



**NOTIFICATION OF INTENT TO USE NON-REGISTERED STAFF  
OR AGENTS OF EXHIBITING ORGANIZATION  
FOR BOOTH SET-UP/DISMANTLE  
DUE DATE: MAY 9, 2025**

A registered exhibiting organization (“Exhibitor”) may use a staff representative or agent **of the organization** to assist with set up and dismantling of the booth (“Participant”); however, if that Participant is not a registered IPW delegate, the Exhibitor key contact (“Exhibitor Key Contact”) must provide advance notice of that Participant’s contact information to U.S. Travel Association for pre-approval by using this form.

**ACCESS WILL BE LIMITED TO EXHIBITOR MOVE-IN/MOVE-OUT TIMES ONLY.** Please indicate the date and time(s) this person is pre-approved to setup/dismantle. The Participant only has access to the hall during the times indicated below and must exit the hall during show hours.

- \_\_\_\_\_ Saturday, June 14 | 8:00 a.m.–5:00 p.m.
- \_\_\_\_\_ Sunday, June 15 | 8:00 a.m.–5:00 p.m.
- \_\_\_\_\_ Monday, June 16 | 7:30–8:30 a.m.
- \_\_\_\_\_ Tuesday, June 17 | 7:30–8:30 a.m.
- \_\_\_\_\_ Wednesday, June 18 | 7:30–8:30 a.m.
- \_\_\_\_\_ Monday, June 16 | 5:15–6:15 p.m.
- \_\_\_\_\_ Tuesday, June 17 | 5:15–6:15 p.m.
- \_\_\_\_\_ Wednesday, June 18 | 5:00–6:30 p.m.

**BOOTH INFORMATION**

Organization Name (Booth Name) Booth Number(s)

**KEY CONTACT INFORMATION**

Key Contact Name Key Contact Email

**NON-REGISTERED STAFF / AGENT OF EXHIBITING ORGANIZATION**

Non-registered Representative’s Name Representative’s Email

**Liability agreement and communicable disease waiver appear on page 2.  
Signatures are required.**

## ASSUMPTION OF RISK AND RELEASE OF LIABILITY AGREEMENT

THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS. IF YOU HAVE ANY QUESTIONS ABOUT THIS DOCUMENT, PLEASE CONTACT AN ATTORNEY.

### PURPOSE

I, \_\_\_\_\_, ("Participant") at the request of \_\_\_\_\_ ("Exhibitor Key Contact"), shall assist in Exhibitor's booth production and preparation at the U.S. Travel Association's IPW 2025, located at the McCormick Place Convention Center, 2301 S Martin Luther King Dr, Chicago, IL 60616 ("IPW 2025"), on \_\_\_\_\_ (date) from \_\_\_\_ a.m./p.m. to \_\_\_\_ a.m./p.m. I understand that my admittance to IPW 2025 is strictly limited to this stated purpose for the time frame stated above.

#### 1. ACCEPTANCE OF RISK

I acknowledge that the booth production and preparation involves some level of risk. I agree to accept any and all risks of injury, illness, or death.

#### 2. RELEASE

In exchange for being permitted to participate in the booth production and preparation activities described in the above stated Purpose, I agree that I, my heirs, personal representatives, and assigns, will not make a claim against U.S. Travel Association or its directors, officers, agents, employees, volunteers, suppliers, contractors, subcontractors, or attorneys (the "Released Parties") for injuries, illnesses or damages resulting from the negligent or intentional acts or omissions of the Released Parties. I release the Released Parties from all actions, claims, or demands that I, my heirs, personal representatives, or assigns now have or may have in the future for injuries, damages or death resulting from my admittance and participation at the IPW 2025.

#### 3. INDEMNITY

I agree to indemnify and hold harmless the Released Parties from any and all loss, liability, claims, damages, costs and expenses (including attorneys' fees) resulting from or relating to, in whole or in part, my admittance to IPW 2025.

#### 4. COMPREHENSION AND APPRECIATION

I have carefully read this Assumption of Risk and Release of Liability Agreement and I fully understand its contents. I am aware that this is a legal contract between U.S. Travel Association and myself and that it affects my legal rights. I also understand that by releasing U.S. Travel Association from liability, I am giving up certain rights that I would otherwise retain. I acknowledge that I have had the opportunity to review this document and to seek legal advice if I have any questions.

#### 5. INTENT OF AGREEMENT

I expressly agree that this Agreement is intended to be as broad and inclusive as permitted by the laws of Illinois and that this Agreement shall be governed by and interpreted in accordance with the laws of Illinois.

#### 6. ENTIRE AGREEMENT

This Agreement embodies the entire agreement and understanding between U.S. Travel Association and me. This agreement may not be changed, waived, discharged, or terminated unless agreed to in writing by U.S. Travel Association and me.

#### 7. SEVERABILITY

I agree that in the event that any clause, sentence, or provision of this Agreement shall be held to be invalid by any court of competent jurisdiction, the validity of that clause or provision shall not otherwise affect the remaining provisions of this Agreement, which shall continue to be enforceable.

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

Exhibitor Key Contact Name (Print): \_\_\_\_\_

Exhibitor Key Contact Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE RETURN YOUR COMPLETED FORM BY MAY 9, 2025, TO  
CAYLIE COOK AT [IPWEAC@USTRAVEL.ORG](mailto:IPWEAC@USTRAVEL.ORG)**