

SHARE Pittsburgh
August 4-9, 2019
David L. Lawrence Convention Center
Pittsburgh, PA

LEAD RETRIEVAL SERVICES ORDER FORM

[Click here to access the lead retrieval online ordering form.](#)

Reminder: The deadline to receive the discounted price is **Friday, July 19.**

Questions: Please call 312-321-6812 or email itevents@smithbucklin.com.

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Exhibitor Hosted Event Form

Available non-conflicting dates and times for Exhibitor hosted events:

- Sunday, August 4, after 9:00 p.m.
- Monday, August 5, after 7:30 p.m.
- Tuesday, August 6, after 7:30 p.m.
- Wednesday, August 7, after 5:30 p.m.
- Thursday, August 8, after 7:00 p.m.

Purpose: _____ Room Set-Up: _____
(Breakfast, reception, sales meeting, etc.) (Lounge, conference, theater style, banquet, etc.)

Expected Total Attendance: _____ Location: _____

Audience:

- Company Personnel Only
- SHARE Attendees

Primary Contact Name: _____ Company: _____

Address: _____

City/State/Zip: _____

Phone:(_____) _____ Ext. _____ Fax:(_____) _____

Signature: _____

Please return the completed request form to SHARE HQ for approval. Meeting room/function space must be contracted by the interested party and will be subject to approval by SHARE. SHARE will not assign or contract any space on behalf of the interested company. By signing of this document, the applicant agrees to terms as stated in the SHARE Exhibitor-Hosted Events Rules and Regulations. A copy of the signed Rules and Regulations is required.

SHARE Headquarters will notify you in writing if your hosted event has been approved. After receiving notification, please communicate directly with the facility for event requirements (Audio/Visual, catering, Internet).

Return Completed Form To:

SHARE
 Attn: Katie Isdonas
 E-MAIL: SHAREShowMgmt@share.org

NOTE:
 Date and time of hosted event must be approved by SHARE.

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General Outline:

The purpose of any Exhibitor Hosted Event (meetings, hospitality suites, etc.) at SHARE will be to provide a casual forum outside the Exhibit Hall where current exhibitors can meet face to face with clients and customers for entertainment purposes. Rooms or parlors in the participating hotels or convention centers for SHARE will be released to the exhibitor only upon SHARE approval. Qualified exhibitors must fill out the “Exhibitor Hosted Event” form and sign these Rules and Regulations in order to be approved.

SHARE will promote any applicable exhibitor hosted events in the on-site *SHAREnews Daily* blog.

All other promotion of an exhibitor’s event must take place from within assigned booth space at the SHARE Technology Exchange Expo or through a contracted sponsorship opportunity (pre-show mailing, registration bag insert, etc).

Guidelines:

No events may take place without prior written approval by SHARE.

- Exhibitors are to conduct events in a manner that is consistent with the professional and educational nature of SHARE. In addition, all applicable rules in the Technology Exchange Rules and Regulations are in effect for Exhibitor Hosted Events.
- Exhibitors must go through SHARE Show Management to gain approval for the reservation of a hosted event. Meeting room/function space must be contracted by the interested party and will be subject to approval by SHARE. SHARE will not assign or contract any space on behalf of the interested company.
- Attendance at all events is subject to capacity and design limitations set forth by the facilities fire and health code regulations.
- Hosted events are to take place only in the assigned room or parlor. Hospitality in the adjacent foyer or hallway is not permitted unless approved in advance by SHARE Show Management.
- Exhibitors are responsible for individual ASCAP/BMI music licensing fees if applicable. Music played and/or performed, whether recorded or live, will not be covered under SHARE’s ASCAP/BMI music licensing agreements.
- All associated costs, including food and beverage, audio/visual, special signs, moving of furniture, etc. will be the responsibility of the Exhibitor and not SHARE. **NO CHARGES IN CONNECTION WITH THE ABOVE FUNCTION(S) ARE TO BE BILLED TO SHARE.**
- Exhibitors, their agents or guests shall not injure or deface the walls or floors of the reception room or public space in the hotel. When such damage occurs, the responsible exhibitor will be liable for payment for such damage. SHARE shall not be liable for loss or injury.
- The Admission of minors to any event areas where alcohol is served is strictly prohibited.
- Non-exhibiting companies are prohibited from hosting an event.
- The company named above will be responsible for all charges
- SHARE shall have the final right to approve or deny all event requests.
- Neither SHARE, its employees, nor the conference facility, nor its representatives and employees, nor any member of the SHARE Board of Directors, will be responsible for any injury, loss of damage that may occur to the exhibitor event host, or the exhibitor event host’s employees, guests or property from any cause prior to, during or subsequent to the period covered by the Exhibitor Hosted Event form. The Exhibitor signing this contract expressly releases all of the aforesaid from and agrees to indemnify and hold harmless them and each of them against any and all claims for such loss, damage or injury.

Signature: _____

Company Name: _____

Date: _____

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