

IFCEE 2015

Exhibit Space Application



This application is for exhibit space at **IFCEE 2015** in San Antonio, Texas, which will become a binding contract if the potential exhibitor satisfies exhibitor requirements and if the application is accepted by Show Management. The undersigned company (the "Exhibitor") does hereby make application to participate as an Exhibitor at **IFCEE 2015** to be held at the JW Marriott San Antonio Hill Country Resort and Spa, March 17-21, 2015. We request Show Management to reserve exhibit space for our use at the Exhibition. We understand that specific booths will be assigned, to the extent available, based on a first-come, first-served basis.

Exhibiting Company: _____

Mailing Address: _____

City: _____ State: _____ Zip/Postal Code _____ Country: _____

Phone: _____ Fax: _____ Website: _____
(include Country Code)

Primary Contact: _____ Title: _____

Office Phone: _____ Cell Phone: _____ Email: _____
(include Country Code)

Marketing Contact: _____ Title: _____

Office Phone: _____ Cell Phone: _____ Email: _____

Please check appropriate box:

- ADSC Member DFI Member Geo-Institute of ASCE Member PDCA Member
 Non-Member (If you are not a member of the associations listed above use non-member rate)

ASSIGNMENT INFORMATION

<u>INDOOR SPACE</u>	<u>10'X10'</u>	<u>OUTDOOR SPACE</u>	<u>20'X 20'</u>	<u>OUTDOOR SPACE</u>	<u>28'X30'</u>
Member:	\$ 2,395	Member:	\$ 4,395	Member:	\$ 8,395
Non-Member:	\$ 2,995	Non-Member:	\$ 4,995	Non-Member:	\$ 9,595

Note:
Indoor 10'x10' receives one (1) full conference registration (a \$825 value).
Outdoor 20'x20' & 28'x30' receive two (2) full conference registrations (a \$1650 value).
(Additional 4-Day Exhibit Personnel passes will be available in October 2014 for \$400 each)

Preferred Booth Locations:

- Indoor 10'x 10' Exhibit Space Quantity: _____
 Outdoor 20'x 20' Exhibit Space Quantity: _____
 Outdoor 28'x 30' Exhibit Space Quantity: _____

Preferred Booth Space Number: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ (in order of preference)

In the assignment of exhibit space, we will try our best to separate competitors. Please list four companies which you do not wish to be adjacent. We will advise you of possible options.

1. _____ 2. _____
3. _____ 4. _____

CANCELLATION POLICY:

Cancellations will be accepted only in accordance with the schedule listed below. Failure to make full deposit for exhibit space at least 120 days prior to the event start date will subject the exhibitor to possible cancellation of the Contract by Show Management, including a forfeiture of the deposit made, as well as any outstanding balance due. If booth space is not occupied by 4:00 pm on the day before the event start date, Show Management shall have the right to use the space, as deemed necessary. Reletting by Show Management of an Exhibitor's "canceled" space shall not excuse the Exhibitor from assessment.

On or before August 4, 2014	75% of Deposit Rate
August 5-October 6, 2014	50% of Deposit Rate
October 7-November 3, 2014	25% of Deposit Rate
On or after November 4, 2014	No Refunds

EXHIBIT HOURS & SPACE ALLOCATIONS:

Exhibit hours are subject to change by Show Management and will be published in the preliminary program.

SPACE ALLOCATIONS: The exhibit space diagram shows the floor arrangement of space. Dimensions and location of each booth are believed to be accurate but only warranted to be approximate.

PAYMENT:

50% of booth space is required with this registration. You will be sent a confirmation of your booth space upon receipt. An invoice will be sent October 1, 2014 for the final payment, due November 3, 2014.

Wire Transfers may be used by Non-US exhibitors and a banking fee of \$40.00 must be added to the transfer amount. Please contact the ADSC office for instructions (469-359-6000).

Note: If needed, you may purchase additional Full Conference Registrations. This information will be available in October 2014, including information that will be sent to you in regards to the host hotel.

PLEASE REMIT ALL PAYMENTS TO:

IFCEE 2015
8445 Freeport Parkway, Suite 325
Irving, TX 75063

IF PAYMENT IS NOT RECEIVED IN FULL BY NOVEMBER 3, 2014, YOUR EXHIBIT SPACE WILL BE RELEASED FOR SALE AND NO REFUNDS WILL BE GRANTED.

Enclosed Check # _____ in the amount of US \$ _____

Make checks payable to IFCEE 2015. Payment must be in US dollars. For prompt processing, please include booth registration in the memo section of the check.

Charge \$ _____ to the following Credit Card:

Please indicate one of the following: American Express MasterCard Visa

Credit Card No.: _____ Exp.: _____ ID#: _____

Name on Card: _____

Address on Card: _____ City: _____ State: _____ Zip: _____

Signature: _____

Please complete form and fax to the ADSC at 469.359.6007 or email to jhall@adsc-iafd.com

PROVISIONS:

A. The individual signing this agreement warrants that he/she has the authority to bind contractually the organization applying for exhibit space. The individual signing this agreement also warrants that the product sought to be exhibited qualifies for the exhibition. If Show Management later determines that such product in fact does not qualify for the exhibition, Show Management can cancel the space and contract without refunds.

