

SGNA Exhibit Space Application and Contract

Instructions

Complete all sections of this application. Sign and return the application with check made payable to SGNA Annual Course Exhibits, 3877 Paysphere Circle, Chicago, IL 60674. **All applications must include 50 percent payment if received on or before Feb. 3, 2006. If application is received after Feb. 3, 2006 please include 100 percent of booth space payment to be considered for booth assignment.**

Company Information

Company Name

Contact Name Title

Marketing Contact

Company Address

City State Zip

Phone Number Fax Number

E-Mail Address Web Site

Booth Information

- SGNA Corporate Member Rate*** \$19.50 per square foot
- Non-Member Rate** \$20.50 per square foot

* We are currently a corporate member. (Please contact 800-245-SGNA (7462) if you are unsure of your membership status or would like to become a corporate member.)

Size Booth Requested: _____' x _____' = _____ Total Square Feet

_____ Total Square Feet x \$ _____ **(rate)** = \$ _____

_____ # corners x \$100 = \$ _____

Total = \$ _____

For promotion activities, please indicate which category describes your company's products/services. Choose as many as appropriate:

- Accessories
- Education
- Equipment
- Healthcare organization
- Medical Supplies
- Pharmaceuticals
- Publications
- Software
- Sterilants/Cleaners
- Other _____

(Future promotion of these other categories is at the discretion of show management)

We agree to abide by all rules and regulations governing the tradeshow as printed in the "SGNA Exhibit Rules and Regulations" distributed with this contract, and which are a part of this application.

Authorized Signature Date

Please indicate your preferred booth number:

1st _____ 4th _____
2nd _____ 5th _____
3rd _____

Please list any exhibitors and/or products you do NOT wish to be in close proximity to your display:

Please list any exhibitors/products you desire to be in close proximity to your display:

SGNA will honor these requests when possible.

Payment Information

Total Due For Exhibit Space \$ _____

Less Total Enclosed \$ _____

Balance Due \$ _____

Our check is enclosed (made payable to SGNA)

Please charge this amount to this credit card

\$ _____

Amex Visa MasterCard

Card Number

Expiration Date

Name on Card

Signature Date

For Office Use Only	
Date Received	_____
Booth Assigned	_____

Send this form and payment to:

SGNA Annual Course Exhibits
3877 Paysphere Circle
Chicago, Illinois 60674

For FedEx/Courier:

ABN AMRO Lockbox Department
SGNA Exhibits 3877
200 W. Monroe; Suite 200
Chicago, Illinois 60606

Direct questions to:

SGNA Exhibit Sales – Jennifer Ososky
401 N. Michigan Avenue
Chicago, Illinois 60611-4267
Phone: 312/673-5742
FAX: 312/644-0575
jososky@smithbucklin.com
www.sgna.org

SGNA 33rd Annual Course Exhibit Rules & Regulations

Henry B. Gonzalez Convention Center • San Antonio, TX • May 21-23, 2006

Exhibit Space Cost*

Corporate Member	Non-Member
\$19.50 per square ft.	\$20.50 per square ft.

A \$100 per corner surcharge will be levied for all corner booths.

All Spaces are sold in 10'x10' increments.

* SGNA reserves the right to revise the contracted rate according to current membership status.

Space Allocation and Payment

All exhibits will be at the Henry B. Gonzalez Convention Center. Space cannot be assigned without a signed application and the required 50 percent deposit. The balance of the exhibit space rental must be paid in full by Feb. 3, 2006. To ensure your desired location on the exhibit floor, send your completed 33rd Annual Course application and 50 percent deposit today to: SGNA, Annual Course Exhibits, 3877 Paysphere Circle, Chicago, IL 60674.

Exhibit Specifications

Booths include:

- ◆ Background draping across the back of the booth, 8 feet high
- ◆ Draping on each side, 36 inches high
- ◆ One line sign, identifying the exhibitor

Exhibitors will be bound by the booth construction rules which will be included in the Exhibitor Services Manual.

Booth furnishings and services, other than those listed above, may be provided by the exhibitor or rented from the official show decorator.

Floor Plan

Exhibit space is available by standard booth, peninsula or island configuration. The back wall of any in-line display is limited to a maximum height of 8 feet (including signs). No part of any in-line display may be over 8 feet in height.

