



TO ENSURE ACCEPTANCE OF ORDER, SEND SIGNED COPY OF THIS FORM TO US BY FAX AT 305 860-5624 OR EMAIL TO EVENTS@LITSUPPORTTODAY.COM

**COMPANY INFORMATION**

(PRINT CLEARLY. This is how your company name and address will appear on the exhibitor list and in the program.)

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

Address \_\_\_\_\_ Suite \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

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

Key Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Exhibit Manager Name \_\_\_\_\_ Email \_\_\_\_\_

**ORDER INFORMATION**

TO: Litigation Support Today • 10632 Little Patuxent Pkwy, Suite 249 • Columbia, MD 21044-6206 • Tel: 410 740-9770

Please accept our Application and Contract for participation in the 2009 International Litigation Support Leaders Conference. We are ordering the following:

**EXHIBIT SPACE: Price, \$2,175** each. Includes 2 Badges.

BADGE NAMES:

Badge #1 \_\_\_\_\_

Badge #2 \_\_\_\_\_

EXTRA BADGES ARE AVAILABLE AT \$300 EACH, LIMITED TO 2 PER EXHIBITOR. CONTACT MANAGEMENT TO ADD NAMES.

QUANTITY TOTAL

AWARDS DINNER TICKETS @ \$100 ..... \_\_\_\_\_

OPENING BREAKFAST EVENT @ \$40 ..... \_\_\_\_\_

**REMAINING SPONSORSHIPS as of 2/20/09:**

**4-Star** Keynote Event \$15,000 (exclusive sponsorship)

**3-Star** Entertainment \$7,500 (exclusive sponsorship)

**3-Star** Food \$7,500 (two remaining)

**2-Star** Coffee/Snack Break \$5,000 (one remaining)

**Betsy Ann Reynolds Awards** \$5,800 (five remaining)

Other (Describe): \_\_\_\_\_

**TOTAL DUE:**

**PAYMENT AUTHORIZATION**

**PAYMENT TERMS:** PAYMENT IN FULL MUST BE MADE WITH ORDER BY CREDIT CARD OR COMPANY CHECK. An invoice may be provided for documentary purposes but any invoice issued is due and payable upon presentation..

**We hereby contract** for exhibit space and/or sponsorship at the **International Litigation Support Leaders Conference**, to be presented by **Litigation Support Today**, May 7 - 8, 2009, at the Marriott Wardman Park Hotel, Washington, DC. We agree to abide by the Terms and Conditions for Exhibitors or Sponsors attached hereto and incorporated herein by reference, as well as the Rules and Regulations stipulated by the host Hotel. We will receive the detailed benefits for our order as specified in the Sponsorship and Exhibitor Prospectus

**The undersigned acknowledges** that he/she is authorized to make this Contract and they have read and agree to all of the provisions of this Contract as well as the Terms and Conditions found on page 2 of this Contract.

Name (Print) \_\_\_\_\_

Title/Position \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Make checks payable to: **Litigation Support Today** and send with Contract to:

**Litigation Support Today**  
10632 Little Patuxent Pkwy, Suite 249  
Columbia, MD 21044-6206

Payment has been made and online. Date \_\_\_\_\_

**CREDIT CARD:**  Visa  AMEX  MasterCard

Credit Card # \_\_\_\_\_ Exp Date \_\_\_\_\_

Name on Card \_\_\_\_\_

Signature \_\_\_\_\_

ACCEPTANCE OF THIS APPLICATION BY LITIGATION SUPPORT TODAY CONSTITUTES A CONTRACT. APPLICANT AGREES TO ABIDE BY ALL CONTRACT TERMS & CONDITIONS.

# 2009 International Litigation Support Leaders Conference

Marriott Wardman Park Hotel, 2660 Woodley Road, NW Washington, District Of Columbia 20008 Phone: 1-202-328-2000

## Sponsor/Exhibitor Terms & Conditions

**Definition:** The words "Exhibit Management" used herein refer to **Litigation Support Today (LST)**, a division of Conexion International Media, Inc.

**Payment Terms:** Exhibit space, additional tickets for Awards Dinner, Opening Breakfast - payment due in full with order; Sponsorships - 50% due with signing, balance due by March 1, 2009. Fees not paid by this date will be subject to a late fee of \$500.

**Cancellations:** After a signed contract has been received, cancellations prior to March 1, 2009 will be liable for a penalty of \$500 per booth reserved. Exhibitors cancelling after March 1, 2009 will be liable for a penalty of \$1,000 per booth reserved. Cancellations made after April 1, 2009 will be liable for a penalty of \$1,800. All cancellations must be submitted in writing, and such written notice will be deemed accepted on the date received by **Litigation Support Today**.

