



47th Annual Conference  
August 12-15, 2012 Williamsburg, VA

*Revolutionizing Trends  
in Treasury Management*

Dear Exhibitor,

The Association of Public Treasurers of the United States and Canada (APT US&C) is very pleased to announce that we are now taking exhibit space applications for our 47th Annual Conference being held August 12-15, 2012 at the Williamsburg Lodge, Williamsburg, Virginia.

Our theme this year is ***"Revolutionizing Trends in Treasury Management."***

Exhibitors at the Annual Conference are given the opportunity to network with conference attendees and showcase the tools and services that your company has to offer.

To assign your organization to a table-top exhibit, enclosed is the Exhibitor Contract and Exhibitor Deadline Summary. Please complete the Exhibitor Application portion of the contract and return it with the appropriate funds to:

APT US&C Headquarters  
962 Wayne Avenue, Suite 910  
Silver Spring, MD 20910  
Phone: (301) 495-5560 ext. 1003, Fax: (301) 495-5561  
E-mail: [ldively@aptusc.org](mailto:ldively@aptusc.org)

Upon receipt of the Exhibitor Application and funds exhibit space will be assigned. Exhibit space will be allotted first to members of the Partnership Program. After that it will be on a first-come, first-served basis based on receipt of payment and exhibitor application. Whenever possible, space will be allocated according to the exhibitor's preference. However, the final arrangement will be determined by APT US&C in such a way as to produce the most advantageous grouping of the exhibits shown.

If you should have any questions please contact me directly by phone at (301) 495-5560 ext. 1003 and/or by e-mail at [ldively@aptusc.org](mailto:ldively@aptusc.org).

Sincerely,

***Lindsay Dively***  
Lindsay J. Dively, Executive Director



# Association of Public Treasurers of the United States & Canada

## Exhibitor Summary Sheet

Williamsburg Lodge  
Williamsburg, Virginia  
August 12-15, 2012

<u>Action</u>	<u>Deadline</u>
Submit contract/application, payment and product service description	4/30/2012
Reserve sleeping room(s) at Williamsburg Lodge	7/18/2012
Telephone/Internet/Electrical/Audio-Visual order deadline	7/27/2012
Hotel can start to accept freight	8/10/2012
Exhibition set up	8/12/2012
Exhibition tear down	8/14/2012

### EXHIBITOR COST

<b>Membership Type</b>	<b>Early Bird Registration</b> <i>Postmarked by January 31, 2012</i>	<b>Regular Registration</b> <i>Postmarked by April 30, 2012</i>	<b>Late Registration</b> <i>Postmarked after July 15, 2012</i>
<b>APT US&amp;C Member</b>	\$1250.00	\$1450.00	\$1650.00
<b>Nonmember</b>	\$1650.00	\$1850.00	\$2050.00

<b>ITEM</b>	<b>COST/ RESPONSIBILITY</b>	<b>CONTACT</b>
Sleeping rooms	\$189 deluxe/suite  (\$209.90 with 10% tax rate and \$2 occupancy tax per night which is subject to change).	Williamsburg Lodge 310F South England Street Williamsburg, VA 23185  Reservations: <b>1-800-261-9530</b> Please mention the group code ( <b>#8026</b> ) when making your reservation.
(1) 6-foot table, draped (white) and skirted (black) with (2) chairs	Included in fee	Williamsburg Lodge
Carpeting	Already in place	Williamsburg Lodge
Shipping and Receiving	\$100.00 per pallet	Williamsburg Lodge, (757) 565-8886 Elka Spain, Conference Coordinator
<ul style="list-style-type: none"> <li>• Electrical Services</li> <li>• Telephone Services</li> <li>• Internet Services</li> <li>• Audio-Visual Services</li> </ul>	As needed	Williamsburg Lodge, (757) 565-8886 Elka Spain, Conference Coordinator

