



PMI® Global Congress 2011—EMEA
The Convention Centre, Dublin, Ireland
Meeting and Exhibition Dates: 9-11 May 2011

Exhibitor Agreement

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: _____
 E-mail: _____
 Company Website: _____

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

By signing this order form and contract, the applicant is applying to exhibit/sponsor at PMI Global Congress 2011—EMEA and agrees to follow, and be bound by, all applicable PMI requirements, rules and policies including this contract and the PMI Global Congress 2011—EMEA Guidelines, Rules and Regulations on the reverse. This application and contract supersedes and voids any prior agreements between the applicant and PMI. Applicant agrees to pay all applicable fees and taxes associated with their exhibition or sponsorship participation. A separate sponsorship contract will follow.

Authorised Signature: _____
 Please Print Authorised Name: _____

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

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

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

Exhibitor Application & Contract

Please reserve the following:

Note: Onsite Pricing is in effect only through the completion of PMI® Global Congress 2010—EMEA.

Pricing is subject to change after the close of the 2010 Congress.

Exhibition Space*

# of Stands	Stand Fee	
_____	€ 3.500 (inline)	€ _____
_____	€ 3.750 (corner)	€ _____
	Total	€ _____

Application Order of Receipt:

This application is number _____ in receipt for assignment at PMI® Global Congress 2011—EMEA, and will be contacted in order of receipt for stand assignment.

* Please note: PMI reserves the right to modify pricing and opportunities post-Congress. By signing this application, you will not be subject to rate increases.

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 _____

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 are applicant's responsibility, and must be included in the total of the funds transfer.

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

Please let us know:

Are you currently exhibiting at any other meetings?
 ___ YES ___ NO If yes, please list:

Are you planning on attending any other meetings?
 ___ YES ___ NO If yes, please list:

Please indicate if you are interested in exhibiting at the following meeting
 ___ PMI® Global Congress—North America

Exhibitor/Sponsor Guidelines

Rules and Regulations for Exhibiting & Sponsoring

Please read before completing the Exhibitor Agreement

Exhibit Space/Sponsorship Availability

Exhibit space and sponsorships will be allocated on a first-come, first-served basis and subject to approval by PMI. PMI reserves the right to limit the number of sponsorships and/or exhibits sold to one company. Various benefits apply.

PMI reserves the right to modify pricing and opportunities post-Congress. By signing this application at the PMI Global Congress 2010 - EMEA, you will not be subject to rate increases.

Full payment is due along with this contract and application. **Please make cheques payable to Project Management Institute.** Payment by cheque, bank draft or funds transfer is accepted. Payment by Visa, MasterCard, Discover, American Express or Diners Club will also be accepted.

Exhibitor Payment/Cancellation and Reduction Terms

Notification of an exhibitor's decision to cancel or reduce commitment must be submitted in writing to PMI Show Management. The effective date of a cancellation or reduction will be the date on which written notice is received by PMI Show Management.

Exhibitor Cancellation and/or Reduction Schedule

- **Prior to 4 March 2011**, PMI will retain 50% of the full cost of the original contracted amount.
- **On/After 4 March 2011**, the exhibiting company will remain liable for the full cost of the original contracted amount.

Exhibit Space Guidelines

All guidelines and restrictions will be enforced by PMI in order to secure equal opportunities and consistent exhibit space throughout the exhibition area.

- Only one exhibiting company per exhibit space will be authorised. Each individual company must have separate exhibit space. Subletting or sharing of space will not be permitted.

Installation of Exhibits: Exhibits will be set up from 12:00–17:00, Monday, 9 May 2011. All exhibits must be in place by 17:00. No exhibit may be erected after the exhibition opens.

Staffing of Exhibits: Exhibits must be staffed and operational at all times during exhibit hours.

Dismantling of Exhibits: The exhibit hall will close promptly at 16:00, Wednesday, 11 May 2011. No packing of material will be permitted before closing. Dismantling of exhibits will occur between 16:00–20:00, and must be completed by 20:00.

Exhibit Space Activities: All activities taking place within the exhibit space are subject to approval by PMI. No exhibitor may operate in a way that violates the rights of another exhibitor. Exhibits must not project beyond the exhibit 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 inappropriate materials may be exhibited or sold and no illegal, harassing or otherwise inappropriate conduct will be permitted. Solicitation of attendees in the aisle or high-pressure sales pitches of any kind is not permitted. Demonstrations and the distribution of literature and samples should be confined to the exhibit space only, (nothing will be allowed to be placed behind, in front of, or alongside the exhibit space). In general, exhibitors may use sound equipment in their exhibit space so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices must be positioned so as to direct sound into the exhibit space rather than the aisle. Sound and noise levels may not exceed sixty-five (65) decibels within the exhibit space. Exhibit space is to be kept clean and in good order. No tape or hanging of signs on walls or behind the exhibit is permitted.

