



**TIAW 2014 Global Forum and World of Difference Awards  
Table Top Exhibitor Application/Contract**

Company/Organization Name: \_\_\_\_\_

Representative Name and Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Social Networking Information (optional): \_\_\_\_\_

Please write a brief description of the products and/or service your company or organization offers.

**Early Discount Price:** Table Top Exhibitor -- \$400

**Regular Price** (after 2/1/2014): Table Top Exhibitor -- \$500

**Exhibitor Benefits**

- Table top exhibit space at Global Forum for both days to display and/or sell products and services to forum attendees.
- Company name/logo and web link placed on TIAW website
- Company name/logo on signage featuring exhibitors
- One lunch ticket for Thursday lunch provided
- Pre-printed name badge

## Table Top Exhibitors

Exhibitors must obtain electricity, extension cords, phone lines, easels, and other materials and services through the facility contact. This cost is the responsibility of the Exhibitor. TIAW will provide the Exhibitor with the facility contact's phone number to make these arrangements.

It is agreed that TIAW and the host facilities shall not be liable for any damage to, or destruction of, any exhibit from any cause or for the theft or disappearance of any exhibit or any property contained in or about the exhibit area.

Space is assigned by TIAW once the contract and payment are received from the Exhibitor. Table Top Exhibitors will not be permitted to assign, sublet or share with others any part of the space allotted to them.

Any retail sales on tangible personal property or services subject to sales tax shall be the sole responsibility of the Exhibitor including any local, state, or federal tax liability resulting from this contract or other tax implications arising from activities while an Exhibitor at the program.

Table Top Exhibitors may not play music during the program (either live or recorded). Use of electrical current is limited to lighting or the operation of equipment that is harmless, noiseless, and odor free.

## Terms and Conditions

Full payment is due with this contract. In the event of cancellation, a 50% non-refundable fee will be held. If cancellation is within 30 days of the forum, 100% of the fee will be held.

This agreement does not include a list of TIAW members or attendees.

**\*\*This agreement does not include attendance at the Global Forum or World of Difference Awards gala.** Table Top Exhibitors may attend the program only if they formally register as a participant by paying the registration fee in addition to the Exhibitor fee.

TIAW reserves the right to approve the exhibit including advertising and sales promotions especially if they detract from the program in general. This includes promotions, premiums, lotteries, giveaway contests, etc.

The Table Top Exhibitor agrees to indemnify and hold harmless TIAW and the host facilities or their employees or their representatives against any and all liabilities for damage, injury or loss to all persons and any and all claims arising out of acts of omission of Table Top Exhibitors, their employees or their representatives or guests.

TIAW will not be held responsible or liable for charges or damages for any failure of performance due to Acts of God, labor disputes, shortage of materials, governmental authority, or other circumstances beyond reasonable control of either party.

Insurance, if desired by the Exhibitor, must be obtained at his or her own expense.

**My signature below indicates that I understand and agree to the terms of this application.**

\_\_\_\_\_  
Company or Organization Representative Signature and Date

**Method of Payment**

**Check enclosed: Make check payable to TIAW**

**Credit Card Type (please circle):**      **Visa**    **MasterCard**    **American Express**      **Discover**

**Card Number:** \_\_\_\_\_

**Card Verification Code (3 or 4 digit code):** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Cardholder Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Credit Card Billing Address:** \_\_\_\_\_

\_\_\_\_\_  
**Your application will be reviewed by TIAW. If accepted, a confirmation notification will be sent to you.**

**Return application with payment to:**

**TIAW, Attn: Global Forum, 1101 Pennsylvania Avenue NW, 6<sup>th</sup> Floor, Washington, DC 20004**