## **Exhibitor Contract**

### **EXHIBIT SCHEDULE (Note: subject to change)**

<b>Sunday, August 12, 2012</b>	
12:00 PM - 5:00 PM	Exhibitor Set-up
5:00 PM - 7:00 AM (Monday)	Security Available
<b>Monday, August 13, 2012</b>	
8:00 AM - 5:00 PM	Exhibits Open
7:00 AM - 8:00 AM	Continental Breakfast with Exhibitors
8:00 AM - 10:00 AM	Opening Session & Keynote Speaker
10:00 AM - 10:30 AM	AM Break with Exhibitors
11:30 AM - 1:00 PM	Treasurer-to-Treasurer Workshops
1:00 PM - 3:00 PM	Awards Lunch
3:00 PM - 3:50 PM	Concurrent Track Sessions
4:00 PM - 4:30 PM	PM Break with Exhibitors
4:30 PM - 5:20 PM	Concurrent Track Sessions
6:00 PM - 7:00 AM (Tuesday)	Security Available
<b>Tuesday, August 14, 2012</b>	
8:00 AM - 1:00 PM	Exhibits Open
8:00 AM - 9:00 AM	Partnership Recognition Breakfast
9:00 AM - 10:50 AM	Concurrent Track Sessions
11:00 AM - 11:30 AM	AM Break with Exhibitors
11:30 AM - 12:20 PM	Concurrent Track Sessions
1:00 PM - 5:00 PM	Tear Down Exhibits

*Exhibits are officially open during meals and breaks, but we suggest that you staff your booth during the entire sessions as break times can fluctuate.*

## **Exhibit Booth Application**

Legal Company Name: \_\_\_\_\_

Company Name: \_\_\_\_\_  
(As it should appear in the Conference Program Booklet)

Primary Contact Name: \_\_\_\_\_  
(As it should appear in the Conference Program Booklet)

Company Title: \_\_\_\_\_  
(As it should appear in the Conference Program Booklet)

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Product/Service Description: \_\_\_\_\_

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## BOOTH SELECTION

Exhibit space will be allotted first to members of the Partnership Program. After that it will be on a first-come, first-served basis based on receipt of payment and exhibitor application. Whenever possible, space will be allocated according to the exhibitor's preference. However, the final arrangement will be determined by Show Management in such a way as to produce the most advantageous grouping of the exhibits shown. Show Management reserves the right to transfer assignments when such action is deemed to be in the best interest of total exhibition. Show Management reserves the right to withdraw its acceptance of this Contract if it determines in its sole discretion that the Exhibitor is not eligible to participate or the Exhibitor's product is not eligible to be displayed in this Exhibit.

### Exhibitors receive the following benefits with their booth space:

- A (6') six-foot table for table top exhibits, draped and skirted with two chairs.
- Two complimentary registrations which includes opening reception, refreshment breaks, breakfasts, lunches, reception/dinner, and entrance to all APT US&C programs and social events.
- Two complimentary exhibit hall only passes per booth— exhibit hall only passes provide access to the exhibit hall during set-up, tear-down, and exhibit hall hours. It does not include ANY meal functions or social events.
- Company listing and description in the 2012 conference program book.
- On-site attendee roster, which includes attendee name, title, entity, address, phone number and email address.
- Booth furnishings (furniture, electrical, Internet, phone, and etc.) are **NOT** included with your booth registration fee. See enclosed Exhibitor Summary regarding contact information for these items. To coordinate shipping and receiving, and electrical and audio-visual services contact Elka Spain, Conference Coordinator, at (757) 565-8886.

