

Islamic Circle of North America

BOOTH RESERVATION CONTRACT

17th ICNA Southern Convention 2011

Dec 24th – Dec 26th

Hilton Atlanta Airport Hotel

1031 Virginia Avenue, Atlanta, GA 30354

1). Completed application with FULL payment must be received by email to vendors@icnaga.org, or mail to **ICNA, PO Box 1085, Lilburn GA 30048**, or FAX at **(815) 425-4635**. **2).** Unsigned, uncompleted or without full payment, applications will not be considered at all. **3).** After the Bazaar/Vendor application is reviewed and accepted by ICNA, vendor will be issued a confirmation email in conjunction with and subject to the terms of this contract. If this Contract is rejected and no confirmation is issued, the Vendor shall receive a refund within 30 days if fees have been charged or deposited. **4).** **Full refunds will be issued for cancellations made by exhibitor prior to Dec 14th, from Dec 14th – Dec 20th only a 50% refund will be issued. No refunds will be issued after Dec 20th and for those who violate terms of this agreement.** **5).** All vendors will have complimentary entry to the Convention, but they need to make their own hotel reservations. **6).** All exhibitors can setup their booths by Saturday (Dec 24) morning and should be dismantled by Monday (Dec 26) afternoon. **7).** All exhibitors are required to clean and remove the trash from their booth space, before leaving the convention. **8).** Exhibitor must help maintaining the Islamic Environment throughout the Convention, and respect five times prayer (AZAN & JAMAAT). **9).** Vendors must keep the Cassette / CD / Computer volume low during the sessions. **10).** **All exhibitions will be completely Closed during the Main Session on Saturday night – No Exceptions.** **11).** Vendors must follow all the Hotel Rules & Regulations – and – the rules established by ICNA Bazaar Committee. **12).** Exhibitors will not move from an assigned booth to another booth, assume additional booth space, or move booth tables and chairs from and between other booths without proper authorization. **13).** Exhibitors will not move the table towards the walk way, and must help to keep the walk way comfortably open all the time. **14).** ICNA reserves the right to retract the Confirmation Email and Contract and therefore close any exhibit and eject any exhibitor or exhibitor's staff immediately from the Bazaar and convention area 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 ICNA bazaar coordinator. **15).** Exhibitors and their staff indemnify and hold harmless the Islamic Circle of North America and its staff, volunteers & agency's from and against all cost, 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 that they may cause to the bazaar fixtures or the Hilton Atlanta Airport Hotel property through unauthorized modifications or movements or their exhibit. **16).** Exhibitors and their staff indemnify and hold harmless the Hilton Atlanta Airport Hotel and their respective agents against any claim or expenses arising out of the use of the exhibition premises. The exhibitor understands that neither ICNA nor the Hilton Atlanta Airport Hotel maintain insurance covering the exhibitor's property and it is the sole responsibility of the exhibitor to obtain such insurance. **17).** The terms and conditions in any attachment, like bazaar map, to this contract are part of this contract.

As an authorized agent of this business or organization, I have read and under-stood this contract and agree to abide by its terms and conditions. I also authorize ICNA to charge my Credit Card (as provided on the attached booth reservation form) for the said amount.

Name of Business (in Capital): _____

Authorized Signature: _____ Date: _____