

International Association of Sufism
presents
The 17th Annual Sufism Symposium
June 25-27, 2010
Embassy Suites Hotel
101 McInnis Parkway, San Rafael, CA 94903
(415) 499-9222

Dear Exhibitor:

The IAS would like to invite you to the premiere Sufi event of the year: SUFISM SYMPOSIUM 2010. SUFISM SYMPOSIUM 2010 holds a great opportunity for publishers, retailers, artists and crafters.

This will be an excellent showcase for goods and services related to spirituality, arts and well-being.

The following items are enclosed:

1. **Exhibit Regulations:** The form which our Exhibit Facilities have provided for Safety and Legal guidelines.
2. **Exhibit Contract:** This defines the conditions for attending Sufism Symposium as a exhibit vendor.
3. **Ad Rates:** This form has prices for the event program and promotional brochure.
4. **Symposium Map:** A floor map of the event that shows where the tables are located in the Exhibit area.
5. **Display Contract*:** This form defines the contract between the I.A.S. and Display party for setting up and attending a promotional table at the event. The option to display is offered as a service to vendors throughout the country and internationally who may wish to exhibit but cannot travel to San Rafael, California. IAS will display samples of your products and distribute catalogs, free samples, coupons, etc. and collect orders on your behalf if you cannot attend personally. This service allows those who cannot attend a presence in one of the few opportunities of its kind to promote. * not enclosed, if you would like to Display, give us a call so we can mail you a "Display Contract"

Symposium Committee
Exhibition

FOR MORE INFORMATION OR ANY QUESTION,
PLEASE CALL OR EMAIL
Mailing Address: 110 F Carlos Dr., San Rafael, CA 94903
Tel: 1-415-472-6959
E-Mail: pwp@iphoenixgroup.com
www.sufismsymposium.org

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Exhibit Regulations

EXHIBIT REGULATIONS: The IAS Symposium Committee has developed the following regulations to protect the rights of all exhibitors and attendees. The rules require the cooperation of all exhibitors in maintaining due regard to other exhibitors and to attendees. Specifically:

- a. All displays of products/materials must be confined to the table and cannot obstruct the view of the surrounding displays
- b. All demonstrations, discussions, or other activities such as distribution of descriptive literature of any kind must be confined to the exhibitor's table.
- c. Exhibitors wishing to use equipment such as slide projectors, audio tape players or video monitors must have prior approval. This approval must be sought in writing at least 30 days in advance of the Symposium. All correspondence should be addressed to the IAS-Exhibit/Displays Department.

▲ The International Association of Sufism (IAS) reserves the right to prohibit any display, or any part of a display, which in its opinion is not suitable or in keeping with the exhibit area (including burning incense or candles).

▲ The receipt by IAS of your signed contract accompanied by payment in full will constitute an application for the right to use space at the Sufism Symposium. Application must be on the official form. In the event of fire, strikes, or other uncontrollable circumstances, IAS shall have no liability or obligation to make any refund; however, the Symposium Committee will make every effort to refund any portion of the exhibit fees not expended or committed.

SPACE RENTAL: Exhibit space rental fee includes the use of space; one draped and skirted table(**8'L x 30" W**); two exhibitor badges. Only representatives registered as exhibitors should be allowed to work in the exhibit booth.

SET-UP AND DISMANTLING OF EXHIBITS: Exhibitors agree to set up their booths by 9.00 a.m. Saturday, June 26, 2010. Exhibitors may begin dismantling or packing materials after 7.00 p.m. on Sunday, June 27. All exhibits must be dismantled and removed by 9.00 pm, Sunday June 27-2010.

PROTECTION OF HOTEL PROPERTY: Nothing shall be pasted, tacked, taped, nailed or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Exhibitors violating this regulation are expressly bound, at their expense, to repair any such damage which they may cause.

LIABILITY: The exhibitor agrees to assume 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 any goods, merchandise, chattels, papers and business records or other property which may be in or come into exhibitor's possession during the course of the Symposium, or in the course of assembling or disassembling the exhibit, and to assume all liability for damage to property, person or persons arising from accidental or other causes incidental to movement and operation of the exhibit, and hereby releases IAS, its contractors, its agents and staff and the hotel from any liability whatsoever.

PHOTOGRAPHS: No photographs of exhibit spaces, merchandise, or any Symposium event or activity shall be taken without the prior written consent of IAS.

If you wish to send your exhibit package(s) to the Hotel ahead of time, please call Hotel Conference Manager for arrangements. Make sure the amount for any payment for receiving the packages, including any tip for employees involved in delivering them to your table, has been agreed upon and planned for in advance between you and the Hotel management. IAS will not pay any delivery charges or tips for exhibitors.

