

**ARM 2012 Annual Meeting  
Building Blocks of Success  
Hyatt Regency Minneapolis \* Minneapolis, Minnesota  
November 10-13, 2012**

**Exhibitor Prospectus**

The Association of Rotational Molders' 2012 Annual Meeting & Tabletop Exhibition is your ticket to increasing your business sales and services. Don't pass up this opportunity to showcase your latest products, meet top-level rotomolders and conduct business transactions.

As an exhibitor you will:

- maximize your exposure to leading rotational molders
- generate valuable sales leads
- increase your company's visibility
- discover new information, fresh ideas and current industry trends

In addition to all this, the Annual Meeting & Tabletop Exhibition offers:

- a reception in the exhibit hall on Sunday, November 11
- valuable networking opportunities
- informative sessions and workshops

Reserve your tabletop space today while the best locations are still available! The Tabletop Exhibits show is expected to be a sell-out. A limited number of tables are available on a first-come, first-served basis.

Simply fill out the application and send it in today! The application and contract deadline for space is **Friday, October 5, 2012.**

**Eligibility**

The Technical Exhibit is open to all current ARM members in good standing. Each company is entitled to purchase at least one six foot table.

The ARM Board of Directors has final determination of which vendors may exhibit based on the following criteria:

- All exhibitors must be members of ARM in good standing.
- All exhibitors **must have at least one person registered** to attend the Annual Meeting to exhibit at the Technical Exhibits.
- All exhibits shall serve the interest of the ARM members and the rotational molding industry.

**Booth Fees**

The cost for the table is **\$555**. Requests for additional tables will be honored on a first-come, first-served basis.

Your fee includes:

- Two-line black on white identification sign depicting company name, city, state and booth number
- One 6' x 30" x 30"h table, topped and skirted on three sides with black drape.
- Two chairs
- One wastebasket

**Booth Furnishings & Services**

Electricity is available at a number of the tables and will be assigned on a first-come/first-served basis.

Additional furnishing and services are not available for the table top exhibits.

### **Tabletop Exhibits & Supplier-Sponsored Reception**

A reception will be held in conjunction with the Tabletop Exhibits. The reception will be held inside the exhibit hall on Sunday, November 11, from 6:00 p.m. – 7:00 p.m.

### **Registration of Booth Personnel**

At least one representative from each exhibiting company must be registered for ARM's Annual Meeting. Any individual from an exhibiting company that is registered for ARM's Annual Meeting may assist in staffing the booth.

Exhibiting companies may register up to two additional personnel per table to staff their exhibit for an exhibits-only fee of \$175 per person. This will include participation in the reception being held in conjunction with the technical exhibits.

### **Payment**

Please forward appropriate payment along with your completed tabletop reservation form to ARM International.

Methods of payment include:

- Credit Card
- Check (payable in US funds to Association of Rotational Molders– reference your Company Name/Meeting)
- Wire Transfer (Association of Rotational Molders International, c/o Community Bank, 357 Roosevelt Road Glen Ellyn, IL 60137. ABA #071925431 Accounts # 145127) International Transfers: IBAN # - 112906720 (Swift Code US BK US 44 IMT).  
Reference your Company Name/Meeting. Add \$40.00 for processing wire transfer.

If you are paying by credit card, please fax the form below, including credit card information, to 630-790-3095. If paying by check, please mail your application form and check to:

Association of Rotational Molders  
800 Roosevelt Road  
Building C, Suite 312  
Glen Ellyn, IL 60137 USA

### ***Exhibitor Rules and Regulations***

These Contract/Conditions, Rules and Regulations are a part of ARM's Contract for Exhibit Space and should be read carefully before signing the Application & Contract for Exhibit Space. After completing the application for Exhibit Space, please forward these Rules & Regulations to the person(s) in charge of your exhibit.

All displays shall serve the interests of the members of ARM and the rotational molding industry and should be operated in a way that will not detract from other displays or from the exhibition.