Placement of equipment must be done to avoid blocking the visibility of neighboring exhibitors. All exposed parts of a display must be finished so as not to be objectionable to other exhibitors or SGNA exhibit management. Any part of the exhibit which does not lend itself to an attractive appearance, such as unfinished side or end panels, must be draped at the exhibitor's expense.

Island Displays: Four or more standard units back-to-back with an aisle on four sides may be combined to create an island. Drapes will not be provided for island displays. Exhibit fixtures, components and identification signs will be permitted as specified in the booth construction rules printed in the Exhibitor Services Manual.

Peninsula Booth: Four or more standard units back-to-back with an aisle on three sides may be combined to create a peninsula. Exhibit fixtures, components and identification signs will be permitted as specified in the booth construction rules printed in the Exhibitor Services Manual.

Suitability of Exhibits

SGNA reserves the right to determine the eligibility of any exhibitor for inclusion in the SGNA Annual Course Exhibits and to prohibit an exhibitor from conducting and maintaining an exhibit if, in the sole judgment of SGNA, the exhibitor or exhibit or proposed exhibit shall in any respect be deemed unsuitable. The foregoing prohibition relates to persons, conduct, articles or merchandise, printed materials, souvenirs, catalogs and any other items, without limitation, which reflect the character of the exhibit. No cash sales are permitted at any time.

Non-Profit Exhibitors

Non-profit exhibitors (i.e., organizations classified by the IRS as a tax exempt organization under Section 501 of the Internal Revenue Code, excluding SGNA and CBGNA) or governmental agencies that wish to obtain the SGNA non-profit exhibit rate of \$200 must submit a written request for space, along with proof of their non-profit or government status. SGNA will review each request and upon approval will grant the organization one booth in the exhibit hall at the SGNA Annual Course at the non-profit rate. Non-profit exhibitors will be responsible for any and all costs related to their exhibit participation at the Annual Course (e.g., furnishings, labor, material handling, etc.). Non-profit exhibitors are subject to all Exhibit Rules and Regulations set forth in the Exhibitor Prospectus. SGNA reserves the right to limit the number of booths set aside on the show floor at the non-profit rate.

Intellectual Property Matters

The exhibitor represents and warrants to SGNA that no materials used in or in connection with their exhibit infringe the trademarks, copyrights (including, without limitation, copyrights in music and other materials used or broadcast by exhibitor) or other intellectual property rights of any third party. The exhibitor agrees to immediately notify SGNA of any information of which exhibitor becomes aware regarding actual or alleged infringement of any third party's trademarks, copyrights or other intellectual property rights. The exhibitor agrees to indemnify, defend and hold SGNA, its agents, successors and assigns harmless from and against all losses, damages and costs (including reasonable attorneys' fees) arising out of or related to claims of infringement by exhibitor of the trademarks, copyrights and other intellectual property rights of any third party. Notwithstanding the foregoing, SGNA shall not be liable for and expressly disclaims all liability for infringement or alleged infringement of the trademarks, copyrights or other intellectual property of any third party arising out of the actions of any exhibitor.

Exhibitor Services Manual

A complete Exhibitor Services Manual containing all the necessary order forms for material handling, electrical service, furniture rental, carpeting, cleaning, etc., will be mailed to each exhibitor at the end of February 2006.

Exhibit Setup

All exhibits must be fully installed by 3:00 p.m. Sunday, May 21. Any trash or debris scattered into the booth or aisle from the installation of any exhibit will be the exhibitor's responsibility to clean. Cleaning may be ordered through the official show contractor, or the exhibitors may clean their booths, provided they furnish the cleaning apparatus. Aisle areas and display area exits must be free of obstructions. Easels, signs, etc., shall not be placed in aisles outside booth areas. Empty boxes cannot be stored behind the exhibit booth; they must be removed from the exhibit hall prior to the show opening and cannot be returned prior to the conclusion. 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 building or its furniture, in any way to deface same. Damages arising from failure to observe these rules shall be payable by the exhibitor.

Exhibit space not occupied at the opening of the show may be reassigned by SGNA exhibit management without refund of the rental paid.

