

The **14th** annual FM Expo!

Bringing Buyers & Sellers Together!



Thursday, November 12, 2009

11:00 AM - 6:00 PM

**The Hearthstone Manor
333 Dick Road, Depew, NY 14043
(Conveniently located near the
Buffalo Niagara International Airport)**

**Exhibit in the established show for
property management, maintenance, and
purchasing professionals!**

WHO EXHIBITS:

Any company providing products and services for the maintenance and management of commercial, industrial, institutional & income properties.

**Reach decision makers who
come to you .. reducing your
cost of outside sales calls.**

www.fmexpo.net

WHO ATTENDS:

- Building & Property Owners/Managers
- Maintenance Workers, Supervisors, Technicians, Mechanics, Engineers
- Buildings/Grounds Superintendents
- Facilities Managers
- Plant/Operations Managers/Engineers
- Real Estate Owners, Developers, Investors, Remodelers, Architects
- Purchasing Managers & Buyers

*...or anyone who makes decisions about
Facilities Maintenance & Property
Management*

Booth Fees:

10'x8' Booth - \$495.00

15'X8' Booth - \$740.00

(Additional 1-1/2 booth spaces may be created on the floorplan at the discretion of the show manager.)

Contact Show Manager for multiple booths or bulk space discounts.

Each standard booth is 10 feet wide and 8 feet deep.

Special booth is 15 feet wide and 8 feet deep.

Supplied at no additional cost for either booth size:

8' Back Drape & 32" Side Rails & Curtains

500 Watt Electrical Outlet • ID Sign

6' Skirted Table • Show Program Listing

Unlimited Admission Tickets • Seminars

Free Parking • 2 Side Chairs • Networking

Complimentary Beverages & Snacks

Database of all Registered Visitors

Link from our Web Site to Yours

Owned, Produced & Managed by: **PPM Business Services • PO Box 888 • Hamburg, NY 14075**

Show Manager: Nancy Boyd Haley

Phone: 716/648-0972 • Fax: 716/646-1599 • Email: ppmbs@roadrunner.com

For additional information, log on to: www.fmexpo.net



www.fmexpo.net

EXHIBIT SPACE APPLICATION & CONTRACT

THURSDAY, NOVEMBER 12, 2009

The Hearthstone Manor • Depew, NY 14043

BOOTH PREFERENCE:

1st choice _____ 2nd choice _____ 3rd choice _____

It is understood and agreed that all space will be assigned by management on a first-come, first-served basis.

Please keep us away from the following competitors:

I'd like to be placed near to: _____

IMPORTANT: Briefly describe nature of your business and/or what products and services you plan to exhibit. This description will be **used in assigning your space.**

Company Name _____

Address _____

City/State/Zip _____

Telephone # _____ Fax # _____

E-Mail Address _____

Web Site Address _____

Contact Name & Title (to Receive Show Correspondence):

Address (if other than above) _____

Telephone # _____ Cell Phone _____

E-Mail Address _____

We agree to comply with the exhibit rules and regulations as printed on the reverse side of this form. We have read the cancellation policy contained within 5B.

Authorized Signature & Title _____

Date _____

REGULAR BOOTH COSTS:

Standard (10'x8') booth: \$ 495.00
Special (15'x8') booth: \$ 740.00
Contact Show Manager for multiple or bulk space discounts.

SPONSORSHIP OPPORTUNITIES:

- Imprinted Bags
- Attendance Mailings & Tickets
- Food/Beverage
- Seminars
- Contact me to discuss.**

Enclosed is our check for \$ _____
or ** new option**
 Please send me an e-invoice for payment through PayPal.

Invoices net 30; balance due before October 31, 2009. Exhibitor signing contract will be solely responsible for payment of booth(s).

For Office Use Only
Date Received _____
Booth(s) Assigned _____
Check# _____ Date _____

Please submit signed original, photocopy, or a fax transmittal of a signed original contract to Show Management. A copy will be returned to Exhibitor as confirmation of space assignment. If a faxed transmittal or photocopy is used by either party, this contract shall be deemed accepted when both parties are in possession of a fax of the signed contract.