***If you have any questions regarding booth furnishings please contact the APT US&C Executive Director, Lindsay J. Dively, at (301) 495-5560 and/or [ldively@aptusc.org](mailto:ldively@aptusc.org).***

### Full Registrations (2 individuals)

(1) Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

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

Telephone No.: \_\_\_\_\_ E-mail \_\_\_\_\_

(2) Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

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

Telephone No.: \_\_\_\_\_ E-mail \_\_\_\_\_

***Note: Please complete the on-line registration form (full registrants ONLY) located at [www.aptusc.org](http://www.aptusc.org). If an exhibitor is part of the Partnership Program please contact APT US&C at (301) 495-5560 to see if any additional registrations apply to your sponsorship.***

### Exhibit Hall Only Passes (2 individuals)

(1) Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

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

Telephone No.: \_\_\_\_\_ E-mail \_\_\_\_\_

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Date: \_\_\_\_\_

**Agreed By APT US&C:**

Authorized Signature: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_ Booth No. Assigned: \_\_\_\_\_

**Submit this application to:**  
APT US&C Headquarters  
962 Wayne Avenue, Suite 910  
Silver Spring, MD 20910  
(301) 495-5560 Fax (301) 495-5561  
E-mail: [ldively@aptusc.org](mailto:ldively@aptusc.org)

## **RULES & REGULATIONS**

### **SHOW MANAGEMENT**

The conference and exhibition is organized and managed by APT US&C (hereinafter referred to as "Show Management"). Any matters not covered in these Rules and Regulations are subject to the interpretation of the APT US&C Board of Directors and APT US&C Executive Director or his/her designee, and all exhibitors must abide by his or her decisions. Exhibitors must comply with the Williamsburg Lodge (hereinafter referred to as "hotel") policies and procedures. Show Management shall have full power to interpret, amend, and enforce these rules and regulations, provided any amendments, when made, are brought to the notice of exhibitors. Each exhibitor, for himself and his employees, agrees to abide by the foregoing rules and regulations and by any amendments or additions there to in conformance with the preceding sentence.

### **CANCELLATION BY EXHIBITOR**

Space will be rented in accordance with rates printed on the application form. **No application will be processed or space assigned without full payment in U.S. funds.** If an exhibitor cancels all or part of purchased booth space after July 15, 2012, APT US&C will retain 50% of booth cost. Any exhibitor who cancels all or part of purchased booth space after July 31, 2012 will not receive a refund and APT US&C will retain as liquidated damages all monies paid.

All cancellation requests must be submitted in writing to the APT US&C Executive Director.

### **CANCELLATION OR TERMINATION OF EXHIBIT BY SHOW MANAGEMENT**

If because of war, fire, strike, Exhibit facility construction or renovation project, government regulation, public catastrophe, Act of God, or the public enemy or other cause beyond the control of Show Management, the Exhibition or any part thereof is prevented from being held, is canceled by Show Management or the Exhibit Space becomes unavailable, Show Management, in its sole discretion, shall determine and refund to the Exhibitor, its proportionate share of the aggregate Exhibit fees received which remains after deducting expenses incurred by Show Management and reasonable compensation to Show Management which is the limit and extent of APT US&C liability for such cancellation, but in no case shall the amount or refund to Exhibitor exceed the amount of the exhibit fees paid.

### **INSTALLATION AND DISMANTLE OF EXHIBITS**

Show Management reserves the right to fix the time for the installation of a booth prior to the Show opening and for its removal after the conclusion of the show. Under no circumstances will the addition to or removal of any portion of an exhibit be permitted during show hours. Late installation or early dismantle of an exhibit may result in the loss of exhibit privileges for future shows. Exhibitors are expected to make travel arrangements in accordance with the conference schedule. No one under the age of 18 will be permitted on the exhibit floor during installation and dismantle hours.

It is explicitly agreed by the Exhibitor that in the event he or she fails to install his or her products in the assigned Exhibit Space by the opening hour of the Exhibit, or fails to remit payment for required space rental at time specified, Show Management shall have the right to take possession of said space and lease same or any part thereof to such parties and upon such terms and conditions as it may deem proper. Show Management reserves the right to make changes in the Exhibit hours, including installation/dismantle hours; however, such changes will be made known as far in advance of the Exhibition as possible.

