

FACILITIES MANAGEMENT



A great B2B Networking &
Relationship Building Opportunity

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

**Thursday,
November 10, 2011
11:00 AM - 5:00 PM**

**The Hearthstone Manor
333 Dick Road, Depew, NY 14043**

*Conveniently located near the Buffalo
Niagara International Airport; free parking.*

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

Join us for the **16th** annual FM Expo!

WHO EXHIBITS:

Any company providing products and services for the maintenance, operations and management of commercial buildings, industrial plants, municipalities, institutions and income properties.

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*



**EACH STANDARD BOOTH
10' wide x 8' deep
Still only \$495.00**

Supplied at no additional expense:
8' Back Drape & 32" Side Rails & Curtains
500 Watt Electrical Outlet • ID Sign
6' Covered & Skirted Table • Show Directory Listing
Unlimited Admission Tickets • Seminars • Wireless Internet
Free Parking • 2 Side Chairs • Networking
Complimentary Beverages & Snacks
Report of Registered Visitors
Link from our Web Site to Yours

** Several 15'x8' booths are available for \$740.00. Contact Show Manager for multiple booth or bulk space discounts.*

**The FM Expo offers you the best
opportunity for face-to-face selling and
hands-on demonstrations.**

**Interact with qualified buyers in a
professional setting. And the best part...
these potential customers come to you!**



www.fmexpo.net

CONTRACT for EXHIBIT SPACE

Thursday, November 10, 2011

The Hearthstone Manor • Depew, NY 14043

Invoice & Show Communication Contact:

Company _____

Mailing Address _____

City _____ State _____ Zip _____

Contact Name & Title _____

Phone _____ Cell _____

Email _____

Web Site _____

Address to be Published in the Show Program:

___ Physical Address, ___ Local Address, or ___ Second Location (in addition to above address)

Address (if other than above) _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

Booth Location Preferences:

Booth numbers: 1. _____ 2. _____ 3. _____

Away from these Direct Competitors:

*Companies who you would prefer not to be placed nearby on the floorplan. Show management will do our best to accommodate your request.

Information for Web Site Listing:

Products &/or services: _____

* This text will be published in the exhibitor listing posted on the FM Expo web site. Please limit to yellow page type listing, one sentence or a 10 to 15 word description.

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 Nancy Boyd Haley for multiple or bulk space discounts.

SPONSORSHIP OPPORTUNITIES:

- ___ Imprinted Bags
___ Attendance Mailings & Tickets
___ Food/Beverage
___ Seminars
___ Other

___ I'm interested in the above possibility. Please contact me to discuss cost and availability.

- A deposit is not required to choose your booth.
- Confirmation of your booth will be mailed to you.
- Invoices are net 30.
- All payments are due prior to October 31, 2011.
- The exhibitor signing contract will be solely responsible for payment of booth(s).

Payment Options:

___ Enclosed is our check for \$ _____
___ Please send me an invoice.

or

___ Please send me an e-invoice for payment with credit card using PayPal.

or

___ Charge my IMS Barter Account Number: _____

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

Make checks payable to: PPM Business Services

Mail to: PO Box 888, Hamburg, NY 14075-0888 • Phone: (716) 648-0972
Fax: (716) 646-1599 • Email: ppmb@roadrunner.com • www.fmexpo.net

Show Manager: Nancy Boyd Haley

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 5:00 p.m. on Thursday, November 10, 2011.

(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 5:00 p.m. on show day. The hours for dismantling and removing exhibits are the day the show closes from 5:01 p.m. to 7:00 p.m. Exhibitors shall be liable for all storage and handling charges resulting from leaving material in the exposition area after 7:00 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 30 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.



FACILITIES MANAGEMENT EXPO 2011

NOVEMBER 10, 2011

HEARTHSTONE MANOR

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 and 302
 are 8' D x 15' W