

# EXHIBITION SPACE CONTRACT

## ECEDHA ANNUAL CONFERENCE AND ECEXPO 2018

Conference: March 16-20, 2018 ■ ECEXpo: March 18-19, 2018  
Hyatt Regency Monterey ■ Monterey, California

### Please sign and email to:

ECEDHA Annual Conference and ECEXpo, Two Prudential Plaza, 180 North Stetson, Suite 3500, Chicago, IL 60601, USA  
Tel: +1-773-315-7779 ■ E-mail: [ksimpao@ecedha.org](mailto:ksimpao@ecedha.org) ■ [www.ecedha.org](http://www.ecedha.org)

- Space Rate:** \$3,500 - 10x10 Booth  
 **Space Rate:** \$7,000 - 10x20 Booth  
 **Space Rate:** N/A - Included with Conference Sponsorship Package

Space Size: Tabletop Exhibit Space

**First** Choice Space Number \_\_\_\_\_ **Second** Choice Space Number \_\_\_\_\_ **Third** Choice Space Number \_\_\_\_\_

**Exhibit Space Cost:** \$ \_\_\_\_\_

*Exhibitors with outstanding payments due prior to show opening will not be permitted to move in.*

Payment Terms: Purchase Order required ten (10) days from the signing of this agreement. Payment due 30 days after receipt of invoice. For sales completed within 90 days of the event, full payment is due upon receipt of invoice. All monies paid are non-refundable and non-transferable. For complete payment and cancellation terms and conditions, see item #2 on the reverse.

**List all products you will exhibit:** \_\_\_\_\_

**List competitors you do not wish to be near:** \_\_\_\_\_

\_\_\_\_\_  
Company Name (Please print company name exactly as you wish it to appear on promotional materials)

\_\_\_\_\_  
URL Web Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Postal Code Country

\_\_\_\_\_  
Contact Name (Please print) Title

\_\_\_\_\_  
Telephone Fax E-mail

BILL TO (if different from above)

\_\_\_\_\_  
Company Name Purchase Order #

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Postal Code Country

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

*Please Do Not Write in the Space Below*

Space Assigned: \_\_\_\_\_ Space Size: \_\_\_\_\_ Square Feet: \_\_\_\_\_ Space Cost: \_\_\_\_\_

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

# Rules and Regulations

## 1. Admissible Exhibits

- a) Only products and / or services relating to electrical and computer engineering products and technologies are eligible to exhibit.
- b) Items or services exhibited (or referred to) must be those normally manufactured or provided by the Exhibitor.
- c) The subletting of exhibit space is prohibited.
- d) Exhibits must be staffed by an authorized company representative during all ECEXPO Show hours.

## 2. Payments of Space/Cancellation Policy

All monies paid to ECEXPO are non-refundable and non-transferable in the event of Exhibitor's violation or breach of this contract, including, but not limited to, the reduction of the size of its exhibit or cancellation of its exhibit from the Show. All cancellations must be in writing. In the event of a space cancellation, the exhibitor is liable for the entire amount due as of date of cancellation. If exhibitor fails to submit space payments at specified times, ECEXPO shall have the right to take possession of said space and lease it to another party; exhibitor is still liable for the balance of the unpaid invoice.

## 3. Display Regulations

- a) Standard exhibits: Exhibit fixture, components and identification signs will be permitted to a maximum height of eight (8') feet.
- b) Floor-standing displays, backdrops, racks and shelving units are permitted in the booth space. Likewise, floor-standing product samples are permitted. The maximum height allowed for these is eight (8') feet.
- c) Display structures must be self-supporting, and not anchored to walls or floors. Displays may not extend beyond the parameters of the stand.
- d) The stand or the items within the stand may not impair visibility of adjacent booths.
- e) Nothing shall be posted on or tacked, nailed, screwed or otherwise attached to columns, walls, floors, or other parts of the hotel, conference or exhibit area without permission from the proper building authority and ECEXPO.
- f) Displays must be in place and set up by the time of the official opening to the show. Space not occupied or set up by that time may be reassigned for other purposes.
- g) ECEXPO reserves the right to alter the exhibition area as deemed necessary.