Excessively noisy or obstructive work is not permitted during exhibit hours. Mechanical apparatus must be muffled so noise does not disturb other exhibitors. Audio effects must not infringe on the rights of other exhibitors or visitors to the exhibit hall.

All materials and installations must conform with federal, state and municipal safety and fire laws, ordinances and regulations.

Exhibit Hours and Admission

Admittance during non-show hours without permission from SGNA exhibit management is prohibited. SGNA exhibit management shall have the sole control over admission policies. All persons visiting the exhibit area, including exhibit booth representatives, will be required to register and to wear an appropriate badge.

Dismantling of Exhibits

Exhibits are to be kept intact until the closing of the show on Tuesday, May 23, 2006. No part of an exhibit shall be removed during the show without special permission of SGNA. However, all exhibits on the exhibit floor are to be fully removed by Noon, Wednesday, May 24, 2006. If exhibits are not removed by the specific time, SGNA has the right to remove exhibits and charge the expense to the exhibitor. **Any Exhibitor who begins dismantling and removal of his display before the close of the show may lose priority points and/or the privilege of exhibiting in future shows. This rule will be strictly enforced.**

Shipment of Exhibits

The official show decorator will receive freight shipments for exhibitors and can also coordinate the setup. Exhibitors who wish to forward materials in advance of the exhibit opening must consign their exhibits to the official show decorator. Exhibits and related materials will not be accepted in advance as freight by the Henry B. Gonzalez Convention Center and will be

SGNA 33rd Annual Course Exhibit Rules & Regulations (Continued)

redirected to the official show decorator at the exhibitor's expense. Shipping information will be included in the Exhibitor Services Manual. Installation and dismantling of exhibits may be done by exhibitors' personnel or by the official show decorator at rates listed in the Exhibitor Services Manual.

Staffing

Exhibits must be staffed by qualified employees of the exhibitor at all times during the show hours. Each individual staffing an exhibitor's booth is required to register and must wear the exhibitor badge furnished. All exhibiting companies will be provided with five complimentary badges per 10' x 10' booth. Additional badges will be available at a cost of \$50 per badge.

Minimum Age For Admission

Children under the age of 16 are not permitted on the exhibit floor at any time.

Subletting Prohibition

Exhibitors may not assign or sublet this contract, or permit others to use any contracted exhibit space without the express approval of SGNA exhibit management.

Exhibitors must show only products or services manufactured or sold by them in the regular course of business. The featuring of names or advertisements of non-exhibiting firms or businesses will not be permitted. If an article of a non-exhibiting firm or business is required for the operation or display of any exhibitor's wares, identification of such article shall be limited to the usual and regular nameplates, imprinting, or trademarks under which the article is sold in the regular course of business.

Accommodations

Each confirmed exhibitor will receive hotel reservation information with the Exhibitor Services Manual.

Canvassing by Non-Exhibitors

The SGNA Annual Course is limited to registered attendees as well as registered representatives of firms, professional organizations and dealers who have contracted with SGNA for exhibit space assignments and/or sponsorship. No other persons or concerns will be permitted to demonstrate their products or distribute advertising materials at any time during the SGNA meeting.

Market research companies will be assigned space only if research is being done for a company exhibiting on the floor. Research companies must indicate on the exhibit application the company for which they are conducting market research.

Reduction or Cancellation of Space

Reduction of Space: If notice is received prior to Sept. 30, 2005, the exhibitor will be responsible for a \$100 processing fee. If notice is received after Sept. 30, 2005 and prior to Feb. 3, 2006, the exhibitor will be responsible for 50% of the reduced portion of their exhibit

space (i.e. if exhibitor contracted for 200 square feet, then reduced to 100 square feet, the exhibitor is responsible for 50% of the total cost of the 100 square feet reduced). If notice is received after Feb. 3, 2006, no refunds are issued on reduced space.

Cancellation of Space: If notice is received prior to Sept. 30, 2005, the exhibitor will be responsible for a \$100 processing fee. If notice is received after Sept. 30, 2005 and prior to Feb. 3, 2006, the exhibitor will be responsible for 50% of their total contracted space. If notice is received after Feb. 3, 2006, no refunds are issued.