Send to:
Sufism Symposium
110 Carlos Dr. Ste # F
San Rafael, CA 94903
Attention: 17th Annual Exhibit
Tel:415-472-6959
Fax:415-472-6221

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EXHIBIT **CONTRACT FOR, PLEASE MARK ONE:** **DISPLAY**

APPLICATION & CONTRACT FOR EXHIBIT SPACE

ORGANIZATION _____

ADDRESS _____

CITY _____

STATE _____ ZIP _____

CONTACT _____

TITLE _____

PHONE _____ E-MAIL _____

IAS USE ONLY
date received _____

TABLE #

BADGE #

STAFF #

PACKAGE #

Exhibit Space Rentals:

Please refer to the enclosed Exhibit Regulations form for all conditions and regulations regarding rental of Exhibit space. All conditions and regulations of Exhibit Regulations form are binding on this contract.

TERMS & CONDITIONS OF SUFISM SYMPOSIUM EXHIBITION/DISPLAY CONTRACT:

Exhibit tables are available for the sole purpose of promotion. The following promotional categories are acceptable:

1) Publications related to Sufism, Islam, Religion/Spirituality. 2) promotional material related to Sufism, Islam, Religion/Spirituality. 3) Arts & Crafts related to Sufism, Islam, Religion/Spirituality.

All other items may require pre-event approval by an IAS representative.

Exhibit Rate Schedule: before May 10, 2010 ; \$ 300 / per Table (After May 10, 2010 \$350.00)

Full payment is required with your Exhibit/Display Contract. Reservations are based on first come, first served.

All conditions in Exhibit Map form, Exhibitor's contract and Symposium Regulations are applicable.

Please read entire contract, fill in the boxes below, sign and return with payment before

May 10, for discount. Final deadline June 1, 2010.

As an acting representative of the above named organization, the following are requested:

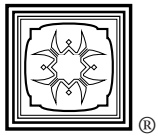
Exhibit Table : _____ 1st choice _____ 2nd choice

Electrical Outlets Needed _____ yes _____ no

Signature: _____ Date: _____

PLEASE NOTE: A CALIFORNIA STATE BOARD OF EQUALIZATION RESELLER'S PERMIT is required to complete your Exhibit Contract. Please attach a copy of your State ID or temporary permit with the Exhibitor Contract. A temporary Reseller's Permit may be obtained by contacting the California State Board of Equalization.

Participants agree to indemnify and hold harmless from and against all costs, damages, judgements or legal expenses (including attorney's fees and court costs) arising from any claims or against the IAS as a result of any failure or omission of Organization to pay or satisfy any obligations to any third party providing accommodations or services of any nature to the Symposium or comply with any requirements of any Federal, State or local agency. Participants have received, read and agreed with the "Sufism Symposium Exhibit Regulations" as well.



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The International Association of Sufism will schedule a promotional pre-Symposium campaign in May, 2010. In this campaign, a large volume (5000+) of readers of spiritual literature will receive Symposium programs and an informative brochure. The same brochure will also be distributed to the attendees and participants at the Sufism Symposium. If you would like to advertise in this brochure, *reserve your ad space as soon as possible and send your artwork by April 10, 2010.*

This deadline is firm. You may send film, negative, emulsion down, 133 lines OR paper positive high density (1200 or 2400 dpi). **Call for questions 415-472-6959**

Symposium Program/Brochure Ad Rate

size	dimensions	price
full page	8" wide x 10 1/2" high	\$350.00
1/2 page	4 1/4" wide x 5 1/4" high	\$200.00
1/3 page	2 5/8" wide x 10 1/2" high	\$150.00
1/4 page	2 5/8" wide x 5 1/4" high	\$100.00
Biz card size	2" wide x 3 1/2" high	\$60.00

Pricing assumes camera-ready art provided • add \$50 if you would like us to typeset and format your ad.

INTERNATIONAL ASSOCIATION OF SUFISM

110 Carlos Drive, San Rafael, CA 94903

415-472-6959 • fax 415-472-6221

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Exhibit Rate Schedule

Table Rates:

\$300 per table for 2 days (Saturday, Sunday)* before May 10, 2010

\$350 after May 10, 2010

*Reservation for exhibit and display tables must be received before **June 1, 2010**

Space is limited so please make your reservation as soon as possible, **reservations are based on first come, first served.**

If the table you are requesting has already been reserved, we will contact you immediately for another selection.

Full payment is required with your Exhibit/Display Contract.

Floor map is enclosed

**Sufism Symposium 2010
Conference and Exhibit Area**

Embassy Suites, San Rafael CA

Table Size: 30' x 8'

X = wall outlet