B. Show Management shall not be responsible for any loss business, loss of profits, injury, damage or expense, of whatever nature that the Exhibitor may suffer due to event cancellation as a result of conditions that render the event impracticable. Causes of impracticability include, but without limitation, casualty, explosion, fire, lightning, utility interruption, flood, weather, epidemic, hurricane, tornado, earthquake or other acts of God, or any law, ordinance, rule or regulation, acts of public enemies, strikes, riots, or civil disturbances.

C. The Exhibitor hereby agrees to defend, indemnify, and hold harmless ADSC, DFI, G-I of ASCE and PDCA and their agents and employees with respects to any claims, suits, damages, liabilities, losses, expenses, and costs (including reasonable attorney fees) which Show Management and its agents or employees may suffer or be subject to, and which are in any way connected with the Agreement or the presence by the Exhibitor or Exhibitor's personnel at the Exhibition; provided, however, that the Exhibitor's duty to indemnify and hold harmless shall not extend to such claims, suits, damages, liabilities, losses, expenses, and costs (including any of the foregoing resulting from Show Management's own negligence, including or willful misconduct of Show Management or its agents or employees.

Accepted By:

Authorized Exhibitor Representative

Date

Show Management - Exhibits Manager

Date

The applicant's signature signifies that they have the authority to sign contracts for the firm stated above and that they will comply with IFCEE 2015 Rules and Regulations.

For Show Management Use Only:

Booth(s) Assigned _____

Date Received _____

1st Deposit Received _____

Final Payment Received _____

IFCEE 2015

Rules & Regulations – Exhibit Space Contract

March 17-21, 2015 / JW Marriott San Antonio Hill Country / San Antonio, Texas

1. CONTRACT FOR SPACE

The exhibit space contract properly executed by Applicant (Exhibitor) is subject to formal notice of acceptance by Show Management, and when so accepted upon full payment of the exhibit space, rates shall constitute a contract for the right to use the space, subject to all conditions, terms and regulations set forth herein. Show Management reserves the right to reject any application without assigning any cause therefore.

- A. INSTALLATION AND DISMANTLING OF EXHIBITS:** All exhibits must be assembled and ready to conduct business, one hour prior to the opening of the Event. (A tentative installation schedule will be included in the Exhibitor's Service Manual). Exhibitors will receive a FINAL installation schedule in advance of their assigned move-in date. Special Note: Failure to comply with the assigned installation and dismantle schedule, will result in substantial delays to the offending party, and a penalty may be assessed at the sole discretion of Show Management as a result.

FAILURE TO OBSERVE RULES: Any failure to comply with these rules shall, at the sole discretion of Show Management, be cause for closing the offending exhibitor's display, in which the exhibitor, or any party related expressly agrees to hold Show Management harmless, and prepayment will not be refundable. In addition, Show Management holds the right to prohibit exhibiting parties from participating at future events.

2. CHARACTER

IFCEE 2015 is undertaken primarily for its technical education value. To provide the best possible atmosphere to discuss the technical application of the equipment and services displayed, each exhibitor agrees to abide by the rules and regulations stated herein and as explicitly stated in the Exhibit Regulations.

3. PAYMENT/CANCELLATIONS/SPACE REDUCTION

- A. Applications for space received by August 1, 2014, must be accompanied with a minimum of a 50% deposit. A space application without the required payment will delay assignment of exhibit space which is on a first-come, first-served basis.
- B. Full Payment for exhibit space is due by November 3, 2014. Applications received after November 2, 2014 must be accompanied with the full payment for the booth space requested. Applications received without the required payment will not be processed, resulting in exhibit space not being assigned. Show Management reserves the right to cancel and reassign any exhibit space for which an invoice remains unpaid for more than thirty (30) days after invoice due date. Exhibitor's will not be listed in the Conference Program or the IFCEE 2015 official Web site, nor allowed move-in operations until full payment and a duly executed contract has been received by Show Management, and confirmation has been given.
- C. After space has been confirmed, a reduction in space is considered a cancellation and will be governed by the same policies as outlined. Reduction in space can result in relocation of exhibit space at the discretion of Show Management.
- D. Should an exhibitor cancel from the Exhibition, the following shall apply:
- If an Exhibitor cancels with an outstanding balance, the exhibitor remains responsible for the entire balance due, plus reasonable attorney's fees. The exhibitor will not be permitted to participate in future events until all outstanding balances have been paid.
 - No cancellations shall be acknowledged unless received in writing by Show Management. The date upon which the notice of cancellation is received shall apply as the official date of cancellation.
 - Upon exhibitor notification of cancellation, Show Management has the right to resell the vacated space.

4. NO-SHOW RULING

If an exhibitor fails to utilize the exhibit space and/or the space is vacant at the time of the published deadline for completion of installation, Show Management reserves the right to consider the space to be canceled and vacated. All requests for installations beyond the published installation completion deadline must be submitted to Show Management in writing. Approval of late installation requests are at the discretion of Show Management. Should Show Management not be notified in writing, Show Management reserves the right to resell the canceled space and the contract will become null and void.

