



Global Congress 2012  
North America

## Contract for Booth Space

If you are interested in exhibiting at PMI® Global Congress 2012—North America, please complete this form, and return it with payment to PMI Show Management.

**PMI Global Congress 2012—North America**  
**Vancouver Convention Centre**  
**Vancouver, British Columbia, Canada**  
**20-23 October 2012**

### Exhibit Space Selection

Please reserve the following requirements for our company at the PMI Global Congress 2012—North America:

### STANDARD 2012 PRICES (Valid on/after 26 October 2011)

Booths	Configuration	Booth Fee	Total
_____	_____	US\$41.00 sq. ft. In-line	\$ _____
_____	_____	US\$43.00 sq. ft. Corner	\$ _____
_____	_____	US\$45.00 sq. ft. Islands	\$ _____
<b>Assigned #</b> _____	<b>Grand Total</b>	<b>\$</b> _____	

### Preferred Booth Choices (Refer to [online floor plan](#))

- |          |          |          |          |
|----------|----------|----------|----------|
| 1. _____ | 2. _____ | 3. _____ | 4. _____ |
| 5. _____ | 6. _____ | 7. _____ | 8. _____ |

The process for assigning booth space is conducted according to a priority point system. Booth space is assigned by Priority Points during the congress in Dallas/Fort Worth, Texas. **Ten percent deposit is due with the completed application.** An additional forty percent is due by 28 November 2011. After Onsite Assignments, booth space is assigned on a “first-come/first-served” basis.

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### What is your organization’s primary product or service? (Check all that apply.)

- |   |  |
|---|--|
| <input type="checkbox"/> Business Management          | <input type="checkbox"/> Consulting                        |
| <input type="checkbox"/> Educational Institution      | <input type="checkbox"/> Professional Association          |
| <input type="checkbox"/> Software Provider            | <input type="checkbox"/> Training (Classroom / E-Learning) |
| <input type="checkbox"/> Other (please specify) _____ |  |

### By industry, who is your primary customer in this market? (Check all that apply.)

- |   |  |
|---|--|
| <input type="checkbox"/> Aerospace & Defense          | <input type="checkbox"/> Automation Systems    |
| <input type="checkbox"/> Automotive                   | <input type="checkbox"/> Consulting            |
| <input type="checkbox"/> Design/Procurement/Const.    | <input type="checkbox"/> Education/Training    |
| <input type="checkbox"/> E-Business                   | <input type="checkbox"/> Financial Services    |
| <input type="checkbox"/> Government                   | <input type="checkbox"/> Healthcare            |
| <input type="checkbox"/> Hospitality                  | <input type="checkbox"/> Human Resources       |
| <input type="checkbox"/> Information Systems          | <input type="checkbox"/> Inform. Tech./Telecom |
| <input type="checkbox"/> Manufacturing                | <input type="checkbox"/> Marketing & Sales     |
| <input type="checkbox"/> New Product Development      | <input type="checkbox"/> Oil, Gas and Petro.   |
| <input type="checkbox"/> Pharmaceutical               | <input type="checkbox"/> Retail                |
| <input type="checkbox"/> Service & Outsourcing        | <input type="checkbox"/> Utilities             |
| <input type="checkbox"/> Other (please specify) _____ |  |

### Please Type or Print:

Our Organization is a PMI Registered Education Provider   
Our Organization is a PMI Registered Consultant

Company Name \_\_\_\_\_

Contact \_\_\_\_\_

Main Contact's E-mail \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Country \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Company Web Address \_\_\_\_\_

Authorized Signature (Signature of representative and ten percent deposit constitutes a binding contract between PMI and the company applying for booth space.) \_\_\_\_\_

Printed Name of Authorized Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Name of individual to whom all future communications should be sent. \_\_\_\_\_

### Payment, Cancellation and Reduction Policy

Payment of 50% deposit is due along with this application. Full payment is due on/or before 20 July 2012. If full payment is not received by this date, the original contracted amount will be assessed using Standard 2012 pricing, and your exhibit space will be cancelled.