ARM determines acceptability of persons, things, conduct and/or printed matter and reserves the right to require the immediate withdrawal of any display which is believed to be injurious to the purpose of the Association.

In the event of such restriction or eviction, ARM is not liable for any refund of exhibit fees or any other exhibit-related expense.

#### **1. Assignment of Space**

Space assignments will be made by ARM with full consideration given to the date of receipt of the registration form, competing products, and general grouping of exhibits for proper display and comparison.

#### **2. Setup and Dismantle**

The exhibit hall is open to all exhibitors for setup of tables. Setup and dismantle of tables is scheduled as follows:

Booth Setup:

**Sunday, November 11, 2012** 7:00 am – 2:30 pm

Dismantle and Removal of Exhibits:

**Sunday, November 11, 2012** 7:00 pm – 9:00 pm

**Monday, November 12, 2012** 7:00 am – 9:00 am

*The exhibit hall will close promptly at 7:00 pm, Sunday, November 11, 2012. Exhibitors still meeting with individuals at 7:00 p.m. when the exhibition ends will be permitted to continue meeting in the exhibit hall. ARM policy prohibits exhibitors from disturbing, dismantling or removing their displays prior to 7:00 pm, Sunday, November 11, 2012.*

***Please Note: All materials must be packed for shipping or removed from the exhibit space by 9:00 am, Monday, November 12, 2012. Exhibitors are responsible for all shipping charges. A drop off space will be designated at the closing of the exhibits. All exhibitors must pack and label their boxes/crates with their account number(s). Exhibitors must supply their own labels (UPS, Fed Ex, DHL, etc.) for shipping. The hotel will move the boxes/crates to their shipping dock for next day pick up. Storage space will not be available for those transporting their own boxes/cases.***

### **3. Heavy Machinery**

No heavy machinery will be permitted at this exhibition. Free-standing displays will be permitted directly behind the table. All items must be hand carried or hand wheeled. Forklifts may not be used and will not be available to exhibitors.

### **4. Storage of Boxes and Cases**

Storage space will not be available.

### **5. Shipping**

Address your advance shipment as follows:

Name

Your Company Name

ARM International 2012 Annual Meeting

Hyatt Regency Minneapolis

1300 Nicollet Mall

Minneapolis, MN 55403

USA

### **6. Cancellation or Failure to Occupy Space**

There will be **no refunds** for cancellations made after acceptance of the form for exhibit space. If tabletop space is not occupied one hour prior to the exhibit opening, ARM International shall have the right to use such space as necessary to eliminate empty spaces in the hall.

### **7. Use Of Space**

- Displays will be limited to items, which can be accommodated on your table or directly behind the table. Interference with the light and space of other exhibitors is prohibited.
- Exhibit areas must be staffed during exhibit hours by persons who are prepared to effectively explain all products and services on display.
- Each exhibitor must wear the official exhibitor's identification badge provided by ARM International.
- Only personnel directly employed by the exhibiting company are permitted to participate (staff the table). Manufacturer's representatives, hired by contract to sell and promote the exhibitor's products

will be considered direct employees for the purpose of this show. Primary representatives of the exhibiting company shall insure that these persons, while working in the display, will promote the exhibiting company's products only, even though they may be licensed to sell other companies' products.

