

Application for Exhibit Space OHIO FUNERAL DIRECTORS EXHIBITION

Columbus Convention Center
Columbus, Ohio

May 20 - 22, 2009

DATE: _____

ALL APPLICATIONS must be made on this form. Requests for space assignment by telephone will not be accepted.

In accordance with the rules and regulations governing the Ohio Funeral Directors Exhibition in Columbus, Ohio, the undersigned hereby makes application for exhibit space and encloses a check or credit card information for all or a minimum of 50% of the charges as deposit and partial payment thereof. Refer to fee schedule in exhibitor packet. Contract must be postmarked by January 31, 2009 for first round of booth assignments.

INDICATE CHOICE

Please adhere to height restrictions as described on back of contract.

I would like to increase my booth size this year: Yes No

Booth space will not be assigned without 50% deposit.

1. Booth No. _____ at \$ _____
2. Booth No. _____ at \$ _____
3. Booth No. _____ at \$ _____

Please locate my booth near _____ OR removed from _____
Company Name _____

Exhibitors will be assigned space in accordance with their preferences, as is possible. If we are unable to assign space in accordance with your preferences, an attempt will be made to assign comparable space in the same general location.

DESCRIPTION OF MERCHANDISE (not to exceed 72 characters — for use in exhibitor guide)

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PLEASE SUPPLY NAME OF PERSON TO RECEIVE CONVENTION COMMUNICATION IF DIFFERENT THAN NAME ON CONTRACT – ATTACH THEIR CONTACT INFORMATION ON A SEPARATE PIECE OF PAPER.

EXHIBITOR'S ON-SITE AUTHORIZED REPRESENTATIVE _____

Company Name _____
(for booth sign and exhibitor guide)

Representative's Name _____
(to be listed in exhibitor guide)

Address _____

City _____

State, Zip _____

Telephone () _____

Fax _____

E-Mail _____

URL _____

CREDIT CARD PAYMENT

Visa Master Card Discover American Express

Amount Charged \$ _____

Card No. _____

Exp. Date _____

Security Code on Back of Card _____

Name on Card _____

Signature _____

Please read and legibly complete this form. Return the white, yellow, and pink copies, along with a check made payable to OFDA or credit card information for not less than 50% of the total booth rental fee. Return to OFDA, P.O. Box 21760, Columbus, Ohio 43221-0760. For further information, contact the Ohio Funeral Directors Association at (614) 486-5339 or (800) 589-6332.

FOR OFDA USE ONLY

Accepted for Ohio Funeral Directors Exhibition by _____

Assigned Booth No(s). _____

Price \$ _____

Application Received _____

Check # _____

Credit Card Authorization _____

Deposit Received \$ _____

Balance due before show date \$ _____

EXHIBITION RULES AND REGULATIONS ON REVERSE

WHITE—OFDA

YELLOW—CONFIRMATION

PINK—DECORATOR

GOLDENROD—EXHIBITOR RETAIN

RULES & REGULATIONS GOVERNING EXHIBITS

USE OF SPACE, TYPE OF EXHIBITS: No exhibitor shall sublet or assign space leased to him to any other exhibitor or individual without the consent of the Ohio Funeral Directors Association ("OFDA"). No merchandise shall be shown other than that regularly manufactured or sold by the exhibitor. While on the exhibit floor or in an exhibit booth, the exhibitor shall not request nor accept payment by cash, check, credit card or other means for orders taken from exhibition attendees. No interference with other displays will be allowed by the erection of extra height booths or other means. Walled displays not placed against divisional drape are subject to repositioning. Exhibitors must confine their displays to the space assigned. The OFDA reserves the right to restrict exhibits that are objectionable, or order removed any portion of an exhibit which, in its discretion, is detrimental and detracting from the general order of the exhibits. This applies to persons, advertising, solicitations or anything of similar nature. All motor vehicles displayed must have gasoline drained to 1 gallon tank and batteries removed. Any exhibit or portion of any exhibit may be ordered removed if it does not conform to local and state regulations. Exhibitors or their representatives shall not mar, damage or otherwise deface floors, booths or other equipment, and the exhibitor is directly liable for any such damage to the OFDA or hall ownership, as the case may be. ***The height of displays is limited to 8 ft. for those located on the perimeter of the exhibit area and other designated areas; and 4 ft. for those remaining. The 8 ft. display may not extend out (from rear of booth to front) on sides more than 3 ft. Any requests for exceptions to this rule should be directed to the OFDA, whose decisions will be final.***

EXHIBIT HOURS: The exhibits will be open during the described hours to all members and guests of the OFDA. No representative other than those registered for respective exhibits will be allowed on the floor.

