



**Method of Payment**

Your payment, in full, must accompany your registration form. The Pennsylvania State University's federal ID number is 24-6000376.

Credit Card payment can be accepted only with online registration at **[www.asmeconferences.org/USNCTAM2010](http://www.asmeconferences.org/USNCTAM2010)**

Enclosed is a check or money order for the amount indicated, signed and payable to The Pennsylvania State University.

Enclosed is a purchase order (made payable to The Pennsylvania State University) or letter of authorization from my employer or sponsoring organization.

**SEND TO:**

Conferences and Institutes Registration  
The Pennsylvania State University  
Box 108  
State College PA 16804

**AGREEMENT FOR EXHIBITORS**  
**Penn State Conferences and Institutes – U.S. National Congress**  
**on Theoretical and Applied Mechanics (USNCTAM) 2010**

Name of Exhibitor(s): \_\_\_\_\_

Name of Exhibitor(s): \_\_\_\_\_

Name of Exhibitor(s): \_\_\_\_\_

IN CONSIDERATION of participating in an exhibit administered by The Pennsylvania State University, and with the intent to be legally bound,

\_\_\_\_\_ hereby agrees as follows:  
Name(s) of Exhibitor(s)

1. Exhibitor hereby releases, quitclaims and forever discharges The Pennsylvania State University; its officers, agents, and employees from any and all personal property, which Exhibitor places, on or about the premises of The Pennsylvania State University.
2. Exhibitor agrees to identify and hold harmless The Pennsylvania State University, its officers, agents, and employees from and against any and all liabilities, claims, causes of action, damages, loss or expense caused by or arising out of the acts or omission of the Exhibitor.
3. Exhibitor agrees to obtain and maintain during the time Exhibitor participates in exhibit, public liability and property damage insurance in such coverages and in such amounts as are approved by the University, and to name the University as an additional insured under such policies of insurance. Exhibitor shall furnish the University a Certificate of Insurance evidencing such coverage.
4. **Exhibitor agrees that all personal property shall be removed from the premises of The Penn Stater Conference Center Hotel by 3:00 p.m., Friday, July 2, 2010.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Firm

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
E-mail address

**Return this form with the “Exhibitor Registration Form” – paper registration.**  
**For online registration, fax this form to “Attn: Diane Burkett” at fax number 814-863-5190).**

**POLICY ON EXHIBITS**  
**The Penn Stater Conference Center Hotel**

The following criteria shall apply to exhibits held in conjunction with educational conferences sponsored by the University.

1. All exhibits must have a recognized educational or public service value to the program participants.
2. Approval for space requirements must be obtained from the Director of the Conference Center.
3. Appropriateness of exhibits shall be determined by the Conference Center and the sponsoring department, college, or division of the University.
4. The Conference Center shall be responsible for completion of all arrangements.
5. All out-of-pocket expenses incurred because of the exhibit must be paid by the exhibitor.
6. Exhibitors shall be expected to adhere to time scheduled as determined by the Conference Center, and to general University rules of good conduct.
7. Exhibits for any University-sponsored conference shall not be installed or erected more than twenty-four hours prior to the authorized exhibit time and should not arrive on the campus or the conference site more than forty-eight hours prior to the opening of the exhibit period. Exhibits must be removed from the conference site within twenty-four hours after the end of the exhibit period unless prior arrangements have been made by the exhibitor for later removal.
8. All exhibitors shall conform to any other specific or existing rules and regulations established by other divisions of the University regarding exhibits in specific buildings on a University campus with particular emphasis on the exhibitor's responsibility for damage to University property or facilities. In addition, exhibitors may not post signs or exhibit materials on the walls of the facilities.
9. All exhibitors shall be expected to abide by University regulations regarding traffic, parking, and other matters of public interest.
10. Exhibitors shall be solely and completely responsible for all exhibits and for any personal or public liability caused by, or arising from the exhibitors' act or negligent acts, or omissions. The University assumes no responsibility for loss or damage to exhibits from any cause. The cooperating association, exhibitor, or exhibit management shall indemnify and hold harmless the University for any liability, claims or expenses suffered by the University on account of negligent acts or omissions of exhibitors. The cooperating association, exhibitors, or exhibit management shall obtain and maintain, during the time exhibitor participates in the exhibit, public liability and property damage insurance in such coverage and in such amounts as are approved by the University and to name the University as an additional insured under such policies of insurance. Exhibitor shall furnish the University a Certificate of Insurance evidencing such coverage. The exhibitor shall sign an appropriate agreement incorporating the provisions of this paragraph.

The Penn Stater Conference Center Hotel  
University Park PA 16802

**Read and retain this form for your records.**