Exhibitors agree not to dismantle their booth or to do any packing until Tuesday, August 14, 2012, at 1:00 PM. Unless prior arrangements have been made with Show Management, exhibitors must vacate the premises by 5:00 PM on August 14, 2012. After that time, the Williamsburg Lodge and/or Exhibit Management reserves the right to move exhibitor materials from the area if necessary. Any storage charges incurred will be the responsibility of the exhibitor.

### **SHIPPING/RECEIVING AND OTHER SERVICES**

There is a \$100.00 per pallet freight storage and handling services for this conference. Freight can be sent directly to the hotel but **no earlier than Friday, August 10, 2012.** Freight should be labeled as follows:

ATTN: Exhibitor's Name, Name of Show  
The Williamsburg Lodge  
310F South England Street  
Williamsburg, VA 23185

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## **SECURITY**

Security will be provided per exhibit schedule on page 1 of this contract. Exhibit area is an open space, therefore, in their own best interest; exhibitors should keep an attendant in their booths during all open exhibit hours and should not leave intrinsically valuable articles unprotected during non-exhibit hours.

Show Management and the Williamsburg Lodge shall not be liable for damage or loss to Exhibitors' properties through theft, fire, accident or any destructive cause, whether the result of negligence or otherwise. Exhibitors shall insure their own exhibit and display materials. Show Management assumes no liability for any injury that may occur to visitors to the exhibition, exhibitors and their agents and employees or others.

## **ELECTRICAL, TELEPHONE AND INTERNET SERVICES**

There is a charge for electrical, telephone and Internet services. Refer to the ELECTRICAL SERVICE & INTERNET ORDER FORM for ordering and cost associated with these services.

## **DISPLAY AND DECORATIONS**

Merchandise, signs, decorations or display fixtures shall not be pasted, taped, nailed or tacked to walls. No exhibit, merchandise or equipment shall be left in any aisle, but shall be confined to exhibit space. No signs or advertising devices shall be displayed outside the exhibit space or project above or beyond limits of exhibit space.

Be adviseXsince these are table top exhibits there may not be a back wall. The placing of high equipment must not block neighboring exhibits. Any portion of an exhibit that obstructs the view, interferes with the privileges of other exhibitors, extends beyond the designated booth space or for any reason becomes objectionable, must be immediately modified or removed by the exhibitor. The Show Management reserves the right to inspect the quality of the appearance of each booth prior to show opening. Show Management reserves the right to rearrange the exhibit floor or relocate any exhibit or booth. Each exhibitor is responsible for keeping the aisles near its exhibit space free of congestion caused by demonstrations or other promotions. All demonstrations or other promotional activities must be confined to the limits of the exhibit space.

## **STORAGE AND PACKING CRATES AND BOXES**

Exhibitor will not be permitted to store packing crates and boxes (unless hidden under table) in the booth or the Exhibit Hall during the Exhibit. The Hotel has limited space available for storage; therefore, Exhibitors will be responsible for storing their own crates, boxes, etc. Show Management assumes no responsibility for damage or loss of packing boxes or crates.

## **SUBLETTING OF SPACE**

Exhibitors may not assign, share, sublet or apportion to others the whole or any part of the space allocated, and may not display goods or services other than those manufactured or regularly distributed by them.

## **CONDUCT**

All exhibits will serve the interest of the APT US&C members and will be operated in a way that will not detract from other exhibits or the conference as a whole. The Show Management reserves the right to request the immediate withdrawal of any exhibit that APT US&C believes to be injurious to the purpose or mission of APT US&C. Management reserves the right to refuse to admit and eject from the exhibit building any objectionable or undesirable person or persons. The use of sideshow tactics or other undignified methods considered by APT US&C to be objectionable are expressly prohibited in the exhibition area and in any meeting room.