MAKE CHECKS PAYABLE TO: PPM BUSINESS SERVICES
MAIL TO: PO BOX 888, HAMBURG, NY 14075-0888 • PHONE: (716) 648-0972
FAX CONTRACT TO: (716) 646-1599 • E-MAIL: ppmbms@roadrunner.com • www.fmexpo.net

WNY FACILITIES MANAGEMENT EXPO

RULES & REGULATIONS

1. GENERAL

(a) **MANAGEMENT** - The word "management" refers to PPM Business Services, its owners or agents acting for it in the management of the exposition.

(b) **ELIGIBILITY** - Management has the right to determine the eligibility of any company or product for inclusion in the exposition.

2. HOURS AND ADMISSION

(a) **EXPOSITION HOURS** - The exposition will be open to visitors from 11:00 a.m. to 6:00 p.m. on Thursday, November 12, 2009.

(b) **ATTENDANCE** - Management shall have the sole control over admission policies. All persons visiting the exposition area, including exhibitor booth representatives, will be required to register and to wear an appropriate badge.

3. INSTALLATION OF BOOTHS

(a) **PRICE OF BOOTH** - The price of \$495.00 (U.S. Funds) per standard size booth paid to management includes a booth space, a drape background 8 feet high, side curtains 32 inches high, one 6 foot table with skirting, a two-line sign 7 inches by 44 inches, one 500-watt outlet, unlimited supply of admission tickets for customers and prospects, visitor list, a link from show's web site to your company's web site, and a listing in the show program. See face of this contract for regulations pertaining to payment schedule.

(b) **ADDITIONAL BOOTH FURNISHINGS AND SERVICES** - Additional decorations, furniture, floor covering, fixtures, and booth accessories (other than those provided to each booth by management) may be provided by the exhibitor or may be rented from the exposition service contractor at charges listed in the exhibitor service manual, a copy of which will be sent to each exhibitor.

(c) **ELECTRICAL SERVICE** - Exhibitors are cautioned that only 500 watts of electrical power are furnished by management to each booth. The exhibitor must order from the exposition service contractor in advance any additional electrical service required. Failure to provide for adequate wattage may result in the disconnecting of the surplus devices.

(d) **INSTALLING AND DISMANTLING** - Periods for installing exhibits are from 8:00 a.m. until 11:00 a.m. the day of the show. Booths must be completed by 11:00 a.m. on the day of the show. No exhibitor will be allowed to remove his exhibit or any essential part of it before 6:00 p.m. on show day. The hours for dismantling and removing exhibits are the day the show closes from 6:01 p.m. to 8:00 p.m. Exhibitors shall be liable for all storage and handling charges resulting from leaving material in the exposition area after 8:00 p.m. on the day the show closes.

(e) **LABOR** - Installation and dismantling of exhibits may be done by exhibitors' personnel, or by the exposition service contractor at rates listed in the exhibitor service manual.

(f) **DISPLAY HEIGHTS** - In the rear one-half of each booth, display material may be placed up to a height not exceeding 8 feet from the building floor. In the front half, no display material shall exceed a height of 4 feet, without special permission.

(g) **SAFETY** - All materials and installations must conform with federal, state, and municipal safety and fire laws, ordinances, and regulations.

(h) **CONSIGNMENT OF GOODS** - Exhibitors who wish to forward material, etc., in advance of the exposition opening should consign their exhibits to the exposition service contractor and not the facility. Details are in the exhibitor service manual.

4. USE OF SPACE

(a) **MANAGEMENT AUTHORITY** - Management reserves the right to reject, eject, or prohibit any exhibit in whole or in part, or exhibitor, or his representatives, with or without giving cause. If cause is not given, liability shall not exceed the return to exhibitor of amount of rental unearned at the time of ejection. If an exhibit or exhibitor is ejected for violation of these rules or for other stated reasons, no return need be made.