5. SUBLETTING SPACE

No exhibitor shall assign, sublet, or apportion the whole or any part of the space allotted to him, nor exhibit therein, nor permit any other person or party to exhibit therein, any other goods, apparatus, etc., not manufactured or distributed by the exhibitor in the regular course of his business except upon prior written consent of Show Management.

6. CHANGE OF FLOOR PLAN OR SPACE ASSIGNMENT

Show Management reserves the right to change the floor plan design without notice. Show Management reserves the right to move an exhibitor to another location prior to or during the show.

FLOOR PLAN: All dimensions and locations shown on the official floor plan to be supplied are believed, but not warranted, to be accurate. Show Management reserves the right to make such modifications in an effort to meet the overall goal of the IFCEE 2015, the Exhibitors, and the exhibit program.

7. COMPLIANCE

The exhibitor assumes all responsibility for any compliance with all pertinent ordinances, regulations and codes of duly authorized local, state and federal governing bodies concerning fire, safety and health, together with the rules and regulations of the operators and/or owners of the property wherein the show is held.

8. INSURANCE

Insurance for fire, property, public liability, and theft must be taken out by each exhibiting Company's at their own expense. The insurance is to cover the full period of occupancy of the premises by the exhibitor, its agents and employees. (Exhibiting companies must provide written proof of insurance. Please refer to the Exhibitor Manual for details.)

9. LIABILITY

The Exhibitor agrees that Show Management (ADSC; DFI; G-I of ASCE and PDCA) shall not be liable for any damage or liability of any kind, including content of display or literature, or for any damage or injury to person or property during the term of this agreement, from any cause whatsoever by reason of use, occupation and enjoyment of exhibit space by the Exhibitor or any person thereon with the consent of the Exhibitor, and that the Exhibitor will indemnify and hold harmless Show Management from all liability whatsoever, including all litigation expenses, court costs and attorney fees, on account of any such damage, or injury, where or not caused by negligence or of breach of any obligation by the Exhibitor or its employees or representatives.

10. EXHIBITOR SERVICES

To ensure the configuration of a smooth installation, dismantling and operation during IFCEE 2015, Official Contractors will be appointed. Although full-time employees of the exhibitor-appointed contractors, other than the Official Contractors may be authorized to gain access to exhibition areas, exhibitors are urged to obtain required labor and services from Show Management Official Contractors.

11. STRIKES, FIRE AND ACTS OF GOD

Show Management reserves the right to change the location or cancel IFCEE 2015 in the event of strike, fire, war, government relegation, disaster, civil disorder, curtailment of transportation facilities, threat of terrorism, or Act of God should rend the facility in which IFCEE 2015 has been scheduled unusable. No refunds of exhibit space payment will be distributed until IFCEE 2015 has officially been declared, in writing, that IFCEE 2015 has been canceled. The applicant's signature signifies that they have the authority to sign contracts for the firm stated on the face of this contract and they comply with Show Management Rules & Regulations as indicated. Both sides of this contract are to be signed and returned to Show Management for processing. Please make copies for your files.

12. RULES AND REGULATIONS

Exhibitors will abide by all other provisions of these rules and regulations, and with fire regulations and all other regulations of governmental agencies and the Facility. It is expressly understood and agreed by applicant that the Rules and Regulations of the Exhibit as issued or amended by Show Management is hereby made an integral part of the Contract and of the agreement between Applicant and Show Management for this reference and to the same extent and effect as if said Rules and Regulations were set forth in full in the contract.

CONFLICTING MEETINGS & SOCIAL EVENTS: In the interest of the success of the entire convention and exhibition the Exhibitor agrees not to extend invitations, call meetings or otherwise encourage absence of members or Exhibitors from the convention or exhibit hall during the official hours of the conference, which will be supplied and shall be binding upon the Exhibitor as though fully set forth herein.

FRIENDLY NEIGHBOR POLICY: Out of respect of all those exhibiting at the show, please be mindful of the privacy and professionalism of all participants. Any indication of an act considered not to be in the best interest of the overall intent of IFCEE 2015, shall be addressed appropriately at the discretion of the Show Management.

PROOF OF INSURANCE: Certificate evidencing Comprehensive General Liability Coverage must be provided to Show Management within 30 days of sign up, or prior to the on-site setup of display by firms obtaining space within 30 days of Show opening.

13. AMENDMENTS

Any and all matters and questions not specifically covered by the articles in this Contract or in the official Exhibit Regulations shall be subject to the decision of Show Management and may be amended at any time by Show Management in the overall best interest of the Exhibition and notice thereof shall be binding on the exhibitors equally with the foregoing in this Contract.

14. UNION RESTRICTIONS

Exhibitors agree to abide by all local jurisdiction union requirements, if applicable, for work involving installation and dismantling of exhibit space.

Authorized Exhibitor Representative

Date

Company