If for any reason beyond SGNA's control, the 33rd Annual Course must be cancelled, shortened, delayed or otherwise altered or otherwise changed, Exhibitor understands and agrees that all losses and damages which it may suffer as a consequence thereof are its responsibility and not that of SGNA, its directors, officers, employees or agents. Exhibitor understands that it may lose all monies it has paid to SGNA for space in the exhibition, as well as other costs and expenses it has incurred, including travel to the show, setup, lodging, freight, employee wages, etc.

Exhibitor, as a condition of being permitted by SGNA to be an Exhibitor in the 33rd Annual Course, agrees to indemnify and hold harmless SGNA, its directors, officers, employees or agents, from any and all loss, which Exhibitor may suffer as a result of show cancellation, duration, delay or other alterations or changes caused in whole or in part by any reason outside SGNA's control.

Insurance and Security

Exhibitors wishing to insure their exhibit material, goods and/or wares against theft, damage by fire, accident or loss of any kind must do so at their expense. Each exhibiting company is responsible for obtaining insurance (liability and fire/theft) in such amounts as deemed appropriate to comply with its obligation hereunder and for its own protection.

As a courtesy to exhibitors, guard service for the exhibit area will be furnished during the hours deemed necessary by SGNA exhibit management. The furnishing of such service is in no case to be understood or interpreted as a guarantee against loss or theft of any kind.

General

Use of Space: All demonstrations or other promotional activities must be confined to the limits of the booth. Sufficient space must be provided within the booth to contain persons watching demonstrations and other activities. Each exhibitor is responsible for keeping the aisle adjacent to the booth free of congestion due to activities within the booth area. Exhibitors' representatives may not work in exhibit space other than their own.

No animals are allowed on the show floor at any time during move-in, move-out or show hours.

Promotion Information: Samples, publications, etc., may be distributed by the exhibitor only from within the exhibitor's own booth. Solicitation of business or conferences in the interest of business, except by exhibiting companies, is prohibited.

Use of Logo: The SGNA logo and SGNA meeting logo may not be reproduced on any items or documents that will be distributed at the meeting without the express permission of SGNA exhibit management.

Raffles and Drawings: Raffles and drawings may be conducted within the confines of the exhibitor's own booth. SGNA exhibit management will not be responsible for any promotion of such raffles and drawings, and winners will not be announced.

Sales: Sales transactions, either by the exhibitor or agents thereof, involving the exchange of product for payment are prohibited.

Music License: No exhibitor shall cause any copyrighted music to be played or performed. Exhibitors are responsible for individual ASCAP/BMI music licensing fees if applicable.

Recruitment Prohibited: Solicitation of employment to any of the attendees or any exhibitor personnel on the show floor is strictly prohibited. No exhibiting company will be permitted to display any signs that indicate recruitment is being conducted.

Liability

The exhibitor is liable for any damage caused to the building, or to standard booth equipment, or to other exhibitors' property, by the exhibitor, the exhibitor's agents, or employees. Exhibitors are urged to review their own insurance coverage. Neither the Society, the official show decorator, nor the facility are responsible for any injury, damage or loss that may occur to the exhibit or its employees, representatives, or agents or its property, from any cause whatsoever; and the exhibitor agrees to defend, indemnify, and hold forever harmless SGNA exhibit management, the Society, its employees and agents, from all loss, liability, expense, and penalty, including attorney's fees, on account of personal injury or damage to property sustained by the exhibitor or by any person or persons arising out of, during, or in connection with this agreement, whether such injury or damage is due or claimed to be due by any negligence of SGNA exhibit management, its employees, agents, or any other person.

Amendments

These rules may be amended at any time by SGNA exhibit management, provided that amendments shall not substantially diminish the rights or increase the liability of the exhibitor. These rules and regulations become a part of the contract between the exhibitor and the Society of Gastroenterology Nurses and Associates.

They have been formulated for the best interests of the exhibitors. It is important to review these terms and conditions, as well as any general information, with your on-site booth personnel. SGNA exhibit management respectfully asks the full cooperation of exhibitors in their observance. Any matters not specifically covered by the preceding rules shall be subject solely to the decision of SGNA exhibit management.