## 4. Safety Provisions

Exhibitors must take all necessary steps, including the employment of shielding and / or other safety devices, to protect attendees, other exhibitor's and all other Exhibitor's materials, including but not limited to, equipment that is operable, which might cause bodily harm.

## 5. Fireproofing

All of Exhibitor's materials must be a flameproof material or be made flame proof.

## 6. Electrical Compliance

Electrical wiring and equipment under the supervision or control of Exhibitor must meet the electrical codes of the host city (available upon request).

## 7. Liability and Indemnification

Exhibitor Agrees to defend, indemnify, and hold harmless ECEXPO and its officers, employees, agents successors and assigns (indemnified parties) from any suit or claim for loss or damage (including death, personal injury, and / or property damage) arising out of, or in connection with, Exhibitor's act or failure to act under this agreement. ECEXPO agrees to notify Exhibitor's or any claim promptly after ECEXPO receives notice. If Exhibitor fails to acknowledge that it will defend such claim within ten (10) days of receipt of notice, then

ECEXPO shall have the right to do so at Exhibitor's expense. Exhibitor agrees to waive any and every claim which arises in its favor for any and all loss or damage covered by valid and collectible insurance policies to the extent of the insurance proceeds paid with respect thereto. Inasmuch as the waiver will preclude the assignment of the aforesaid claim by way of subrogation to an insurance company (or other person), Exhibitor shall notify its insurers of such waiver.

## 8. Certificate of Insurance

Exhibitor will maintain the following insurance for the entire period of the Exhibition.

- a) Worker's Compensation Insurance to meet statutory requirements and Employer's Liability Insurance with limits not less than \$500,000.
- b) General Liability Insurance having a combined single limit for bodily injury and property damage in an amount not less than \$2,000,000 per occurrence and in the aggregate. Coverage under this insurance shall include Contractual Liability, Product Liability and Personal Injury Liability.

Certificate of Insurance must be furnished if requested by ECEXPO, however, failure by ECEXPO to request proof of insurance shall not relieve Exhibitor from carrying the above coverage.

## 9. Cleaning of Exhibits

ECEXPO will vacuum and maintain aisles of the exhibit area. Exhibitors must, at their own expense, keep their exhibit space clean and exhibits in good order.

## 10. Meetings and Meeting Rooms

No exhibitor shall hold a meeting that conflicts with Exhibit or Conference Hours.

Meeting room accommodations will only be awarded to ECEXPO Corporate Membership Companies, based upon availability.

## 11. Services

ECEXPO shall use reasonable effort to have all necessary power, air, water and gas services installed and operating during the Show. ECEXPO, however, shall not be responsible for the late installation or interruption of any such services.

## 12. Union Regulations

Exhibitor must observe all union regulations in force in the exhibit area.

## 13. Force Majeure

In the event the host city of any part of the exhibit area thereof is made unavailable for the Exhibitor's use for any period of time as result of fire, floor, tempest, or any other such cause, or as a result of governmental intervention, malicious damage, acts of war, strike, lock-out, labor dispute, riot, or any other cause or agency over which the Show has no control, or should ECEXPO decide that because of any such cause it is necessary to cancel, postpone, or relocate the Show, or reduce the installation time, Show time, or move-out time, ECEXPO shall have no liability to, or responsibility to, reimburse Exhibitor with respect to any damage or loss, directly or indirectly arising as a result thereof.

## 14. Intellectual Property

Exhibitor shall be responsible for paying all costs and fees arising from the Exhibitor's use of any and all patented, trademarked, or copyrighted materials.

## 15. Amendments

ECEXPO shall have the right to enforce any and all contract regulations contained herein, and the further right, in its sole discretion, to determine any and all additional rules and regulations which considers necessary for the proper conduct of the Exhibit.