



PITTSBURGH HUMAN RESOURCES ASSOCIATION

EXHIBIT SPACE RENTAL FORM
The Pittsburgh Human Resources Association
62nd Annual Conference & Exhibition
September 21-22, 2010 – Heinz Field, Pittsburgh, PA

COMPANY NAME

BOOTH COORDINATOR CONTACT NAME

TITLE

ADDRESS

CITY

STATE

ZIP

PHONE

FAX

EMAIL

INFORMATION TO BE PUBLISHED IN ON-SITE EXHIBITOR DIRECTORY (IF DIFFERENT THAN ABOVE):

NAME OF SALES CONTACT

BOOTH COORDINATOR CONTACT NAME

TITLE

ADDRESS

CITY

STATE

ZIP

PHONE

FAX

EMAIL

WEBSITE ADDRESS

Company Description for Exhibitor Directory (50 words or less):

*As it will appear in the Exhibitor Directory

EXHIBITOR PRODUCT/SERVICECATEGORY

Designate no more than two product/service categories that will be displayed or demonstrated.

- Advertising Specialties/Promotional Products
Airlines
Application Service Provider
Association Management Company/Services
Association Management Software
Attractions
Audio/Visual Services/Products
Auto Rental/Leasing
Awards/Plaques
CD-ROM Products and Services
Communications/Communication Services
Computers/Computer Services
Consulting Services
Convention/Conference Centers
Cruise Lines
Destination Management Companies
Distance Learning
Document Imaging Solutions
Education Services/Programming
Employee Benefit Programs

- Expo/Conference Management Software
Financial Institutions
General Service Contractors
Golf Resorts/Clubs
Government Relations
Hotel Representation Companies
Hotels/Resorts
Housing/Travel Services
Human Resources
Insurance
Internet Service Provider
Marketing/Design Services
Member services/Benefits
Office Supplies & Services
Production Services
Registration Systems
Small Staff Solutions
Speakers/Speakers Bureau
Technology
Teleconferencing
Web Design

BOOTH REQUEST

Indicate the type and quantity of space desired. Exhibit space includes a 8' draped table, 2 chairs, standard carpet, one full conference registration, a special conference rate for additional booth staff, the ability to hold an exhibitor prize drawing which will be announced at the end of the conference, and a post event attendee list (no emails).

	After May 15, 2010	Amount
____ Table top	\$825	_____
____ POWER SOURCE 1 outlet-110-20 AMPS	\$100	_____
____ Extra Staff Person for Booth Only (No admittance to conference) Includes 1 lunch ticket for each day and 1 ticket to the social.	\$100	_____
____ Logo with Listing	\$150	_____
		Total _____

Please list your top three booth selections. The PHRA will do their best to accommodate your selection but cannot guarantee availability.

1. _____
2. _____
3. _____

Membership with the PHRA

	RATE	ADD TO COST OF EXHIBIT SPACE
____ PHRA Membership	\$150.00	_____
____ PHRA Membership for Current SHRM Members	\$125.00	_____

Cancellation Policy: All cancellations and refund requests must be in writing. Cancellations received on or before June 30th will be refunded, less a \$125 administrative fee. Cancellations received between July 1st and 31st will be refunded at the rate of 50%. No requests for refunds will be granted after July 31st.

AGREEMENT

We understand and agree to hold harmless the Pittsburgh Human Resources Association (PHRA), the Society for Human Resource Management, Heinz Field, the official show contractor, their officers, directors, employees, and agents from any and all claims, demands or liabilities of any kind that we may have against them by any reason of any cause arising out of or in any way related to the conference.

We assume entire responsibility and hereby agree to protect, indemnify, defend and save the Association, Heinz Field, the official show contractor, and their employees and agents harmless against all claims, losses, and damages to persons or property, governmental charges or fines and attorney fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof.

In addition, we acknowledge that PHRA, Heinz Field, and the official show contractor do not maintain insurance covering Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses by Exhibitor.

X

Authorizing Signature Title

Companies submitting forms after August 22, 2010 may not appear in the conference brochure.

Please return to:

PHRA
425 Sixth Avenue
Suite 1650
Pittsburgh, PA 15219
Phone: (412)261-5537
Fax: (412)261-0773

PAYMENT INFORMATION

- Check Enclosed VISA MC Amex

CARD NUMBER EXP. DATE

NAME ON CREDIT CARD

BILLING ADDRESS

CARDHOLDER'S SIGNATURE