



**EVM World 2008**  
CREATING THE ENVIRONMENT FOR EVM

**CPM PMI** College of Performance Management  
PMI-CPM 24th Annual International Conference  
May 14-16, 2008 Clearwater Beach, FL

## THE EVENT....

### EVM WORLD 2008

PMI College of Performance Management  
invites you and your organization to join us as an exhibitor at  
**24<sup>th</sup> Annual International Conference**

**Exhibition Dates**

May 14-15, 2008

**Exhibition Location**

Hilton Clearwater Beach Resort  
400 Mandalay Ave,  
Clearwater Beach, Florida 33767  
727-461-3222

**Booth Fees**

\$1,500 (US) 8' x 10' space  
Fee includes two complimentary registrations

**Set-Up Hours**

Tuesday, May 13 12:00 p.m. – 7:00 p.m.

**Exhibit Hours**

Wednesday, May 14 7:00 a.m. – 7:30 p.m.  
Thursday, May 15 7:00 a.m. – 5:00 p.m.

**Dismantling**

Thursday, May 15 5:30 p.m. – 9:00 p.m.

For more information, visit our website at [www.pmi-cpm.org](http://www.pmi-cpm.org) or call 703-370-7885

**CONTRACT OFFER FOR BOOTH SPACE**  
**PMI College of Performance Management 25th Annual International Conference**  
**Hilton Clearwater Beach Resort, Clearwater Beach, Florida**  
**May 14-16, 2008**

• **BOOTHS**

Booths will be assigned on a first-come, first serve basis at \$1,500.00 - 8' x 10'. Each booth will be furnished with a 6' table and two chairs. A booth' includes registration for two persons.

• **USE OF SPACE**

Exhibitors will not be permitted to sublet or divide space or to display any items for any non-exhibitor. Display boards and other material may not be placed so that they interfere with other exhibits. The conference reserves the right to alter the location of exhibits if deemed advisable in the best interest of the exhibition.

**RESTRICTIONS:** (1) Explosives or combustible materials are not to be displayed. This includes gas, paint, alcohol, turpentine, chemicals, etc. (2) All aisles and exits must be kept clear, clean and free from obstructions to comply with fire regulations. (3) All materials used in the construction of exhibit booths must be fire retardant.

• **EXHIBIT HOURS**

Tues.	13 May.	Set-up	12:00PM-7:00PM
Wed...	14 May	Show Date	7:00AM-7:30PM
Thurs.	15 May	Show Date	7:00AM-5:00PM
Thurs.	15 May	Dismantle	5:30PM-9:00PM

• **SHIPMENT**

Shipping instructions attached. Any arrangements for advance shipment of any material by an exhibitor are the responsibility of the exhibitor. Shipping instructions attached.

• **COMMUNICATION & POWER**

Exhibitors will be responsible for ordering the installation of and payment for all communication and power facilities. Telephone lines are available through the hotel. See attached form for phone lines and electrical service .

• **SOUND EQUIPMENT**

Sound equipment may be used for demonstration only. The use of sound or music for attracting attention is prohibited

**HOTEL HOLD HARMLESS CLAUSE**

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of

exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from and all such losses, damages, and claims.

• **PMI-CPM HOLD HARMLESS CLAUSE**

Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and hold harmless PMI-CPM , respective employees and agents against all claims, losses and damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by Exhibitor's installation, removal, maintenance occupancy or use of the exhibition premises. In addition, Exhibitor acknowledges that PMI-CPM does 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 the Exhibitor.

• **PAYMENT TERMS**

Payment accompanying the signed contract is preferred. However, receipt and acceptance of an executed Contract will reserve space. Payment is due no later than **Tuesday, April 15, 2008**. All checks must be made payable to CPM mailed to 101 S. Whiting St., Ste. 320, Alexandria, VA 22304.

Payment for Exhibit Services (electrical telephone, etc) should be made directly to the hotel. See attached order form for specific instructions..

• **CANCELLATION OF SPACE**

A full refund will be issued if the booth space contracted for is resold. Otherwise, no refund will be granted.

• **REASSIGNMENT OF SPACE**

Exhibit space not occupied by 9:00AM, May 17 may be reassigned by Exhibit Manager to another exhibitor without refund of the rental paid.

