



Global Congress 2012
EMEA

**Parc Chanot -
Palais des Congrès et des Expositions de Marseille
Marseille, France
Meeting and Exhibition Dates: 7-9 May 2012**

Please Type or Print

Company Name: _____
 Contact: _____
 Title: _____
 Public Address: _____
 City: _____ State/Province: _____
 Country: _____ Postal Code: _____
 Invoicing Address: _____
 City: _____ State/Province: _____
 Country: _____ Postal Code: _____
 Phone: _____ Fax: _____
 Main Contact's E-mail: _____
 Company Website: _____

By supplying the above information, you agree that PMI may contact you as needed.

By signing this application and contract, the applicant is applying for exhibit booth space at PMI Global Congress 2012—EMEA and agrees to follow, and be bound by, all applicable PMI requirements, rules and policies including this contract and the PMI Global Congress 2012—EMEA Guidelines, Rules and Regulations 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 and Contract. Applicant agrees to pay all applicable fees and taxes associated with their exhibition participation.

Date: _____
 Authorised Signature: _____

Please Print Authorised Name: _____

(Signature of representative and deposit constitutes a binding contract between PMI and the company applying for exhibit space)

What is your organisation's primary product or service? *(Check all that apply)*

___ Business Management ___ Consulting
 ___ E-Learning ___ Educational Institution
 ___ Professional Association ___ Software Vendor
 ___ Training (Classroom/ELearning)
 ___ Other _____

By industry, who is your primary customer in this market?

(Check all that apply)

___ Aerospace & Defense ___ Automation Systems ___ Automotive
 ___ Consulting ___ Design/Procurement/Construction ___ Education/Training
 ___ E-Business ___ Financial Services ___ Government
 ___ Healthcare ___ Hospitality ___ Human Resources
 ___ Information Systems ___ IT/Telecommunications ___ Manufacturing
 ___ Marketing & Sales ___ New Product Development ___ Oil, Gas, Petroleum
 ___ Pharmaceutical ___ Retail ___ Service & Outsourcing
 ___ Utilities ___ Other _____

Please reserve the following:

Exhibition Space

# of Stands	Stand Fee	
_____	€ 3.750	€ _____
	VAT (if applicable)	€ _____
	Total	€ _____

Select Stand Numbers in order of preference:

1) _____ 2) _____ 3) _____ 4) _____ 5) _____

Please indicate:

___ Our Organisation is a PMI Registered Education Provider
 ___ Our Organisation is a PMI Registered Consultant

Please Note:

If your organisation is subject to VAT payable through PMI, it will be included in the total amount due and you will receive proper invoicing from PMI for your records. If VAT is payable through a process other than PMI, you need not include it here.

Any and all applicable fees including but not limited to taxes, VAT, wire transfers etc., are the sole responsibility of the exhibitor or sponsor.

Payment Schedule

A deposit of 50% must accompany this application for processing. Full payment is due on/or before 3 February 2012. If full payment is not received by this date, the full cost of the original contracted amount will be assessed and your booth space will be cancelled.

Exhibitor Application & Contract

Please read Exhibitor Guidelines on the reverse before completing this contract.

Payment, Cancellation and/or Reduction Schedule

- Prior to/or on 3 February 2012, a full refund will be issued.
- After 3 February 2012 the exhibiting company will remain liable for the full cost of the original contracted amount.

All fees associated with payment methods are the responsibility of the exhibitor. Notification of an exhibitor's decision to cancel or reduce exhibit space must be submitted in writing to PMI Show Management at exhibits@pmi.org. The effective date of a space cancellation or reduction will be the date on which written notice is received by PMI Show Management.

Payment Method/Information

PMI Federal Tax ID # 23-1887442

Credit Card:

___ VISA ___ MasterCard ___ AMEX ___ Discover ___ Diners Club

Card Holder Name: _____

Card Number: _____

Expiration Date: _____ Security Code: _____

I hereby authorise Project Management Institute (PMI) to debit € _____ to my credit card. I also understand that any amount drawn from my credit card will first be cleared with the credit card authorisation facility.

Authorised Signature: _____

Please Print Authorised Name: _____

Cheque / Bank Draft

Payment should be made payable to "Project Management Institute" in Euros **and remitted 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

Funds Transfer

Wire/Bank Transfers/Telegraphic Transfers are to be received by PMI at the time of application. Please contact Karen Kimakovich at PMI Show Management for bank details at: karen.kimakovich@pmi.org or telephone: +1 856 232 2322, ext. 10

Please note: All bank charges or wire transfer charges are applicant's responsibility, and must be included in the total of the funds transfer.

