

2010 Alabama SHRM State Conference Registration Agreement

Complete the information below in order to reserve your space for the conference.

Regular Registration (payment received after 2/1/10):

We desire to participate as the following sponsor <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> 1 st Break <input type="checkbox"/> 2 nd Break <input type="checkbox"/> Keynote <input type="checkbox"/> Name Tags <input type="checkbox"/> Bags (see sponsorship opportunities attachment for details)	<input type="checkbox"/> Platinum <input type="checkbox"/> Silver <input type="checkbox"/> Gold <input type="checkbox"/> Book <input type="checkbox"/> Brochure <input type="checkbox"/> Pre-conference <input type="checkbox"/> Special Track (see sponsorship opportunities attachment for details)
Company Name	Representative Name
Company Mailing Address (street, city, state, and zip code)	Representative Contact Information Phone Number Fax Number Email
Name(s) of representatives that will attend the conference from your organization 1. 2. 3. 4.	Email address(es) of representatives attending the conference from your organization 1. 2. 3. 4.
Do you want information on hotel availability? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you need driving directions? <input type="checkbox"/> Yes <input type="checkbox"/> No

This signed agreement with payment should be returned to SHRM Alabama State Council, Inc., c/o Jamie Yeaman Brown, SPHR, 140 Williamson Way, Millbrook, AL 36054-1603 to reserve your spot no later than April 13, 2010. Also by sending this signed agreement and the respective sponsorship fees you are agreeing to all stipulations listed on the attached (Terms and Conditions).

The SHRM Alabama State Council greatly appreciates your support—thank you.

Jamie Yeaman Brown, SPHR -- Sponsorship Chair
 Work Phone: 334.215.4982
 Home Email: jybspshr03@aol.com
 Work Email: jbrown@mymax.com

 Company Representative (print) _____
 Company Representative (signature)

Date: _____

State Council Use Only:
 Agreement Received: _____
 Registration Fee Received: _____
 Amount: _____

Terms and Conditions
(Please Read Carefully)

Load-in / Load-out

The Sponsor will be allowed two (2) hours the night prior to the event and two hours prior to the event for load-in and two (2) hours after the event for load-out, unless otherwise stated. Additional load-in and load-out times must be arranged with the Conference Center Sales Department, and may result in additional charges.

Drayage

Items shipped to the Conference Center must arrive no earlier than one (1) day prior to the start of the event. The following handling fees will be applied to all items shipped to the Conference Center: box \$3.00 each, display booth \$6.00 each, and crates \$10.00 each. Cahaba Grand does not provide return shipping. The Sponsor is responsible for all shipping arrangements. Items must be return shipped immediately following the end of the event.

Storage

The Sponsor is not permitted to store any items at the Conference Center or on Cahaba Grand property. All boxes, crates and other materials must be removed by the Sponsor from the Conference Center after the event's setup is complete. Any items not removed by the Sponsor after set-up or after the end of the event will be removed and disposed of by Cahaba Grand. The Sponsor agrees to pay any and all additional charges for such removal.

Decorations

No decorations, banners or other similar items are permitted in the Conference Center without express written permission from Cahaba Grand. All such items, when permitted, shall be placed by Cahaba Grand personnel or an approved subcontractor and the Sponsor will be required to pay for such personnel. Helium filled balloons are not allowed to be sold or distributed. Helium filled balloons are allowed only as a display and only if properly secured. The Sponsor will be charged ten dollars (\$10.00) per balloon for removal of any balloon left in the Conference Center after the end of the event.

Additional Clean-up Charges

The charges in the Agreement include reasonable clean-up. If extra or special clean-up is required, the sponsor will be responsible for an additional charge based upon Cahaba Grand 's extra cost and expense. The Sponsor shall be responsible for leaving the Conference Center area, neat, orderly, free of debris or display refuse, and in good condition no later than the activity completion date and time.

Lost and Damaged Items

All equipment , banners, decorations and other items brought into the Conference Center by the Sponsor or by any of the Sponsor's agents, guests, or invitees shall be at the sole risk of the Sponsor. Cahaba Grand and the Alabama SHRM State Conference shall not be responsible for any damage or loss of any personal property. The Sponsor shall be responsible for all damage to Cahaba Grand property caused by the Sponsor, or any of the Sponsor's agents, guests or invitees.

Animals

With the exception of dogs and other animals trained and used to assist the disabled, no animals are allowed in the Conference Center.

No Smoking

The Conference Center and the entire Cahaba Grand campus is a NO SMOKING area.

Payment

Payment is due in full with the registration form. Any payments due for damage to the Conference Center or its property or any other items billed after an event, are due and payable upon receipt of Alabama SHRM State Council' s statement. If payment in full for the amount of the statement is not received within thirty (30) days of the date of the invoice, the entire amount of such payment shall bear interest at 1.5% per month or the maximum rate allowed by law on the unpaid balance. The sponsor shall be responsible for paying all cost of collection, including attorney's fees and court costs, for payments not paid within thirty (30) days of the statement date.

Acceptance

This Agreement shall be deemed accepted only after it has been signed by a representative of the Sponsor.

Sponsor

Name: _____

Title: _____

Signature

Date