**Exhibitor Registration & Housing:** Exhibitors are entitled to two (2) complimentary registration badges per company or organization, including access to all sessions and meals except for the Awards Dinner and Opening Breakfast which are available separately. Tickets for the Awards Dinner are \$100 each and \$950 for a table of 10. Tickets for the Opening Breakfast are \$40 each. Additional exhibitor badges for exhibitor personnel are \$300 per badge. Each exhibitor must wear an official exhibitor's identification badge. Exhibitors are responsible for making their own travel and housing arrangements.

**Arrangement of Exhibits:** All exhibits must be arranged so as not to obstruct the general view or hide other exhibits. Backgrounds (including signs) must be no more than 8' in height. Material extending into the exhibit area by more than 3' from the back wall cannot exceed 3' in height.

**Assignment/Location/Layout of Exhibits:** Assignment of space is initially by seniority with remaining spaces filled on a first come, first served basis. At all times, Exhibit Management reserves the right to alter the location and/or layout of the exhibits in the best interests of the overall exhibition and meeting.

**Installation/Dismantling:** Exhibits must be completely installed by 30 minutes prior to the opening time of the exhibit area. Exhibit Management reserves the right to reassign any space not installed by that time. No packing or dismantling of exhibits will be permitted prior to the official closing of the exhibition.

**Electrical, Telephone, Internet and other Amenities:** All electrical outlets, telephone and internet hookup, water, gas, compressed air or supplemental lighting must be ordered in advance directly with the Hotel and are the financial responsibility of the Exhibitor. Complete information and rates are available from the hotel.

**Occupancy of Booths:** All booths must be manned during the advertised show hours.

**General Conduct of Exhibitors:** All materials and activities must be confined to the limits of the exhibit booth(s) and may not impede traffic or interfere with other exhibits. Furthermore, all of the following practices are expressly prohibited: the promotion

of products or services other than the exhibitor's, excessive noise that would interfere with other exhibitors, the storage or use of flammable or explosive materials (or any substance prohibited by local laws or insurance carriers), the operation of x-ray equipment, the soliciting of participation in surveys or any other harassment of attendees, the use of live animals, the solicitation of business by anyone other than the representatives of exhibiting organizations, and the publicizing or conducting of any activities other than Commercial Workshops that would attract attendees away from the exhibition during exhibit hours. Tobacco, firearms, alcoholic beverages, and sexually explicit products may not be brought onto the show exhibit floor, nor may they be advertised, marketed, or displayed on the exhibition floor. You must be 16 years or older to enter exhibit hall during move-in or move-out and 12 years or older to enter exhibit hall at any time.

**Rejection & Penalties:** Exhibit Management reserves the right to refuse any applicant for exhibit space, as well as the right to restrict or evict any exhibit that, in the opinion of Exhibit Management, detracts from the general character of the exhibition. This reservation applies to displays, printed matter, promotional materials, noise, personal conduct, and method of operation. In the event of such restrictions or eviction, Exhibit Management will not be liable for any refunds or other exhibit expenses.

**Insurance:** Exhibitors are urged to take out a portal-to-portal rider on their own insurance policy, usually available at a nominal cost, to protect against loss through theft, fire, damage, etc. Exhibitors are responsible for their equipment and property. The exhibit area will be secured, but Litigation Support Today does not guarantee nor protect the exhibitor against loss of any kind. Each party agrees to be responsible for its own property through insurance or self-insurance; exhibitors shall hold harmless LST for any and all damage caused by theft and those perils normally covered by fire and extended coverage policy.

**Liability:** The exhibitor agrees to assume all responsibilities for any damage to the exhibit area. The exhibitor also expressly indemnifies and holds harmless Marriott Wardman Park Hotel the show's official service contractor and any other agents of Exhibit Management from any and all liability that may ensue from accidents, injuries, damage by fire, loss or theft of property, or any other cause. The exhibitor retains sole responsibility for his/her own exhibit materials. In the event that the exhibition is canceled, the liability of Exhibit Management shall be limited to the monies paid by the exhibitor as exhibit booth rental, less a proportionate share of all expenses incurred by Exhibit Management for the exhibition.

**Subletting of Space:** No exhibitor shall assign, sublet, or apportion the whole or any part of the space allotted without the knowledge and written consent of Exhibit Management.

**Cooperation:** The foregoing Terms and Conditions have been formulated to serve the best interests of the Exhibitors and attendees. ALL points not covered herein are subject to interpretation and/or settlement by the Exhibit Management.