Full payment must accompany all applications received after 20 July 2012. Exhibitors applying before this date will be invoiced at the time of their booth assignment confirmation. Notification of an exhibitor’s decision to cancel or reduce exhibit space must be submitted in writing to PMI Show Management. The effective date of a space cancellation or reduction will be the date on which written notice is received by PMI Show Management.

### Cancellation and/or Reduction Schedule

- Prior to/on 18 May 2012, a full refund (less the 10% onsite deposit, if applicable) will be issued.
- 19 May to/on 20 July 2012, PMI will retain the deposit which is 50% of the full cost of the original exhibit space.
- After 20 July 2012, the exhibiting company will remain liable for the full cost of the original exhibit space assessed using Standard 2012 pricing.

### Application Agreement Between Applicant and PMI Concerning Booth Space at PMI Global Congress 2012—North America

By signing this application and contract, the applicant is applying for exhibit booth space at PMI Global Congress 2012—North America and agrees to follow, and be bound by, all applicable PMI requirements, rules and policies including this contract and the PMI Global Congress 2012—North America Guidelines, Rules and Regulations for Exhibiting, which are attached hereto and incorporated in their entirety, subject to change, edits and/or addendum. This application and contract supersedes and voids any prior agreements between the applicant and PMI regarding the same subject matter as this Contract.

### Please check the appropriate method of payment

**Please make checks payable to Project Management Institute. All payments are to be drawn on U.S. banks in U.S. currency.**

Our check for  50% deposit or  full payment is enclosed.

Our credit card for  50% deposit or  full payment as indicated below.

Visa  Discover  MasterCard  American Express  Diners Club

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ Security Code (3 or 4 digits) \_\_\_\_\_

Authorized Signature \_\_\_\_\_

### PLEASE RETURN TO:

PMI Show Management  
c/o A. Fassano & Company  
900 Route 168, Suite A-2  
Turnersville, NJ 08012 USA  
Tel: +1 856 232 2322  
Fax: +1 856 232 2312  
Email: exhibits@PMI.org

PMI FEDERAL TAX ID# 23-1887442



Global Congress 2012  
North America

# Exhibitor Guidelines

## Rules and Regulations for Applying for Booth Space and Exhibiting

### Applying for Booth Space

Please read these Guidelines and Contract for Booth Space carefully. Upon the submission of your application for booth space at PMI Global Congress 2012—North America, (hereafter referred to as GCNA), these guidelines and rules will be part of your agreement and contract with PMI concerning the purchase and use of booth space.

The process for assigning exhibitor booth space is conducted according to a priority system devised by PMI. Companies have the option onsite during the congress to apply and be assigned for the following year. Upon completion of onsite assignments, and thereafter, any remaining booth space will be assigned on a first-come, first-served basis. New exhibitors at this year's congress will be added to the PMI Priority List of Exhibitors for future exhibits.

Your space assignment will be confirmed once your application is processed and you are assigned. Be sure to indicate at least eight different booth locations when selecting your booth(s) on the Contract for Booth Space. Please do not concentrate all your booth choices in one area of the hall. PMI reserves the sole and exclusive right to assign booth space. A list of all current exhibitors and booth assignments will be posted on PMI.org. Once the exhibit space sells out, all contracts submitted will be placed on a waiting list in the order in which they were received.

### Booth Fees

Subject to approval by PMI, exhibitors may purchase as many booth spaces as they wish, and receive one complimentary full registration and two exhibit-hall-only registrations per 10' x 10' booth space purchased.

### Booth Layouts, Construction and Limitations

PMI Show Management reserves the sole and exclusive right to insist on a properly conducted and operated display in the interest of all participating exhibitors. All exhibits must be confined to the spatial limits of their respective booths as indicated on the floor plan and in accordance with the guidelines. All exhibits must be free standing and self-supporting; linear configurations may not be designed to obstruct the view of nearby booths or to block exits or doorways.