• **EXHIBIT AREA**

All exhibits will be located in Salon A-D and Foyer of the Hilton Clearwater Beach Resort, Clearwater Beach Florida, Phone 727-461-3222

**EXHIBITOR CONTRACT**  
**PMI-CPM 24<sup>th</sup> Annual International Conference**  
**May 14-16, 2008**  
**Hilton Clearwater Beach Resort**

It is understood that the rules and regulations contained herein, and those on this official application, become a part of the contract between the Exhibitor and PMI-CPM. Acceptance of an exhibit application and notification of such acceptance by PMI-CPM constitutes a contract. All points not covered in this document are subject only to the decision of PMI-CPM.

In accordance with the rules and regulations governing the exhibits for the 2008 PMI-CPM Annual International Conference, to be held May 9, 2008, the undersigned makes application for exhibit space.

\_\_\_\_ 8' x 10' Booth - \$1,500.00  
(includes two registrations)

Booth selection is on a "first come – first served" basis, determined by date of contract acceptance by PMI- CPM. Use enclosed exhibit area layout to select booth preference.

Preference 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_ 4<sup>th</sup> \_\_\_\_\_

Completion of the following and acceptance by PMI-CPM constitutes a binding contract:

FIRM: \_\_\_\_\_

SHOW COORDINATOR: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

NAMES OF REPRESENTATIVES ATTENDING EXHIBIT (AS THEY SHOULD APPEAR ON NAME BADGES)  
(Please enclose completed registration form for each person)

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

On-site person in charge of exhibit \_\_\_\_\_

Booth sign should read (one line): \_\_\_\_\_

**IMPORTANT - PLEASE E-MAIL TO EXECADMIN@PMI-CPM.ORG A BRIEF DESCRIPTION (UP TO 75 WORDS) ABOUT THE FIRM, PRODUCTS OR SERVICES TO BE PRINTED IN THE PROGRAM. Also, include a copy with your contract. Specifics should include your Web Address and Contact Person. Must be received by **March 14, 2008** to be included in program.**

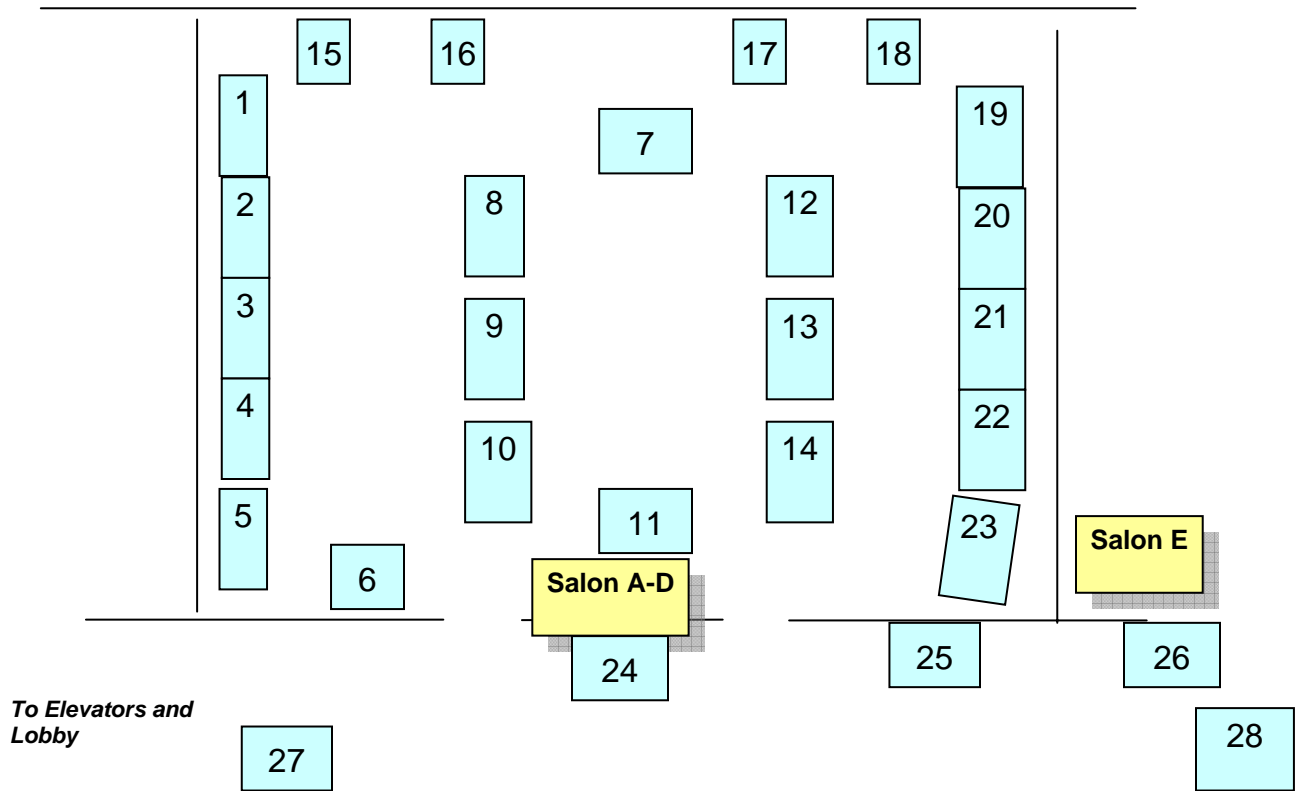
Authorized Signature \_\_\_\_\_  
(Signature binds company for exhibit fee based on booth size, when accepted by CPM)