ALL DATES AND TIMES INCLUDED HEREIN ARE TENTATIVE AND SUBJECT TO CHANGE

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.

The maximum height including lights, signs, etc., of any display shall be limited to the contracted exhibit space. The maximum width of any display shall be limited to the contracted exhibit space. Displays must not extend beyond the width or length of the exhibit space. Only static displays are acceptable. No operating machinery of any type will be allowed (excluding computer terminals and video monitors). No floor signage or brand stands are permitted. Exhibitors are required to supply stand carpet.

Selling: Demonstrations, samples, materials and sales activities (taking orders for future fulfillment) are permitted only within the confines of an exhibitor's rented exhibit space. Samples or souvenirs may not be sold and may not be 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. No sales transactions are allowed on the exhibition hall floor; however, exhibitors are permitted to take orders for future fulfillment. Exhibitor is solely responsible for complying with any and all applicable laws and regulations, including any sales and use tax or VAT, registration and collection requirements.

Book sales and giveaways: Books (print, CD-ROM and electronic) which are available for sale through the PMI Bookstore at the congress may not be sold through any other exhibitor or exhibit space during the congress. Exhibitors who wish to take orders for books from their exhibit space must submit a list of titles for approval by PMI in order not to conflict with sales activities in the PMI Bookstore. Please contact PMI for more information.

Contests/Giveaways: As long as consistent with applicable national, state and local laws, prize contests and drawings are permissible. Notice of any contests, giveaways or drawings must be submitted to PMI Show Management. Any prizes, drawings or giveaways held or offered through the congress 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. Please refer to "Selling" in the guidelines regarding the approval process for products that may compete with the PMI Bookstore and books online.

Photography/Videotape: Photography (including camera enabled cell phones), videotaping or examining another exhibitor's exhibit space without their permission is forbidden. Furthermore, PMI has the right to photograph and video tape exhibits and the exhibition hall for promotional purposes.

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.

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

Age Restrictions: For safety and liability reasons, children under the age of 18 are not permitted in the exhibit area at any time. Persons wishing to bring their children to the congress 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 congress attendees are not permitted to occur during any official PMI activity. 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. Please contact PMI for more information.

Hospitality Suite Requests: Please contact PMI for information about availability.

Interpretation of Regulations

PMI has the sole and exclusive right to make such changes, amendments and additions to these guidelines as it deems necessary to the proper conduct of the exhibition and, thereupon, the exhibitor/sponsorship guidelines, as amended, shall govern the actions of all exhibitors/sponsors. Interpretation of these guidelines and operational rules shall rest solely with PMI, and the decisions of PMI shall be final. PMI may require exhibitors to make such alterations to their displays as it deems necessary to the proper conduct of the exhibition. Failure to comply may result in immediate expulsion from the exhibition or the payment of reimbursement and compensation to PMI by the exhibitor for all expenses related to the alteration of an exhibit space.

Residual Rights: All legal and equitable rights that are not expressly granted to a sponsor/exhibitor under this agreement and specific exhibition rules are reserved by PMI in their entirety.

Cancellation of Exhibition: It is mutually agreed that in the event of cancellation of the congress 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 sponsor/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 area. Perimeter security service will be provided by PMI for the exhibition period, but neither PMI, A. Fassano & Company, the general contractor, convention centre/hotel, 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 exhibition hall), however occurring, related to or arising from the acts of the exhibitor, his or her employees, agents licensees or contractors. The exhibitor/sponsor agrees to indemnify and hold harmless PMI, A. Fassano & Company, the general contractor, and the convention centre/hotel 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/sponsor.

Indemnification and Exhibitor Responsibilities: Exhibitors/sponsors assume the entire, sole and exclusive responsibility for their activities related to the exhibition and hereby agree to hold harmless, protect, indemnify, defend and save PMI, A. Fassano & Company, the general contractor, convention centre/hotel 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 their activities, including, but not limited to, installation, removal, maintenance, occupancy, use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of the hotel or its agents. PMI, A. Fassano & Company, the general contractor, convention centre/hotel 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, materials, 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, USA and this Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania, USA, without regard to its conflict of laws provisions.

Questions? Please call PMI Show Management at +1 856 232 2322