Exhibitors are required to, and are responsible for, carpeting their entire booth space. Booths not fully carpeted two hours prior to show opening will be carpeted at the exhibitor's expense. In the event that PMI is required to carpet a booth, the exhibitor must reimburse PMI for the entire cost of such carpeting, installation and related charges immediately. Exhibits shall not project beyond the space allotted nor obstruct the light, view or space of others. Exhibitors shall be responsible for damage to property. Displays not conforming to PMI Show Management specifications and limitations may be dismantled or modified, at the exhibitor's expense, at the sole judgment and discretion of PMI Show Management.

### Height Limitations

**In-line and corner booths** are limited to a height of 8' from the floor, 50% from the back wall. (See the "Linear Booths" section for further limitations and allowances.) **Island booth** displays are limited to a height based on the convention facilities, usually at least 20' from the floor, or more. Please refer to the floor plan and the Exhibitor Service Manual for facility height restrictions. There are no height restrictions for banners; however, banners are only permitted if an exhibitor purchases an island space. Banners must be contained within the perimeter of the island display space. (See the "Island Booths" section on this page for further limitations and allowances.)

### Linear Booths (In-line and Corner)

All booths are 10' x 10' unless otherwise noted on the floor plan. Linear booths will be provided with an 8' high back wall drapes and 3' high sidewall drapes. All drapery is flame proofed in accordance with local fire regulations. Each linear booth will also receive a one-line identification sign consisting of company name and booth number. All booth furnishings are an additional charge. Linear booths (in-line and corners) are limited to a height of 8' from the floor, 50% from the back wall. No exceptions will be made.

### Island Booths

Island booths are defined as a 20' x 20' or larger space having cross aisles on all four sides. Island exhibitors enjoy a waiver of the 8' height restriction, but are limited to a height based on the convention facilities, usually at least 20' from the floor, or more. (Please refer to the floor plan and the Exhibitor Service Manual for facility height restrictions); a waiver of sidewall restrictions; increased visibility from all areas of the exhibit hall. Exhibitors must submit island floor plans and elevation drawings to PMI Show Management for approval at least 30 days prior to exhibits opening. Island exhibitors may display banners above and within the perimeters of their contracted space. There are no height restrictions for banners above island displays other than the ceiling height itself.

### Hotel Accommodations and Exhibitor Badge Registration

Information available in February 2012.

### Exhibitor Registration

Information available February 2012.

### Payment, Cancellation and Reduction Terms

A deposit of 10% of all booth fees is due along with the original application if assigned onsite. An additional 40% is due by 28 November 2011 if assigned onsite. After onsite assignments, a 50% deposit must be submitted with the application. Full payment is due on or before 20 July 2012. If full payment is not received by this date, the balance will be assessed using **Standard** 2012 pricing and your exhibit space will be cancelled. Full payment must accompany all contracts received after 20 July 2012. Exhibitors will be invoiced at the time of their assignment confirmation. Notification of an exhibitor's decision to cancel or reduce exhibit space must be submitted in writing to PMI Show Management. The effective date of a space cancellation or reduction will be the date on which written notice is received by PMI Show Management.

### Cancellation and/or Reduction Schedule

- **Prior to/on 18 May 2012**, a full refund (less 10% onsite deposit, if applicable) will be issued.
- **19 May to/on 20 July 2012**, PMI will retain the deposit which is 50% of the full cost of the original exhibit space.
- **After 20 July 2012**, the exhibiting company will remain liable for the full cost of the original exhibit space assessed using **Standard** 2012 pricing.

## Exhibit Regulations

### Installation of Exhibits:

Tentative dates and hours for booth set-up will appear in the prospectus. All exhibits must be in place by 5:00 p.m., Sunday, 21 October 2012. Exhibitors may remain in the exhibit hall to continue work inside their booths until the start of the Grand Opening Reception. Any booth where installation has not been completed by 5:00 p.m. on Sunday, may be installed by the official decorator at the exhibitor's expense, or may be removed from the exhibit floor, at the sole and exclusive discretion of PMI Show Management. If removed, the space can be resold or reassigned by PMI Show Management without obligation on the part of PMI for any reason whatsoever. No exhibit may be erected after the exhibit hall opens.

