

## *UMAA ANNUAL CONVENTION BOOTH CONTRACT – 2009*

1. The *UMMA Convention Bazaar 2009* will be held in the main lobby at the Sheraton Premiere at Tysons Corner (8661 Leesburg Pike) located in Vienna VA (tel: (703) 448-1234). The Bazaar will start from 3:00 PM on Friday - May 22<sup>nd</sup>, 2009 and end at 1:00 PM on Monday – May 25<sup>th</sup>, 2009.
2. The layout of the Booths is as per the sole and absolute discretion of the UMAA Convention Bazaar Management Team. However, the general rule is first come, first served basis in terms of a complete Registration Form, and the deposit payment paid in full. Please also note that any previous balances or fees must be paid in full before any Booth can be rented out.
2. For questions related to the Bazaar and the Sponsorship, you may contact the Bazaar Management Team and Coordinator at Hussein.Syed@gmail.com or RizviHM@gmail.com
3. This signed Contract and approved by the Bazaar Management Team grants you an exclusive, non-transferable permission to use the assigned Booth space at the 7<sup>th</sup> Annual UMAA Convention within the guidelines, rules, regulations and procedures of this Contract. The assigned 10 foot by 10 foot booth space includes an 8 foot draped table, two chairs; drape backdrop and two side small drape dividers. The total price for this package is **\$350.00**. (Please note that after May 15<sup>th</sup>, the price will be increased to \$425.00).
4. Full refunds will be issued for cancellations made by the Exhibitor on or before May 1st, 2009. Only 50 % payment will be refunded for cancellations after May 1<sup>st</sup> till May 20<sup>th</sup>. There will be no refunds after May 20<sup>th</sup>, 2009. All cancellations should be sent in writing to the above email addresses. Please retain proof of cancellation.
5. The Bazaar hours are from 9:00AM until 10:00PM with prayer breaks. Please note that the UMAA Bazaar Management Team has the option of closing the Bazaar to the public during the Prayer Session as deems necessary.
6. Exhibitors with proper identification and badges may enter the Bazaar at 8:30 AM and must vacate the Bazaar at 10:30 PM.
7. Products or services sold or displayed/demonstrated in actual, kind or in printed or audio-visual matter must meet Islamic standards that UMAA wishes to observe. Products or services sold or displayed/demonstrated in actual, kind or in printed or audio-visual matter must also meet legal and lawful standards as per State and Federal Laws. No anti-Shia materials will be tolerated or accepted. The determination of Islamic standards and what is legally acceptable shall be in the sole and absolute discretion of UMAA. UMAA shall have the authority to require the removal of any and all goods, displays, or other materials not meeting this standard. The refusal to remove shall immediately terminate this contract, and the exhibitor shall be immediately removed from the exhibit area and the exhibitor shall not be issued a refund of any fees or cost.
8. No food or beverages can be sold in the Bazaar.

9. All displays must be confined to the booth and cannot obstruct the view or access of surrounding displays. Any demonstrations, discussions, or other activities must be confined to the booth. Audio, video, and multimedia equipment will be monitored by Bazaar personnel to ensure that a comfortable sound level is maintained.

10. Solicitation of any kind by any exhibitor or group (for-profit or non-profit) is expressly prohibited outside of the assigned booth.

11. Exhibitors may not move from an assigned booth to another booth, assume additional booth space, or move booth tables, chairs, drapes or accessories from and between other booths without a properly authorized booth change form. Booths must be setup and dismantled according to the schedule that will be provided. Any exceptions must be requested 30 days prior to the event.

12. Fireworks and any other incendiary devices & helium are expressly prohibited. Fuel tanks or heating appliances such as microwaves, ovens, etc are also prohibited.

13. Any literature (fundraising or otherwise) is restricted to the assigned booth and must be pre-approved in writing by UMAA, in UMAA's sole and absolute discretion. Book selling vendors must complete additional form providing inventory of the literature to be sold at UMAA.

14. UMAA reserves the right to retract the Confirmation Letter and Contract and therefore close any exhibit and eject any exhibitor or exhibitor's staff immediately from the Bazaar and convention center who/which participate(s) in illegal or un-Islamic activities of any kind, is/are involved in any way with disruptive or dangerous activities, violate(s) any of the terms or conditions of this agreement, or do(es) not immediately comply with instructions given by the UMAA bazaar coordinator. Exhibitors and their staff are expected to follow Islamic standards of behavior & ethics when dealing with customers & soliciting business, in UMAA's sole and absolute discretion.

15. Exhibitors and their staff indemnify and hold UMAA and its staff & agencies from and against all costs, damages, judgments or legal expenses which may arise from this agreement, set-up, exhibition, participation or dismantling activities during, before, and after the convention. Exhibitor also assumes all risks of loss, injury, theft or damage of any kind or nature whatsoever to any exhibit or component thereof; including but not limited to goods, merchandise, cash, records, or any other property. Further, exhibitors are expressly bound, at their expense, to repair any damage which they may cause to the bazaar fixtures or the convention center through unauthorized modifications or movement or their exhibit.

16. Exhibitors and their staff indemnify and hold harmless the convention center and their respective agents against any claim or expenses arising out of the use of the exhibition premises. The exhibitor understands that neither UMAA nor the convention center maintain insurance covering the exhibitor's property and it is the sole responsibility of the exhibitor to obtain such insurance.

17. Although UMAA convention attracts a large attendance but we cannot guarantee any sales volume for your products and services. Your sales will depend on several factors such as the quality, pricing, demand, economy, advertising strategy and more.

18. The terms and conditions in any attachment that may be added such as the Bazaar Map and Classification to this contract are part of this contract.

**As an authorized agent of this business or organization, I have read and understood this contract and agree to abide by its terms and conditions.**

PRINTED NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

COMPANY:
FIRST NAME:
LAST NAME:
ADDRESS:

CITY:	STATE:	ZIP CODE:
OFFICE:	HOME:	CELL:
EMAIL ADDRESS:	FAX:	
ADDRESS:		

TYPE OF BUSINESS:				
Clothing	Jewelry	Books & Publications	Non-Profit	Audio-Visual
Finance	Management	Mortgages	Other:	

Comments or Special Requests:

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**-- PLEASE DO NOT MARK BELOW – FOR MANAGEMENT ONLY --**

Approved:		Conditions:		
Deposit	Past Balance	Booth Allotted	Check / Cash	Other

Notes:

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