- Exhibiting rotational molders (which may also engage in other competing manufacturing processes) must limit their table displays and promotional efforts to their rotational molding products. Only rotationally molded samples and products will be allowed on molder members' tables.
- No exhibitor shall assign, sublet, or share their allotted space.
- Exhibitors must show only goods manufactured or dealt with by them in their regular course of business.
- Audio-visual equipment may be used so long as it does not interfere with other exhibitors.
- All electrical connections for lights, computers, TVs, DVD players, etc., must be requested ahead of time and is available on a limited basis.
- Exhibitors will not be permitted to hang items from the ceiling, including signs and/or products.
- It is understood that no rooms, suites, or other space in the conference hotel will be used for exhibit purposes, workshops, or other exhibitor sales-related use. Invitational cocktail parties, open houses, and similar exhibitor-sponsored affairs, other than usual private occupancy of hotel room, are prohibited. Social affairs of all kinds must be scheduled not to conflict with ARM International-sponsored program events.
- All solicitation, demonstrations, or other promotional activities must be confined to the limits of the exhibit space. Please respect other exhibitors. Demonstrations should not be arranged so that spectators must crowd into the aisles.
- Games, contests, drawings and entertainment, or activities related to or part thereof, will not be allowed at exhibit tables or in the exhibit area.
- Exhibitors may organize and decorate their table as they choose so long as these General Rules and Regulations are strictly adhered to and such space does not detract from other exhibitors or the exposition.
- Any firm or organization not assigned exhibit space will not be permitted to display, distribute, or hand out products or literature; nor solicit business within or outside of the immediate exhibition and meeting areas.

#### **8. Sales, Samples and Souvenirs**

No goods are to be sold for delivery on the floor. Orders may be taken for future delivery. Promotional giveaways will be allowed to a maximum value of \$5.00 each.

#### **9. Cellular Phones**

Exhibitors are permitted to bring and use cellular telephones.

#### **10. Photography**

Photography will be allowed in the trade show only upon permission of the exhibitors or individuals in charge of the display being photographed. ARM International and JSJ Productions, Inc. (*RotoWorld Magazine*) reserve the right to photograph throughout the exhibit hall for publicity purposes. However, ARM International and JSJ Productions, Inc. will respect any exhibitor requests to not photograph individual items up close.

#### **11. Care of Building**

Exhibitors, or their agents, must not injure or deface the walls, floors, or carpet of the Hyatt Regency Minneapolis. When such damage appears, the exhibitor is liable to the owner of the property so damaged. All materials used in decoration must be flameproof. Electrical wiring must conform to the National Electric Code Safety Rules. Combustible materials or explosives are not permitted in the exhibit area.

#### **12. Cancellation of the Technical Exhibits**

If ARM should be prevented from holding the exhibition by reason of any cause beyond its control (such as, but not limited to, damage to building, riots, terrorism, labor disputes, acts of government, or acts of God), or if it cannot permit the exhibitor to occupy the space due to causes beyond its control,

then ARM has the right to cancel the exhibition with no further liability to the exhibitor other than a refund of space rental fee less proportionate share of exhibition expenses.

### **13. Liability**

Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and save ARM and its employees and agents harmless against all claims, losses, and damages to persons or property, government charges of fines and attorneys' fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy or use of exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of the Hyatt Regency Minneapolis, its employees, and agents.

In addition, exhibitor acknowledges that ARM does not maintain insurance covering exhibitor's property and that it is the sole responsibility of exhibitor to obtain business interruption and property damage insurance covering such losses by exhibitor.

### **14. Security**

Exhibitors should take all steps, which they deem advisable to protect merchandise or equipment, which they have on display. Please be certain that all small display and personal items are secure before leaving the display, even temporarily. The Association is not liable to any exhibitor for the loss or damage of property. The exhibit facility is a public building. Exhibitors are cautioned to assure the safety of valuable items when they are not in attendance at their exhibits and to exercise caution during the exhibit hours.

### **15. Insurance**

Exhibitors must carry insurance coverage against damage or loss, public liability insurance against injury to the person and property of others, and worker's compensation. Exhibit materials should be covered from the time they are shipped through move-in, exhibit dates, move-out, and until all materials have been received at the point of origin. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to the exhibitor's display, equipment, and other property brought upon the premises of the Hyatt Regency Minneapolis and shall indemnify and hold harmless ARM and the Hyatt Regency Minneapolis from any and all such abuses, damages, and claims.