**Staffing of Exhibits:** Exhibits must be staffed and operational at all times during exhibit hours. Exhibits must remain intact and staffed until official closing time on Tuesday, 23 October 2012.

**Dismantling of Exhibits:** No packing of equipment or materials will be permitted until the exhibit hall has closed. Exhibitor must have exhibit dismantled and vacate the premises as outlined in the Exhibitor Service Manual.

**Booth Activities:** No exhibitor may operate in a way that violates the rights of another exhibitor. Exhibits must not project beyond the space allotted, and may not obstruct the view or interfere with the traffic of other exhibitors. All exhibits are to be conducted in a dignified manner and no obscene, lewd or otherwise appropriate materials may be exhibited or sold or no illegal, harassing or otherwise inappropriate conduct will be permitted. No soliciting of attendees in the aisle or high-pressure sales pitches of any kind is permitted. Demonstrations and the distribution of literature and samples should take place inside the assigned booth. Booths are to be kept clean and in good order. No part of any exhibit, or signs relating thereto, shall be posted, nailed or otherwise attached to columns, walls, floors or other parts of the facility, in any way. Damage arising from failure to observe these rules shall be payable by the exhibitor. For instances not covered or explained in this contract, please refer to the Booth Activities Form/s included in the Exhibitor Service Manual.

**Selling:** No sales transactions are allowed on the exhibit hall floor; however, exhibitors are permitted to take orders for future fulfillment. Demonstrations, samples, materials and sales activities (taking orders for future fulfillment) are permitted only within the confines of an exhibitor's rented space. Samples or souvenirs may not be sold and/or distributed in a manner which, in the sole and exclusive judgment of PMI Show Management, blocks the aisles or in any way handicaps other exhibitors or impairs the flow of attendees. Exhibitor is solely responsible for complying with any and all applicable laws and regulations, including any sales and use tax registration and collection requirements.

**Book sales and giveaways:** Books (printed or electronic on CD, or downloadable from the internet) which are available for sale and/or given away through the PMI Bookstore at the congress may not be sold and/or given away through any other exhibitor or booth during the congress. Exhibitors who wish to take orders for and/or give away books from their exhibit booth must submit a list of titles for approval by PMI in order not to conflict with sales activities in the PMI Bookstore. Exhibitors must submit their titles to exhibits@pmi.org no later than 20 August 2012. A form will also be included in the Exhibitor Service Manual.

**Contests/Giveaways:** As long as it is consistent with applicable country, province, state and local laws, prize contests and drawings are permissible. Notice of any contests, giveaways or drawings must be given in writing on or before 20 August 2012 to PMI Show Management. All items must be approved. A submission form for approval will be provided in the Exhibitor Service Manual. Any prizes, drawings or giveaways held or offered through GCNA must be made available to all registered attendees, affiliates and guests. Notification of winners is the sole responsibility of exhibitors. Microphone announcements are not permitted in the exhibit hall. Please refer to Book Sales in the guidelines regarding the approval process for products that may compete with the PMI Bookstore and books sold online.

**Changing/Expanding Booth Space:** PMI is not responsible for contacting exhibitors to change booth spaces if desired booth space is already taken by another exhibitor. It is the responsibility of the exhibitor requesting the additional space to contact the other exhibitor to request a change and provide notification in writing to PMI Show Management. This does not apply to original booth assignments, as it is PMI Show Management's policy to call exhibitors for alternative booth selections if their choices are not available.

**Photography/Videotaping:** Activities involving photography or videotaping (including camera enabled cell phones), within an exhibitor's booth must be approved by PMI Show Management. Exhibitors must submit a photography or videotaping request no later than 20 August 2012. A form will be included in the Exhibitor Service Manual. Photography (including camera enabled cell phones), videotaping or examining another exhibitor's equipment or display without their permission is forbidden.