## **OBSERVANCE OF LAWS**

Exhibitor shall abide by and observe all laws, rules, regulations and ordinances of any applicable government authority and all rules governed by the Williamsburg Lodge. All Exhibits must comply with the laws and regulations of the city of Williamsburg and the state of Virginia. Due to legal regulations, local liquor laws and hotel policy, no alcoholic beverages may be brought into the hotel.

## **EXHIBITOR'S PERSONNEL**

All exhibitors must wear official APT US&C name badges and ribbons for exhibit hall admission. All exhibitors and attendees will be required to leave the floor within 30 minutes after the show closes each day. Exhibitors needing to work during non-show hours must obtain permission from APT US&C for entrance into exhibit hall. **Each exhibit must be fully operational and staffed during the open exhibit hours as defined in this contract.** Company specialists who are qualified to discuss details of their company's products or services should man booths. Distribution of advertising material and souvenirs must be confined to the exhibitor's booth. Canvassing or distribution of advertising material or souvenirs in the exhibit hall or the hotel by representatives of non-exhibiting firms is strictly forbidden.

### **ATTENDANCE**

Although we will be advertising for attendees, Show Management does not guarantee any certain number of attendees to attend the APT US&C 47<sup>th</sup> Annual Conference. Participation in this event is at exhibitors' own risk.

### **SOUND DEVICES, LIGHTING AND OTHER PRESENTATION DEVICES**

Public address, sound-producing or amplification devices that project sound must be kept at a conversational level and must not interfere with other exhibitors. Any form of attention-getting devices or presentations must be terminated when crowds obstruct aisles or infringe upon another exhibitor's display. Show Management has the right to restrict the use of glaring lights or objectionable lighting effects. Music, whether vocal or instrumental, is prohibited.

### **HANDOUT MATERIALS**

Promotional give-a-ways and exhibitor prize raffles will be permitted. All materials and prizes must have prior approval by Show Management. All handout materials are expected to be of a professional nature. Show Management reserves the right to disallow any material that they believe to be inappropriate.

Any promotional give a ways must be approved by Show Management to confirm approval of hotel. For example, helium balloons are not to be used or given away.

Send samples of materials, prizes and give a ways to:

APT US&C Headquarters  
962 Wayne Avenue, Suite 910  
Silver Spring, MD 20910

### **SOLICITATION OF EXHIBITORS**

No persons will be permitted in the exhibit hall for the purpose of soliciting advertising or other exhibit space without the express written permission of Show Management.

### **FIRE, SAFETY AND HEALTH**

The exhibitor assumes all responsibility for compliance with local, city, and state ordinances and regulations covering fire, safety and health. All exhibit equipment and materials must be located on the space provided.

### **FOOD AND BEVERAGE**

Exhibitor distribution of food and beverages for consumption in the building must be approved in advance by Show Management. All food and beverages must be purchased through the hotel.

### **TRADEMARKS**

APT US&C will be held harmless for any trademark, trade name, copyright or patent infringement on any printed materials belonging to or distributed by any exhibitor. Use of the hotel logo, design, trademark, trade name, patent, copyrighted work or symbol must be approved in writing by the hotel.

### **PHOTOGRAPHING OF EXHIBITS**

Each exhibitor has control over the space it has rented and may prevent those considered its competitors from gaining access to or photographing its exhibit. The taking of pictures, other than by the official photographer, is expressly prohibited during setup, dismantling and non-exhibit hours, and cameras will not be allowed on the exhibit floor during

these times. Only the exhibitor may grant permission to have its exhibit photographed, or an audio presentation taped, during exhibit hours. No exhibitor shall deny any reasonable request for permission to photograph the exhibit from outside the perimeter of the booth.

### **LIST PUBLICATION**

The list of APT US & C exhibitors, in whole or in part, shall not be published other than in APT US&C official publications.