### **16. Compliance**

The exhibitor agrees to abide by and comply with the rules and regulations including any amendments that ARM may make from time to time. Exhibitor further assumes all responsibility for compliance with all pertinent laws, ordinances, regulations and codes of duly authorized local, state, and federal governing bodies concerning fire, safety, and health as well as the rules and regulations of the operators or and/or owners of the property where the exhibition is held.

### **17. Penalties for Violations**

The exhibitor agrees and fully understands that any violation of this agreement may result in either the immediate removal of the exhibitor and its exhibition material from the show where the violations occurred, denial of permission to exhibit at any future ARM shows, or both.

### **18. Interpretation**

The exhibitor recognizes and agrees that ARM has the exclusive right and authority to interpret these General Rules and Regulations and any part of them. Any such interpretation by ARM is final.



# 2012 Tabletop Exhibitor Contract

ARM 2012 Annual Meeting  
November 11, 2012 Minneapolis, Minnesota

**Note: Tabletop Exhibitors must have at least one registered attendee at the ARM Annual Meeting.**  
**Please return this contract no later than October 5, 2012 to be listed in meeting materials.**

**Name & contact information for person hosting the tabletop exhibit who should receive exhibitor information.**

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax \_\_\_\_\_  
Email: \_\_\_\_\_  
Company Website: \_\_\_\_\_

**Electricity**

If you require electricity please specify your needs below.

**Please list the types of products you will be exhibiting** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ALL PAYMENTS IN US DOLLARS ONLY**

**Exhibitor Fee:** ☐ \$555 additional person(s) ☐ \$175 X \_\_\_\_\_ = \$\_\_\_\_\_ My total payment is \$\_\_\_\_\_  
**I am paying by :** ☐ Visa ☐ MasterCard ☐ American Express ☐ Check #: \_\_\_\_\_

For Credit cards please fill out the information below:

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

\_\_\_\_\_  
Card Number      Expiration Date      Security Number

\_\_\_\_\_  
Signature required for credit card

Please enter the credit card mailing address here if different then the above address:

**Please send this form with payment as soon as possible but not later than October 5, 2012 to:**

ARM Annual Meeting  
800 Roosevelt Road  
Building C, Suite 312  
Glen Ellyn, IL 60137  
Phone: 630-942-6589  
Fax: 630-790-3095

**Please email a digital copy of your company logo that we can post on the ARM website to [adamw@rotomolding.org](mailto:adamw@rotomolding.org)**

**Declaration of Acceptance:** We have read the Exhibitor Prospectus for the Annual Meeting & Tabletop Exhibits and agree to the rules and regulations outlined within it. We further understand that in order to exhibit; at least one representative from my company must be registered for the ARM Annual Meeting.

Note: Contract must be signed here to process your table reservation.

\_\_\_\_\_  
Signature      Print Name

\_\_\_\_\_  
Company      Title

Date \_\_\_\_\_

**ASSOCIATION OF ROTATIONAL MOLDERS**  
**2012 ANNUAL MEETING AND TABLETOP EXHIBITION**

**EXHIBITOR BADGE INFORMATION**

Please print or type the information requested in the space provided.

**Please Note:** There is a limit of two additional booth personnel per each table. Any individual from an exhibiting company that is registered for ARM's Annual Meeting may assist in staffing the booth.

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**Primary Exhibitor Representative** (must be registered for Annual Meeting)

\_\_\_\_\_  
(first name) (last name) (preferred name to appear on badge)

\_\_\_\_\_  
(e-mail)

**Second Exhibitor Representative** (exhibit only at \$175)

\_\_\_\_\_  
(first name) (last name) (preferred name to appear on badge)

\_\_\_\_\_  
(e-mail)

**Third Exhibitor Representative** (exhibit only at \$175)

\_\_\_\_\_  
(first name) (last name) (preferred name to appear on badge)

\_\_\_\_\_  
(e-mail)



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