**Subletting of Space:** Subletting of space is not permitted. Two or more companies may not exhibit in a single space. No exhibitor may assign, sublet or apportion his/her space to or with another business entity or individual. No exhibitor may show or demonstrate products or services other than those manufactured or handled in the normal course of his business. Should any item from a non-exhibiting entity be required for operation of a display, identification of such item shall be limited to regular name plate or trademark under which same is sold in the general course of business. Sharing space with individuals or companies not officially represented by the contracting exhibitor is strictly prohibited, and may result in eviction. In fairness to other exhibitors, each company must have their own booth space. PMI will make every effort to assign booth space to companies that wish to be located together or next each other within the guidelines of the priority point system for booth assignments. An exhibiting company may display another company's product if they are a reseller/distributor for the product, but may not have a representative of that company in their booth.

**Solicitation:** Non-exhibitors or representatives of non-exhibiting companies may not canvass or solicit business in any part of the exhibit hall, convention center or congress hotels.

**Age Restrictions:** For safety and liability reasons, children under the age of 18 are not permitted in the exhibit hall at any time. Persons wishing to bring their children to GCNA should arrange in advance with their hotel concierge for appropriate child care services. Persons under the legal drinking age of 21 are not permitted to consume alcoholic beverages during the Grand Opening Reception or any other PMI function.

**PMI Private Social Functions Policy:** Hosted parties or meetings held by any company/entity that invites GCNA attendees are not permitted to occur during any official PMI activity. This timeframe is inclusive from 5:00 p.m. on Saturday, 20 October, through Tuesday, 23 October, at 7:00 p.m. The only time such entertainment can take place is Monday, 22 October and Tuesday, 23 October, after 7:00 p.m. each night. A form will be provided in your Exhibitor Service Manual. PMI reserves the right to postpone or delay any function conflicting with PMI functions.

**Meeting Space Request:** Exhibitors requiring meeting space for corporate meetings or special functions must first request approval from PMI. Space will not be released for functions that will conflict with any official PMI activity. A request form will be included in the Exhibitor Service Manual. (Refer to the "Private Social Functions Policy" for additional regulations.)

## Please read before completing the Contract for Booth Space

## Interpretation of Regulations

PMI has the sole and exclusive right to make such changes, amendments and additions to these exhibitor guidelines as it deems necessary for the proper conduct of the exhibitors and, thereupon, the exhibitor guidelines, as amended, shall govern the actions of all exhibitors. Interpretation of the exhibitor guidelines and operational rules shall rest solely with PMI, and the decisions of PMI shall be final. PMI, within its sole discretion, may require exhibitors to make such alternations to their displays or any other materials, demonstrations or other communications provided by the exhibitor as it deems necessary to the proper conduct of the exhibits and to the event generally. This may include, without limitation, requiring exhibitors to eliminate or modify any display, materials or communications that PMI may deem inappropriate or contrary to the best interests of PMI or event attendees, including but not limited to information about competing standards and certifications. Failure to comply may result in immediate expulsion from the exhibit hall or the payment of reimbursement and compensation to PMI by the exhibitor for all expenses related to the alteration of a booth display.

**Residual Rights:** All legal and equitable rights that are not expressly granted to an exhibitor under this agreement, and specific exhibit rules are reserved by PMI in their entirety.

**Cancellation of Exhibits:** It is mutually agreed that in the event of cancellation of GCNA due to circumstances beyond PMI's control, including, but not limited to, fire, strikes, government regulations or causes which would prevent the scheduled opening or continuance, then and thereupon this agreement will be terminated, and PMI, at its sole and exclusive discretion, shall determine an equitable basis for the refund of such portion of the exhibit fees as is possible, after due consideration of expenditures and commitments already made.