### **HOTEL USE**

All public function space in the hotel is controlled by APT US&C. No function space will be released to exhibiting firms or to other commercial firms for social functions without the permission of Show Management. Good taste and conformity to the purposes of the conference must prevail. Showing of equipment or product presentations to registered members or guests of the hotel by exhibiting firms other than on the exhibit floor during the stated hours is expressly prohibited. Exhibitors may not use the hotel to distribute literature, gifts, etc. to attendees.

### **LIABILITY**

APT US&C makes no warranty, expressed or implied, that security measures will avert or prevent occurrences which may result in loss or damage. Each exhibitor must make provisions for the safeguarding of his or her goods, materials, equipment and display at all times. APT US&C will not be liable for loss or damage to the property of exhibitors or their representatives or employees from theft, fire, accident or other causes. APT US&C will not be liable for injury to exhibitors or their employees or for damage to property in their custody, owned or controlled by them, which claims for damages, injury, etc., may be incident to or arise from, or be in any way connected with their use or occupation of display space, and exhibitors will indemnify and hold harmless against such claim. The Exhibitor understands that neither APT US&C nor the hotel maintain insurance covering the Exhibitor's property or liability claims against the Exhibitor and it is the sole responsibility of the Exhibitor to obtain such insurance. The Exhibitor assumes responsibility and agrees to indemnify and defend APT US&C and the hotel and their respective employees and agents against any claims or expenses arising out of the negligent use of the exhibition premises and shall indemnify, defend, and hotel hold harmless APT US&C and, its owners, managers, officers, directors, affiliates, subsidiaries, agents, servants and employees from any and all such losses, damages and claims.

The exhibitor assumes all liability for any damage to the facility's floor, walls, lighting fixtures, etc. as a result of exhibitor negligence. The exhibitor will abide by and observe all laws, rules, regulations and ordinances of any governmental authority and of the contracted facility. The exhibitor will pay and save APT US&C, its Board, members, staff, and representatives, the city of Williamsburg, and the hotel harmless from any and all damages, loss or liability of any kind whatsoever resulting from injuries to persons or property occurring within the hotel or property adjacent thereto occasioned by any act, neglect or wrongdoing of the exhibitor or any of its officers, agents, representatives, guests or employees, invitees or other persons permitted by the exhibitor upon the premises, and the exhibitor will at its own cost and expense defend and protect APT US&C, the city of Williamsburg and the hotel against any and all such claims or demands.

### **INSURANCE**

Each exhibitor shall be responsible for securing and maintaining the following insurance coverages at the exhibitor's expense: (a) Workman's compensation insurance coverage for exhibitor's employees which shall be in compliance with the laws of the State of Virginia; (b) Commercial general liability insurance with policy limits of \$1,000,000 for combined single limit coverage to include: comprehensive form, remises/operations, contractual, broad form property damage and products/completed operations, providing for terms of coverage to be effective from on or before August 12, 2012 through August 15, 2012, which shall include exhibitor's move in and move out. Such insurance shall cover any and all damage or injury to any and all persons arising out of such person's attendance at the exhibitor's exhibit during the term of the APT US&C 47th Annual Conference. (c) Other insurance: Each exhibitor acknowledges that it is responsible for obtaining any additional insurance coverage solely at its own expense, in such amounts as it deems appropriate to comply with its obligations hereunder and for its own protection.

### **VIOLATIONS**

Violation of any of these Rules and Regulations by the exhibitor or his or her employees or agents shall at the option of APT US&C forfeit the exhibitor's right to occupy space and such exhibitor shall forfeit to APT US&C all monies paid or due. Upon evidence of violation, APT US&C may take possession of the space occupied by the exhibitor, and may remove all

persons and goods at the exhibitor's risk. The exhibitor shall pay all expenses and damages that APT US&C may incur thereby.

#### **SEVERABILITY**

All agreements and covenants contained herein are severable, and in the event any of them shall be held to be invalid by any competent court, this agreement shall be interpreted as if such invalid agreements or covenants were not contained herein.