(b) **SOLICITING AND COSTUMES** - All demonstrations or other promotional activities must be confined to the limits of the booth. Sufficient space must be provided within the booth to contain persons watching demonstrations and other activities. Each exhibitor is responsible for keeping the aisle near his booth free of congestion due to his activities. Exhibitor's representatives wearing distinctive costumes or uniforms, or carrying banners or signs separately or as a part of their apparel shall not work in other than their own booth space. Booth representatives may not appear in clothing that management deems excessively revealing.

(c) **DISTRIBUTION OF SAMPLES AND SOUVENIRS** - Samples, souvenirs, publications, etc., may be distributed by the exhibitor only from within his booth. Exhibitors wishing to dispense foods and/or beverages must conform with the regulations of the exposition hall.

(d) **NOISE, ODORS, SIGNS** - Excessively noisy or obstructive work will not be permitted during open hours of the exposition, nor will excessively noisy operating displays, nor exhibits producing objectionable odors, nor offensive illuminations of signs, be allowed

(e) **CONTESTS** - Management shall be informed in advance of games and prize drawings planned for in-booth operation.

(f) **SUBLETTING** - Exhibitor may not assign nor sublet his contract, or permit others to use his contracted exhibit space, without the knowledge and consent of management.

(g) **BOOTH DESCRIPTION** - Exhibitor will be required to submit, in advance, a brief description of his booth display.

(h) **USE OF PHOTOS** - Management reserves the right to use photos taken during the show for sales and marketing efforts including on the show's web site.

5. LIABILITY

(a) **CARE OF BUILDING** - Exhibitor is liable for any damage caused to the building, or to standard booth equipment, or to other exhibitors' property, by him, his agents, or employees. Exhibitor must submit to management at least two weeks prior to the exposition a certificate of liability insurance.