EXHIBITOR'S ON-SITE AUTHORIZED REPRESENTATIVE: Each exhibitor must name at least one person to be its representative in connection with installation, operation and removal of exhibit. Such representative shall be authorized to enter into such service contracts as may be necessary and for which the exhibitor shall be responsible. One representative must be in exhibit booth at all times during exhibition hours.

ELECTRICAL OUTLETS, SPECIAL LABOR & INSTALLATION: Electrical service, other than general lighting of the exhibit hall, is not part of this agreement, and together with any special labor required in connection with the installation of exhibits, must be contracted for by the exhibitor directly with the exhibit hall or decorator, at the time of installation at prevailing rates. All electrical appliances must comply with all fire regulations.

PACKING & UNPACKING: Labor for packing and unpacking of the exhibitor's equipment is available from the official decorator upon request. However, the exhibitor must furnish the necessary supervision in order to insure that all his/her equipment is included in the packing.

SIGNS, FURNITURE & DECORATIONS: Exhibit hall decorations and a uniform sign listing exhibiting company's name will be provided by the OFDA. Standard booths are included in the rental charges. Additional furniture, furnishings, rugs, decorations, etc., may be obtained by the exhibitor's separate contract with the official decorator. Division rails between the exhibits are included at no extra charge. All decorating material must be flameproof.

STORAGE OF PACKING BOXES & CRATES: Exhibitors will not be permitted to store empty packing boxes or cases in their booths during the exhibit period unless concealed. Boxes can be stored with the official decorator for a nominal fee.

PAYMENT & ALLOTMENT OF SPACE: A deposit equal to 50% of the rental fee is to be forwarded with the space reservation. The balance is to be paid before goods or exhibit materials are allowed in the exhibit hall. No other arrangements shall be accepted. Non-compliance shall constitute forfeiture of the deposit. Space not claimed by 9:00 a.m. of the opening day may be re-rented without return of advance rental charge. The OFDA retains the right to cancel any contract for reasons beyond its control. All decisions of the OFDA will be final, and all applications must be received by mail. No refund will be made if contract is cancelled within thirty (30) days prior to opening of the exhibition.

OTHER RULES & REGULATIONS: The rules and regulations as set forth herein are not to be considered all-inclusive, nor are they deemed or considered to be exclusive of such other reasonable rules and regulations as may become necessary to properly conduct this exhibition. Such emergency regulations and decisions as are necessary in addition to the herein stated rules and regulations shall be made at the sole discretion and judgment of the OFDA, whose decision and ruling shall be final in all such cases. By signing this Application, the exhibitor, for himself/herself and his/her representatives, agrees to abide by all such rules and regulations as well as the decision of the OFDA in interpreting the same.

LIMITATION OF LIABILITY: OFDA, its officers, committees, members, agents and employees and the official decorator (collectively "OFDA") shall not be liable for any damage or loss of exhibitor's property, nor injury or death of exhibitor or its employees or representatives, nor for any damage of any nature to the exhibitor's business, nor for the failure to hold the exhibition as scheduled, due to events that are beyond its reasonable control including, but not limited to, acts of God, acts of exhibitor, acts of civil or public authorities, casualties, accidents, electrical failures, strikes, floods, epidemics, war, riot, civil commotion, or any other similar events. In the event of any wrongful act or omission on the part of OFDA, exhibitor's sole remedy hereunder shall be to seek a refund of all or part of the rental fee paid to OFDA. If any such refund is sought due to a failure to hold the exhibition for the entire scheduled time period, the refund of the rental payment shall be pro-rated to compensate exhibitor only for that period of time the exhibition was not opened as scheduled. Exhibitor specifically acknowledges and agrees to this limitation of OFDA's liability hereunder.

SECURITY & JANITOR SERVICE: No responsibility is assumed for fire, theft, or other damage of any sort. Security and janitor service is supplied by the exhibit hall, but neither the OFDA, the service contractors, nor the building owner will guarantee exhibitors against loss. All property of exhibitor is understood to remain under his/her custody and control, in transit to or from or within the confines of the hall, subject to the rules and regulations of the exhibition. Exhibitors are advised to carry floater insurance to cover exhibit material damages and loss, and public liability insurance against injury to the person and property of others.

NOTE: The leasing of exhibit space to an exhibitor by OFDA does not constitute an endorsement by the OFDA of the products and/or services of any such exhibitor.

THE RULES AND REGULATIONS ARE CONSIDERED A PART OF THE APPLICATION FOR SPACE.