Printed Name: \_\_\_\_\_ Title \_\_\_\_\_

Return to: CPM Credit Card # \_\_\_\_\_  
Expiration Date \_\_\_\_\_  
Attn: Gaile Argiro \_\_\_\_\_ Visa \_\_\_\_\_  
101 South Whiting Street, Suite 320 \_\_\_\_\_ MasterCard \_\_\_\_\_  
Alexandria, Virginia 22304 \_\_\_\_\_ Discover \_\_\_\_\_  
Telephone 370-7885; Fax 703 370-1757 \_\_\_\_\_ American Express \_\_\_\_\_

PMI College of Performance Management  
24<sup>th</sup> Annual International Conference

Vendor Exhibit Area





# Hilton

## Clearwater Beach Resort

PMI College of Performance Management

May 14 & 15, 2008

### Exhibitor Telephone/Internet/Shipping Order Form

The resort will handle all requests for equipment such as telephone lines or electric services. For your convenience, the following form should be used to secure these arrangements. Please return this form via fax 727-461-1768.

#### PHONE LINES

<u>Quantity</u>	<u>Type of Line</u>	<u>Price</u>	
_____	Dial 9 Analog Phone Line	\$95.00	x 2 days =\$_____
_____	Dedicated Analog Phone Line	\$150.00	x 2 days =\$_____

#### ELECTRICAL SERVICE (Approximately 120V A.C. 60 Cycle)

<u>Quantity#</u>	<u>Watts/AMPS</u>	<u>Price</u>	
_____	up to 500 Watts (5 AMPS)	\$50.00	x 2 days =\$_____
_____	500-1000 Watts (10 AMPS)	\$65.00	x 2 days =\$_____
_____	1000-2000 Watts (20 AMPS)	\$85.00	x 2 days =\$_____

#### INTERNET CONNECTION

<u>Quantity</u>		<u>Price</u>	
_____	iBANN Wireless Internet (Per Computer Connection, Per Day Charge)	\$250.00	x 2 days =\$_____

#### AUDIO VISUAL RENTAL

Please indicate items required and a representative for the Audio Visual Department will supply a detailed estimate.

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## SHIPPING

SHIPPING \_\_\_\_\_ Your Initials for Acknowledgment.

Number of Boxes \_\_\_\_\_ Estimated Weight \_\_\_\_\_

Hotel will accept limited freight and boxes not more than 3 days prior to the conference. Boxes will be charged a handling fee of \$4.00 per box up to 25lbs. \$8.00 per box 25lbs –100lbs. Hotel does not accept freight in excess of 100lbs or on pallets unless advance notice is given, fee will be determined. The fee listed does not include return shipping or storage fee for packages arriving early. These charges will be handed on site and charge accordingly as determined by the hotel shipping and receiving manager. Please call 727-461-3222 ext. 182

**Ship to: Hilton Clearwater Beach, 400 Mandalay Ave. Clearwater Beach, FL 33767**

C/O: Receiving Guest Name, PMI-CPM

Sub-Total From Page 1        \$ \_\_\_\_\_

X 7% State Tax                = \_\_\_\_\_

Total Charges                + \$ \_\_\_\_\_

Prices are per day plus 7% state tax. Please return this form via fax 727-461-1768.

Any Question Please Contact Michele Grenz at 727-298-1496

Please supply the information below to complete your order.

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Company Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

Type of Credit Card \_\_\_\_\_

Account Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name on Card, Please Print \_\_\_\_\_

Signature \_\_\_\_\_

Please list onsite contact if different than listed above.

Name \_\_\_\_\_

Phone Number or Cell Number \_\_\_\_\_

Will this person be staying at the Hotel?        Yes                No

Will this person be authorized to change  
or add anything to the above order?        Yes                No