



Exhibit Space Contract

Exhibit Dates September 28-29, 2010
Location Hilton St Louis
 at the Ballpark
 St Louis, Missouri
Exhibit Hours 9:30 a.m. to 5 p.m.
 Tuesday, Sept 28
 9:30 a.m. to 3:30 p.m.
 Wednesday, Sept 29

Contracts will not be processed nor space assigned without the required payment and signed contract.

Contracts received prior to June 1, 2010 require a 50 percent deposit. Contracts received after June 1, 2010 require payment in full.

Exhibit space cannot be assigned by telephone. Space cannot be reserved pending receipt of contract and deposit.

Requests will not be processed without the required deposit and a signed OFA Exhibit Contract for current exhibit space. Unfortunately, due to space limitations, not all requests can be fulfilled.

Final Payment – Any exhibit space with an outstanding balance will be made available for resale following the June 1, 2010 final payment deadline.

Cancellations – Cancellations received in writing on or before June 1, 2010 will be charged a \$100 processing fee per 8' x 10' booth.

There will be no refunds after June 1, 2010.

PAYMENT TERMS & SCHEDULE

Standard Price	Quantity		U.S. Dollars	Total
	_____ 8' X 10' Booth	X	\$850	\$_____

OFA MEMBER Discount Price	Quantity		U.S. Dollars	Total
	_____ 8' X 10' Booth	X	\$550	\$_____

Amount Paid \$_____

AUTHORIZED SIGNATURE

By signing below the undersigned agrees to comply with the terms and conditions as stated in the Contract, Prospectus, Exhibitor Service Kit, and Rules and Regulations governing the 2010 OFA Disease, Insect & Plant Growth Management Conference. All media sent to the undersigned from OFA regarding exhibitor participation will be accepted by signing below (includes mail, phone calls, faxes, and e-mails from OFA).

 Authorized Signature

 Date

MANNER OF PAYMENT

U.S. check VISA MasterCard American Express
 (Make checks payable to OFA.) (Contact OFA for wire transfer information.)

 Card Number

 V code

 Exp. Date

 Credit Card Authorized Signature

SPONSORSHIP and PROMOTION OPPORTUNITIES

_____ **Yes**, please contact me regarding sponsorship, advertisement, and other promotional opportunities available for this conference..

EXHIBITOR INFORMATION

Company: _____

Contact Name: _____

Street Address: _____

City: _____ **State:** _____ **Postal Code:** _____

Country _____

Phone: _____

Fax: _____

Email: _____

Web site: _____

BOOTH CHOICES

Please list your booth # preferences.

1. _____ 2. _____
 3. _____ 4. _____

OFFICE USE ONLY

Deposit: \$ _____

Date: _____

Type: _____

.....
Payment: \$ _____

Date: _____

Type: _____

2010 OFA Disease, Insect & Plant Growth Management Conference Rules & Regulations

OFA shall exercise full authority in the interpretation and enforcement of all terms and conditions contained in the 2010 Exhibit Space Contract and the 2010 Exhibitor Service Kit, including all mail, phone calls, faxes, and e-mails from OFA. These terms and conditions shall govern the 2010 OFA Disease, Insect & Plant Growth Management Conference. The power to make amendments and/or additions to these terms and conditions rests solely with OFA, as it deems necessary for the proper and safe conduct of the event.

Failure to comply with any terms or conditions may result in eviction from the event or potential loss of current or future exhibiting opportunities.

ELIGIBLE EXHIBITORS

Any firm which regularly grows, manufactures, or sells products or provides services designed for the horticulture industry is eligible to exhibit, subject to space availability and the required terms and conditions.

LOCATION

The event will be held at the Hilton St Louis at the Ballpark in St Louis, Missouri. Buffalo, New York.

EXHIBIT DAYS & SHOW HOURS

Tuesday, Sept 28 9:30 a.m. to 5 p.m.
Wednesday, Sept 29 9:30 a.m. to 3:30 p.m.

PAYMENT TERMS & SCHEDULE

Contracts will not be processed nor space assigned without the required payment and signed contract.

Standard Price – \$850 per 8' by 10' booth space
OFA Member Discount Price – \$550 per 8' by 10' booth space

Contracts received prior to June 1, 2010 require a 50 percent deposit. Contracts received after June 1, 2010 require payment in full.

Final Payment – Any exhibit space with an outstanding balance will be made available for resale following the June 1, 2010 final payment deadline.

2010 CANCELLATION & DOWNSIZING

All cancellations must be received in writing. Exhibitors cancelling on or before June 1, 2010, will be charged a \$100 processing fee per 8' by 10' booth space. There will be no refunds after June 1, 2010, even if the exhibit space is resold.

Any exhibitor not fulfilling the required terms and conditions forfeits all rights, claims, and reservations to booth(s) requested and assigned.

2010 BOOTH ASSIGNMENT

Booths will be assigned on a first come, first-served basis.

DISPLAY DISCLAIMER

OFA reserves the right to accept or reject any exhibit space application. The exhibition is open to the industry and designed to provide a showcase for equipment, goods, and services used or sold by the floriculture industry. OFA reserves the right to refuse rental of exhibit space to any company whose display of goods or services is not likely to be, in the opinion of OFA, compatible with the general character and objectives of the conference.

EXHIBIT SPACE RENTAL INCLUDES (but is not limited to):

- Unlimited complimentary exhibitor trade show only registration (for booth personnel), provided they are pre-registered. Note: Your booth contract does not register booth personnel for a badge.
- Exhibitor listing in various OFA publications
- Electronic list of eligible attendee leads (after the show).
- Four educational session vouchers per 8'x10' booth.
- Your company's home page or e-mail address linked from the event's web site..
- A booth identification sign with company name, city, state (country, if other than USA).
- Back and side wall drape.
- Table, chairs, and wastebasket.