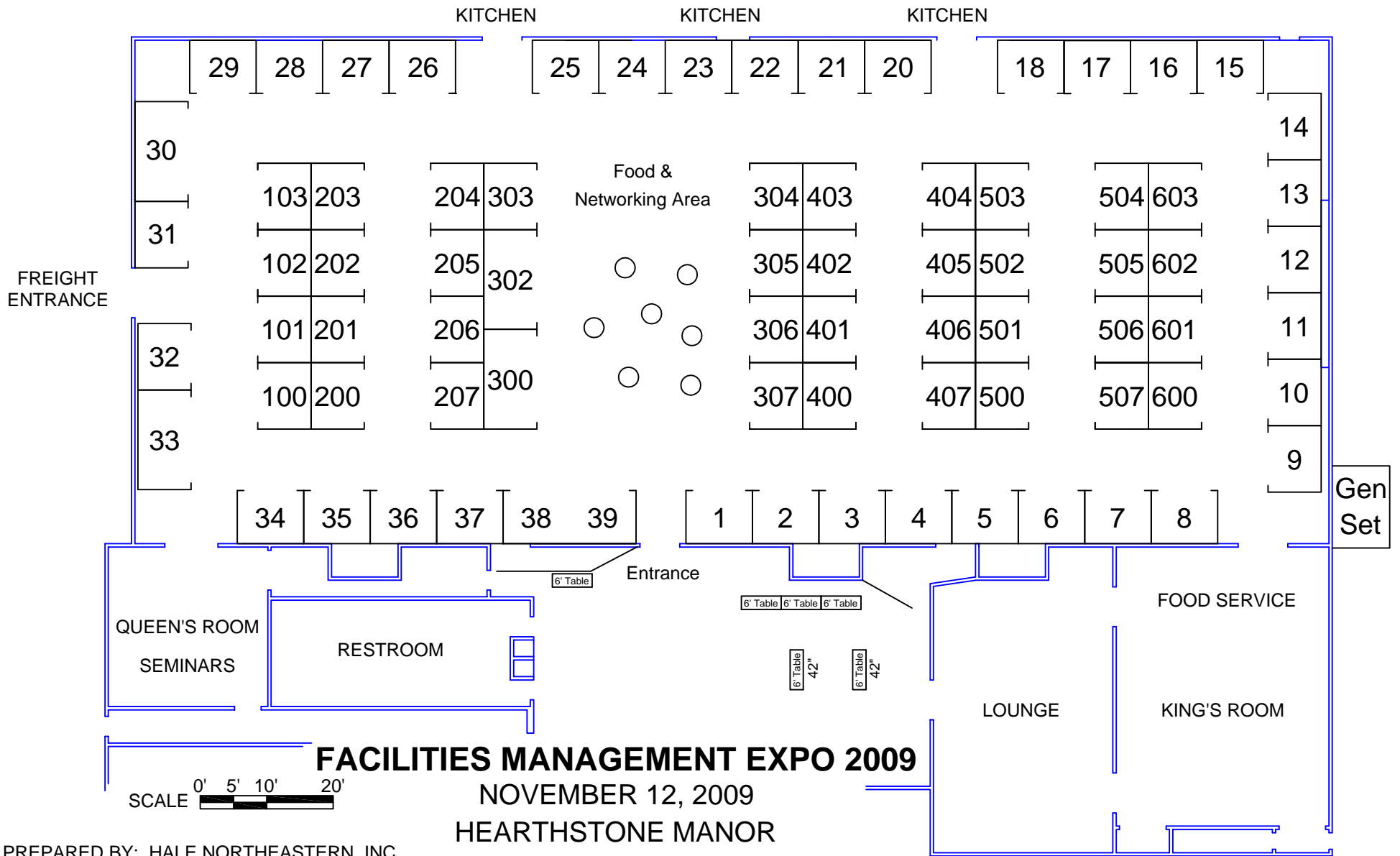
(b) **CANCELLATION** - Cancellations must be sent by certified return-receipt-requested mail. Exhibitor will be responsible for 100% of the total contract obligation if cancellation is received less than 45 days before the exhibit. Management has the right to relocate exhibitors to comparable spaces other than those specified by the exhibitor, if deemed advisable and in the best interests of the show. Exhibitors will be notified promptly and given the option to cancel with full refund of all payments made in the event that the relocation is unacceptable. Failure to appear at the event does not release the exhibitor from responsibility for payment of the full cost of the space rented.

(c) **FAILURE TO HOLD EXPOSITION** - Should any contingency prevent holding the exposition, management may retain such part of exhibitor's rental as shall be required to recompense it for expenses incurred up to the time of such contingency.

(d) **LIABILITY** - The exhibitor agrees with management that management shall not be responsible for any loss, damage, or injury that may occur to the exhibitor or its employees, representatives, or agents, or to its property, from any cause whatsoever, unless due to the sole or contributory negligence of management. Further, the exhibitor agrees to defend, indemnify, and hold forever harmless management, its employees, and agents, from all loss, liability, expense, and penalty, including attorney's fees, on account of personal injury or damage to property sustained to the exhibitor or to any person or persons arising out of, during, or in connection with this agreement if such injury or damage is due to the negligence of exhibitor, its employees, agents, or any other person.

(e) **COLLECTION COSTS** - Exhibitor agrees to pay a reasonable attorney's fee and all other costs and expenses incurred by management in the collection of indebtedness contracted by exhibitor.

(f) **AMENDMENTS** - Any matters not specifically covered by the preceding rules shall be subject solely to the decision of management. These rules may be amended at any time by management, provided that amendments shall not substantially diminish the rights or increase the liability of the exhibitor.



PREPARED BY: HALE NORTHEASTERN, INC.
 828 EAST FERRY STREET
 BUFFALO, NY 14211
 (716) 896-6170

Standard Booths Size 8' D x 10' W
 Special Booths - 30, 33, 300, 302
 8' D x 15' W