



**1** \_\_\_\_\_

**MAILING ADDRESS**

Company Name: \_\_\_\_\_  
Street/PO Box: \_\_\_\_\_  
City: \_\_\_\_\_ State/Province: \_\_\_\_\_  
Zip/Postal Code \_\_\_\_\_ Country: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Website: \_\_\_\_\_  
Marketing Director: \_\_\_\_\_  
Person in Charge of Exhibit: \_\_\_\_\_

**What do you plan to exhibit?**

*(Please list your product or service)* \_\_\_\_\_

**BILLING ADDRESS (if different from above)**

**Must Provide to Ensure Accurate Billing**

Company Name: \_\_\_\_\_  
Street/PO Box: \_\_\_\_\_  
City \_\_\_\_\_ State/Province \_\_\_\_\_  
Country \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

**2** \_\_\_\_\_

**DEPOSIT**

A deposit equaling 50% of the total cost of exhibit space must accompany this application. The balance must be paid by February 1, 2009. Applications received on or after February 1, 2009 must be accompanied by full payment.

**DBC CANCELLATION POLICY**

Diversified Business Communications (DBC) must receive all cancellations in writing. Written notice of cancellation may be provided by mail, fax or e-mail to Diversified Business Communications, PO Box 7437, 121 Free Street, Portland, ME 04112-7437. Cancellations received by DBC on or before February 1, 2009 shall be subject to a cancellation fee equal to 50% of the total cost of cancelled space. Cancellations received by DBC after February 1, 2009 are subject to a cancellation fee equal to 100% of the total cost of cancelled space. If space is reduced, the net reduction will be treated as a cancellation of that space. The Exhibitor acknowledges and agrees that DBC shall be entitled to retain the payments described above with respect to any cancellation by the Exhibitor. All outstanding cancellation fees are payable immediately upon cancellation.

**3** \_\_\_\_\_

**PAYMENT TERMS**

- 1.) 50% deposit due with contract
  - 2.) 50% due on or before February 1, 2009
- Check or Money Order:** *DRAWN on a USA Bank and in US DOLLARS ONLY*  
*Made payable to All Things Organic*  
P.O. Box 3421 ~ Boston, MA USA 02241-3421  
**Fax signed contract to Lisa Murray at 207-842-5503**
- Wire Transfer:** Bank of America - 100 Federal St. Boston, MA 02110 USA  
Swift: BOFAUS3N  
ABA#: 026009593  
Acct #: 000055160762  
Beneficiary: Diversified Business Communications  
Ref Code: ATO2009

**REMITTANCE CHECKLIST**

- Fax signed contract to Lisa Murray at 207-842-5503
- Mail Booth Deposit to address above
- Completed & signed contract (retain copy for your records)

**4** \_\_\_\_\_

**OTA MEMBER:**

\$30.00/sf x \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_  
Total Square Feet TOTAL COST \$ \_\_\_\_\_

**CORNER FEE FOR OTA MEMBERS:**

\$150.00/per corner x = \_\_\_\_\_  
Total Corners TOTAL COST \$ \_\_\_\_\_

**NON-OTA MEMBER:**

\$35.00/sf x \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_  
Total Square Feet TOTAL COST \$ \_\_\_\_\_

**CORNER FEE FOR NON-OTA MEMBERS:**

\$172.50/per corner x = \_\_\_\_\_  
Total Corners TOTAL COST \$ \_\_\_\_\_

**5** \_\_\_\_\_

**BOOTH PREFERENCES**

Please list your booth number selection(s) in order of preference.

1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>

Space Dimensions \_\_\_\_\_

Booth Total..... = Total \$ \_\_\_\_\_

Payment Sent..... = Total (\$ \_\_\_\_\_)

OTA Member
# _____

**6** \_\_\_\_\_

It is the responsibility of each exhibiting company to ensure that all products displayed at All Things Organic<sup>TM</sup> are in compliance with appropriate organic regulations where the product will be sold. An example of an applicable regulation includes the USDA National Organic Program. Products exhibited must fall into one of the following categories: certified organic products; products containing certified organic ingredients; distribution or promotion of certified organic products; products, services, technology and equipment supporting organic agriculture and trade; products and services allowed for use in certified organic production. Ingredients or products intended for use in organic farming or processing and products such as farming supplies and processing aids, must be compliant with applicable organic regulations. Personal care products, pet products, dietary supplements, textiles, cleaning products and other products that are not regulated by the USDA and/or the Canadian national organic standards must only claim they include specified certified organic ingredients or components, unless the product meets specified organic certification standards. All companies should have appropriate certification information available at the show. Products and or companies that do not meet these requirements will be removed from the show.

Initials \_\_\_\_\_ Date \_\_\_\_\_ Certification agency \_\_\_\_\_

**7** \_\_\_\_\_

**AUTHORIZATION**

We agree to abide by all Conditions, Rules and Regulations Governing the All Things Organic included with this application. We understand that acceptance of this application by show management constitutes a legal and binding contract.

Contract must be signed & sent with deposit to secure booth.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_