**Liability and Security:** Each exhibitor must make provisions for safeguarding goods, materials, equipment and displays at all times. Please do not leave any valuables in your exhibit booth unattended. Perimeter security service will be provided by PMI for the exhibiting period, but neither PMI, A. Fassano & Company, the general contractor, the Convention Center nor the security service will be responsible for loss of any material or for any cause. The exhibitor assumes the sole and exclusive responsibility for all liability, losses, claims, suits and demands whatsoever related to, or on account of, any injury or death, or damage to property (including the exhibit hall), however occurring, related to or arising from the acts of the exhibitor, his or her employees, agents licensees or contractors. The exhibitor agrees to indemnify and hold harmless PMI, A. Fassano & Company, the general contractor, and the Convention Center from and against any and all liability, losses, claims, suits and demands which may arise from or be asserted in connection with the foregoing undertakings, activities and responsibilities of the exhibitor.

**Indemnification and Exhibitor Responsibilities:** Exhibitors assume the entire, sole and exclusive responsibility for their activities related to exhibits and hereby agree to hold harmless, protect, indemnify, defend and save PMI, A. Fassano & Company, the general contractor, the Convention Center, their employees and agents from all suits, claims, losses and damages of any kind to persons or property, government charges, fines or attorney fees arising out of or caused by exhibitor activities, including, but not limited to, installation, removal, maintenance, occupancy, use of the exhibit premises or a part thereof, excluding any such liability caused by the sole negligence of the Convention Center or its agents. PMI, A. Fassano & Company, the general contractor, Convention Center or its agents assume no responsibility for any loss to an exhibitor, including, but not limited to, bodily harm, loss of or damage to products, booths, equipment or decorations due to fire, water accident, theft, or any cause while they are on the premises or in any of its outbuildings.

**Severability:** The invalidity or unenforceability of any one or more of the provisions hereof shall not affect the validity and enforceability of the other provisions hereof.

**Governing Law and Jurisdiction:** Jurisdiction for any action, claim or proceeding arising out of this Agreement shall be limited to the Commonwealth of Pennsylvania and this Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania, without regard to its conflict of laws provisions.

**Fire Regulations:** All fabric, carpet and plastic exhibit booth material must be fire retardant. Oil cloth, tarpaper, nylon, certain plastic or other materials that cannot be made flame retardant are prohibited. No open flames are permitted without a fire department permit. PMI reserves the sole and exclusive right to alter the exhibit hall layout as it deems necessary to comply with local and building fire regulations.

**Special Needs:** In compliance with the Americans with Disabilities Act of 1990, PMI will make all reasonable efforts to accommodate persons with special needs at GCNA. Please call +1 856 232 2322 to discuss your needs.

## Exhibitor Services

**Decorator/General Service Contractor:** The official decorator for GCNA will be responsible for labor arrangements, furniture rental, placement of incoming and outgoing freight and drayage service. The official general contractor also serves as liaison between the exhibitor and other subcontractors for, but not limited to, cleaning, phone, electrical, etc.

**Exhibitor Service Manual:** An Exhibitor Service Manual containing the necessary forms for ordering booth equipment and services, as well as other opportunities and services offered by PMI, will be sent electronically to each exhibitor approximately 90 days prior to the event. Please read all the information contained in the Exhibitor Service Manual and submit all required forms in a timely manner to insure availability.

**Aisle Carpeting and Drapes:** Carpet will be provided on the aisles of the exhibit hall. Booths will include 8' back wall drapes and 3' sidewall drapes. Both carpet is required and may be ordered through your Service Manual.

**Drayage and Shipping:** The official drayage contractor claims jurisdiction over the operation of all material handling equipment and will control access to the loading docks in order to provide for a safe and orderly move in/out. All shipments must be prepaid through the general service contractor. Be sure to indicate Project Management Institute, your company name and booth number on the label. Shipping labels and instructions will be included in the Exhibitor Service Manual.

**Exhibitor-Designated Contractors (EDC):** Guidelines for the Exhibitor Appointed Contractor will be outlined in the Exhibitor Service Manual.

## Union Jurisdiction and Guidelines

Union jurisdiction information for Decorators Union, Teamster Union, Freight Handling and Exhibit Cleaning jurisdictions, if and where applicable, will be available in the Exhibitor Service Manual.