Any and all applicable fees, taxes and VAT are the sole responsibility of the exhibitor/sponsor.

Exhibitor Guidelines

Rules and Regulations for Exhibiting



Applying for Stand Space

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

Applications are processed and space is assigned based on receipt of a fully executed application and contract which is accompanied by the required payment. Your space assignment will be confirmed once your application is processed and you are assigned. Be sure to indicate at least five different booth locations when selecting your stand(s) on the Contract for Booth Space. Please do not concentrate all your stand choices in one area of the hall. PMI reserves the sole and exclusive right to assign stand space. A list of all current exhibitors and stand 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.

Stand Fees

Subject to approval by PMI, exhibitors may purchase as many stand spaces as they wish, and receive two exhibit-hall-only registrations per 3m x 3m stand space purchased.

Stand 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 stands 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 stands or to block exits or doorways. 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 stands are limited to a height of the pre-approved hard wall stand. **Island stand** displays are limited to a height based on the convention facilities, usually at least 6m 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 Stands" section on this page for further limitations and allowances.)

Linear Stands (In-line and Corner)

All stands are 3m x 3m unless otherwise noted on the floor plan. Linear booths will be provided with a pre-approved hard wall stand. Each linear stand will also receive a one-line identification sign consisting of company name and stand number, and two wall sockets.

Island Stands

Island stands are defined as a 6m x 6m or larger space having cross aisles on all four sides. Island exhibits enjoy a waiver of the 2.43m height restriction, but are limited to a height based on the convention facilities, usually at least 6m 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 exhibit 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 50% must be submitted with the application. Full payment is due on or before 3 February 2012. If full payment is not received by this date, the balance will be assessed as past due and your exhibit space will be cancelled. Full payment must accompany all contracts received after 3 February 2012. 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 3 February 2012**, a full refund will be issued.
- **After 3 February 2012**, the exhibiting company will remain liable for the full cost of the original exhibit space assessed.

Exhibit Regulations

Installation of Exhibits:

Tentative dates and hours for stand set-up will appear in the prospectus. All exhibits must be in place by 17:00 Monday 7 May 2012. Exhibitors may remain in the exhibit hall to continue work inside their stands until the start of the Grand Opening Reception. Any stand where installation has not been completed by 17:00 on Monday 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 Wednesday 9 May 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 exhibits. All exhibits are to be conducted in a dignified manner and no obscene, lewd or otherwise appropriate materials may be exhibited or sold and 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 stand. Stands 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 stand during the congress. Exhibitors who wish to take orders for and/or give away books from their exhibit stand 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 9 March 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 9 March 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 GC/NA 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 Stand Space: PMI is not responsible for contacting exhibitors to change stand spaces if desired stand 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 stand assignments, as it is PMI Show Management's policy to call exhibitors for alternative stand selections if their choices are not available.

Photography/Videotaping: Activities involving photography or videotaping (including camera enabled cell phones), within an exhibitor's stand must be approved by PMI Show Management. Exhibitors must submit a photography or videotaping request no later than 9 March 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, or in any areas of the event without 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 stand space. PMI will make every effort to assign stand space to companies that wish to be located together or near each other within the guidelines for stand 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 stand.

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 GC/EMEA should arrange in advance with their hotel concierge for appropriate child care services. Persons under the legal drinking age 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 GC/EMEA attendees are not permitted to occur during any official PMI activity. This timeframe is inclusive from 17:00 Saturday 5 May through Wednesday 9 May at 19:00. The only time such entertainment can take place is Monday 6 May and Tuesday 7 May after 19:00 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 Exhibitor Agreement

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 stand 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 GC/EMEA 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 stand unattended. Perimeter security service will be provided by PMI for the exhibiting period, but neither PMI, A. Fassano & Company, the general contractor, the Convention Centre 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 Centre 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 Centre, 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 Centre or its agents. PMI, A. Fassano & Company, the general contractor, Convention Centre 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, stands, 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 and Safety Regulations: All fabric, carpet and plastic exhibit stand 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 GC/EMEA. Please call +1 856 232 2322 to discuss your needs.

Exhibitor Services

Decorator/General Service Contractor: The official decorator for GC/EMEA 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 stand 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: Carpet will be provided on the aisles of the exhibit hall.

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 stand 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.