

**Contract for Non-Commercial Exhibition Space**  
**Lifescape's Senior EXPO 2010**  
**September 16 - 17, 2010**  
**Sportscore II - Indoor Sports Center (ISC)**  
**8800 East Riverside Boulevard, Loves Park, IL 61111**

***Please print:***

Name of Company: \_\_\_\_\_

*Please note: This is **exactly** how your company name will appear in our printed literature.*

Contact name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Ext \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail \_\_\_\_\_

**Booth Rates:**

**Full fee will be applied for reservations received after January 29, 2010 and will be charged as shown below. We must receive your contract and full payment no later than January 29, 2010. Tabletop space is limited.**

*Tabletop exhibit space rate includes one clothed and skirted table and two chairs.  
See charges for additional equipment below.*

8ø Tabletop exhibit space **\$225** (\$175 prior to January 29, 2010)

**Equipment will NOT be available to order the day of the EXPO.  
Please remember to include all equipment needs on your contract now.**

**ORDER FORM:**

\_\_\_\_ Number of tabletop displays (limit one per exhibitor) TOTAL \$ \_\_\_\_\_

\_\_\_\_ Number of additional chairs at \$5 each TOTAL \$ \_\_\_\_\_

Electricity \$40 Circle one: YES NO TOTAL \$ \_\_\_\_\_

**GRAND TOTAL \$ \_\_\_\_\_**

Move-in date is Wednesday, September 15, 3 p.m. ó 7 p.m.

◆ For information about **Senior EXPO**, please call Manny Carrasquillo or Alan Jones at 815.963.1609

**Note:** It is agreed the exhibitors will indemnify and hold harmless the producers, sponsors, staff and/or ISC from all liabilities arising out of the negligence of the exhibitor. Exhibitor is responsible for any damage to ISC. This contract must be submitted bearing an authorized signature and accompanied by payment.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Make checks payable to **Lifescape's Senior EXPO 2010** and mail with completed contract to:  
**Lifescape Community Services**  
705 Kilburn Avenue, Rockford, IL 61101

## **Show Policies & Procedures**

**Payment terms** – Full payment and signed contract must be received no later than January 29, 2010 for discount. Reservations received after January 29, 2010 will be charged the full rate. There are no refunds for booth payments. Booths are reserved on a first come, first served basis.

**Set up and Tear down** ó If you cannot set up on Wednesday, September 15, please advise on contract. Tear down is following the EXPO on Friday. **Public safety policy forbids exhibitors from moving in or out while the show is in progress.**

**Tabletop display** ó Tabletop exhibit space is limited and is reserved for not-for-profit organizations only. The table is the only space to be used; therefore, everything must fit on top of an 8øtable and must be one-sided. The number of tabletop displays is limited and will be sold on a first come, first served basis. Lifescape Community Services reserves the right to choose the location of the tabletop displays pending availability.

**Electricity and Phone** ó If you need more than a 110-volt outlet or a phone line in your booth, you will be charged an additional fee. Please make arrangements with Manny Carrasquillo or Alan Jones at 815.963.1609.

**Exhibit tables** ó All tables must be purchased from Lifescape Community Services.

**Exhibitors' Hospitality Area** – Please take advantage of the show's hospitality area.

**Advertising** ó Senior Expo 2010 Resource Book. This resource book will be a valuable resource for the attendees to keep for future reference. For more information please contact Maxine Bayer from Rock Valley Publishing. 877-4044 ext 14 or email: mbayer@rvpublishing.com

**YOUR BOOTH MUST BE ATTENDED AT ALL TIMES.**