EXHIBITOR REGISTRATION

The completed contract does not include automatic badge pre-registration. Advance registration materials will be sent to you in June 2010. Exhibitors receive unlimited complimentary exhibitor trade show only registration (for booth personnel), provided they are pre-registered. Charges will apply after the pre-registration date.

SET UP

Monday, September 27 1 to 6 p.m.

TEAR DOWN

Wednesday, September 29 after 3:30 p.m.

Exhibitors who tear down their booth(s) prior to the official close of the Trade Show may be barred from exhibiting at future OFA shows.

Only exhibitors are permitted on the show floor beginning at 3:30 p.m. on September 29. Only exhibit personnel will be allowed to leave the exhibit hall with merchandise. Exhibitor badges are to be worn only by the individual named. For security purposes, spot-checking of badges may occur; a picture ID must be available upon request. Exhibitors found to be releasing badges to those not registered, or wearing a badge bearing another's name, will be barred from further entrance or exhibiting at future OFA shows.

USE OF SPACE

No exhibitor may assign, sublet, or apportion any part of the space allotted. The exhibitor shall only market or sell goods/services that are manufactured or handled by the exhibitor in the regular course of their business and shall not permit any representative of any other firm to solicit business, take orders, or sublet their space.

In the event the exhibitor fails to occupy or use their space or to have their exhibit completed and in place by the opening of the show, they shall forfeit their right to the space without refund.

OFA reserves the right to prohibit or remove, at the exhibitor's expense, any proposed or actual exhibit, display, or part thereof, which, in the opinion of OFA, is not suitable to or in keeping with appropriate product display, or violates any terms and conditions of the show. OFA reserves the right to rearrange floor plans and relocate any exhibit at any time, as it deems necessary, for the proper and safe conduct of the show.

NON-COMPETE RULE – EXHIBITOR EVENT

CONFLICTS

Exhibitors will not schedule any receptions, hospitality suites, social functions, exhibits, product demonstrations, technical seminars, training sessions, or other events or functions for attendees or potential attendees outside of their exhibit booth(s) during the OFA Disease, Insect & Plant Growth Management Conference (conference and exhibit hours). However, exhibitors may conduct sales meetings, technical seminars, or training for their own sales staff.

FIRE MARSHAL REGULATIONS

All material used in the construction and decoration of an exhibit must be fire retardant. This includes, but is not limited to, scenery, backdrops, drapes, display boxes, signs, tarps, canopies, tents, and burlap. It is suggested that you have a certificate of flame retardation at the show to prevent the need for possible on-site testing of the material.

SECURITY

OFA will furnish uniformed security officers for the perimeter of the show floor during Trade Show hours, but neither OFA, Hilton, or Paramount Convention Services will be responsible for any losses.

AMERICANS WITH DISABILITIES ACT

The exhibitor shall have sole responsibility for ensuring that its exhibit is in full compliance with the Americans with Disabilities Act (ADA) and any regulations under that Act. Exhibitors will ensure the accessibility of its exhibit space, and agrees to hold harmless and indemnify OFA, Adam's Mark, and Hale Northeastern Inc. against any claims, damages, fees, loss, or expense arising out of or related to any alleged ADA violation. A copy of Public Law 101.336 [S.993] American Disabilities Act of 1990 is available upon request from the Department of Justice.

SERVICE CONTRACTOR

Paramount Convention Services is the official service contractor for this event.

INSURANCE

Exhibitor agrees it has the sole responsibility for obtaining insurance as outlined below and that neither OFA, Hilton, Paramount Convention Services, the City of St Louis (Missouri), nor any other party has purchased insurance on exhibitor's behalf and is under no obligation to do so.

Insurance requirements:

All exhibitors are required to provide OFA a certificate of insurance naming the Ohio Florists' Association as the additional insured. Failure to provide OFA proof of insurance shall not relieve the exhibitor from its insurance obligations. The exhibitor agrees to obtain the following insurance coverage during this event, including move in and move out days:

- a) Comprehensive General Liability Insurance, in an amount not less than \$500,000 combined single limit for personal and property damage;
- b) \$500,000 fire legal liability (sometimes referred to as Damage to Premises Rented to You);
- c) Employers liability insurance with minimum limits of \$100,000 per accident;
- d) Workers' Compensation coverage in full compliance with federal and state laws;
- e) Comprehensive General Automobile liability insurance covering owned, non-owned, and hired vehicles including loading/unloading hazards with bodily injury limits of \$250,000/\$500,000 and property damage limits of \$100,000.

Exhibitors should consult their insurance companies for proper coverage on any material, from the time you ship it until the time it returns to your warehouse. In most cases, a rider can be added to your present policy for a nominal cost. Protect yourself.

INDEMNIFICATION from LIABILITY for Loss, Theft, Property Damage, or Destruction and Personal Injury: Exhibitors agree to indemnify and release OFA, Hilton, and Paramount Convention Services., from responsibility for any loss, property damage, or personal injury that may occur to the exhibitor, exhibitor's employees, or independent contractors, from any cause whatsoever, prior to, during, or subsequent to the period covered by the exhibit contract.

FORCE MAJEURE

In case of cancellation of the trade show or unavailability of the exhibit space for the specific uses due to war, governmental action or order, act of God, fire, strike, labor disputes, or any other causes beyond OFA's control, the agreement shall terminate. OFA shall have no liability to, or responsibility to, reimburse the exhibitor with respect to any damage or loss, directly or indirectly arising as a result thereof.

AMENDMENTS

These Rules and Regulations may be amended at any time by OFA, and all amendments so made shall be binding on exhibitors equally with the original Rules and Regulations.

**See Service Kit (available in June)
for more details.**