



Booth Reservation Form

Donald E. Stephens Convention Center, Rosemont, Illinois

Name of Business /Company				
Mailing Address				
Booth Size	10 x 10	<input type="checkbox"/>	10 x 20	<input type="checkbox"/>
Contact Person Name				
Email				
Phone and Fax				
Type of Exhibit (Items for Sales)				

Payment:

Please make checks payable to American Telugu Association

Mail Checks to: **American Telugu Association**

1049 Moray Drive, Barrington, IL 60010

If payment is being made using credit card, please provide the following information:

Type of Card	Visa <input type="checkbox"/>	Mastercard <input type="checkbox"/>	American Exp <input type="checkbox"/>
Card Number			
Name on the Card			
CSV		Expiration Date	
Card Billing Address			
Authorized Signature			

Please read the terms and conditions below and sign here

Contacts Signature _____ Date _____

I have read and understood the terms and conditions noted in this contract.

This space for Vendor & Exhibits committee use only

Contracted by: _____ Amount Received _____ Date _____ Check# _____

Notes / Comments:

For more Information

Krishna Rangaraju (Chair)
Phone: 224 875 1990

Venu Pothanker (Co-Chair)
Phone: 847 565 9440

Kiran K Thati (Co-Chair)
Phone: 224 875 1990

Terms & Conditions

- ✦ Assignment of booths is based on a First Come First Served basis. Booths will be assigned upon receiving full payment only.
- ✦ Funds once received neither are refundable nor transferrable before or after the convention.
- ✦ Convention committee reserves the right to modify the floor plan at any time based on circumstances.
- ✦ Vendors can't sub-lease their booths. Booth should not be modified in any form and should not obstruct the view of other booths.
- ✦ Exhibitors are fully responsible for any kind of damage caused by them to the Convention Center's property.
- ✦ Exhibitors are not allowed to sell/display/handout any products or flyers other than the mentioned categories in the Registration form.
- ✦ Each Exhibitor gets 2 free registrations. (Does not apply to Non-Profit booths)
- ✦ Neither ATA nor the convention center shall be responsible for loss or damage occurring to the exhibits from any cause. No Insurance will be provided by ATA or Conference Center. If insurance is desired the exhibitor must obtain it.
- ✦ The ATA 2016 organizers and other participating organization officers and staff members disclaim all liability for damages or losses caused to any exhibitor by an act of god, or by fire, water, flood, windstorm, utility failures, and rodents, acts of vandalism, insurrection, civil disorder strikes, criminal act or theft. ATA 2016 organizers will not be responsible for any failure for electric or other services.
- ✦ The ATA 2016 organizers and other participating organization officers and staff members are not responsible for any immigration or customs issues.
- ✦ All matters related to disputes will be settled through negotiation. If there are any legal disputes, the jurisdiction of the court will be in Cook County, Illinois, USA.
- ✦ No nails or screws may be driven into the floor. No damage of any nature may be done to the booth structure or to any part of the exhibit hall. Exhibitor warrants against structural damages, shall be held responsible for damage to individual exhibit area, and agrees to indemnify conference organizers for any such damage.
- ✦ No open flames are allowed. All exhibitors must adhere to the local fire department regulations. All wiring must meet appropriate specifications. Each exhibitor is responsible for the knowledge and compliance of all laws, ordinances and regulations pertaining to health, fire prevention and public safety while participating in the convention.
- ✦ Exhibitor is responsible for obtaining the necessary business license and collecting local and state sales taxes during the convention.
- ✦ Temporary electrical outlets are available at an additional charge. Please contact the organizers about your electrical or any other needs such as focus lights, chairs, tables, electrical cables etc.
- ✦ Exhibition hours are from 10.00 AM to 9.00 PM on 2nd and 3rd of July, 2016
- ✦ Each 10' x 10' booth includes the following:
 1. Standard booth equipment, consisting of an 8' high back wall and 3' side rails
 2. Two 8' skirted tables
 3. Two side chairs
 4. One wastebasket
 5. 1-7" x 44" booth identification sign
- ✦ Exhibitor's charges include two adult registrations for booths and under \$5000 and four adult registrations for booths over \$5000. Not for profit category boots will not get any registrations.