhibit hall closes. No Exhibit or equipment is to be removed, once it has been set up, without the permission of ADPI® Event Management.

13. THIRD PARTY CONTRACTORS

Any independent contractor requests, including installation and dismantling companies, must be made in advance to the official show contractor retained by ADPI® Event Management. Electrical service must be coordinated by the official contractor.

14. PAYMENT PROCEDURES, CANCELLATION POLICY

A. Once the exhibit-space contract has been accepted by ADPI®, Exhibitor will be invoiced immediately.

B. Exhibit booth assignments will be made four to six weeks prior to the event start date, providing that the invoice is paid in full.

C. Cancellation Policy - Exhibitor may reduce their booth size or cancel or withdraw from the exposition subject to the following conditions:

- The Exhibitor shall give the ADPI® Event Management notice in writing to reduce booth size, cancel or withdraw from the exposition and the date the Exhibitor's written cancellation is received by ADPI® will be considered the official cancellation date.
- ADPI's refund policy is as follows:
Cancellations received in writing will be accepted 30 days prior to the start date of the event for a full refund, minus a \$75 processing fee.
- Cancellations received 15-30 days before the event will be eligible for a 50% refund less the processing fee. Cancellations are non-refundable 0-15 days to the start of the event.

D. ADA

All parties involved with the Exhibit agree to comply with the Americans with Disabilities Act.

E. AMENDMENT TO RULES; NO WAIVER

All matters or questions not specifically covered by the preceding Rules and Regulations shall be subject solely to the discretion of ADPI®. Exhibitors will be bound by all amendments to these Rules and Regulations issued by ADPI® at least 30 days before the start date of the event. No waiver of any of these Rules shall be effective, or binding on ADPI®, unless expressly set forth in a writing signed by ADPI's Chief Executive Officer or an ADPI staff member with the appropriate delegated authority.



AMERICAN
Dairy Products
INSTITUTE™