

# 2004 ECTC and IThERM Conferences

## Technology Corner

June 2 - 3, 2004

### Application/Contract for Exhibit Space

(Please print or type)

Application is hereby made to ECTC (hereafter termed "Exhibition Management") for exhibit space at above named conference. The application when accepted by Exhibition Management by their signature on the application will constitute our contract with Exhibition Management for exhibit space.

Company Name \_\_\_\_\_ Website URL http:// \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Main Phone \_\_\_\_\_ FAX \_\_\_\_\_

Primary Contact \_\_\_\_\_ Direct Line or Extension \_\_\_\_\_ email \_\_\_\_\_

Alternate Contact \_\_\_\_\_ Direct Line or Extension \_\_\_\_\_ email \_\_\_\_\_

Please reserve one 8' x 10' booth space (See fee schedule for rates).

If two companies are sharing a booth, list the company here and complete a 2nd application \_\_\_\_\_

Payment terms: 50% due with contract. Balance due April 1, 2004.

Amount enclosed \$ \_\_\_\_\_ Make check payable to "2004 ECTC" or

Charge \$ \_\_\_\_\_ to Visa/MC/AMEX. Credit Card Number \_\_\_\_\_ Expiration \_\_\_\_\_

Name on Credit Card \_\_\_\_\_ Signature \_\_\_\_\_

Booth Preference: First Choice \_\_\_\_\_ Second Choice \_\_\_\_\_ Third Choice \_\_\_\_\_

Booth spaces are assigned on the date the application and deposit are received.

Do not locate us near the following companies: \_\_\_\_\_

Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Installation and Dismantling of Exhibits:

Exhibit move-in/set-up begins at 8:00 AM, Wednesday, June 2, 2004 and must be completed by 12:00 PM (noon) so that the exhibit hall can be cleaned and made ready for opening at 1:30 PM. **Partial or complete dismantling of displays before the official closing of the Exhibition at 6:00 PM on Thursday, June 3, 2004 is expressly prohibited.** All displays must be dismantled by 8:00 PM, Thursday, June 3, 2004.

#### For ECTC use only

Date received \_\_\_\_\_ Accepted by Exhibit Management \_\_\_\_\_ Date \_\_\_\_\_

Booth Space(s) Assigned \_\_\_\_\_ Total Price \_\_\_\_\_ Deposit \_\_\_\_\_ Balance Due \_\_\_\_\_

Return completed application with payment to:

**2004 ECTC**  
**c/o B. Moody & Associates, Inc.**  
**2529 Eaton Road**  
**Wilmington, DE 19810**

Questions? Contact:

Bill Moody, Exhibit Chairman  
Phone: 302-478-4143  
FAX: 302-478-7057  
email: b.o.moody@ieee.org

#### **Exhibit Space Assignment and Allocations**

It is understood that Exhibition Management reserves the right, in the interests of optimum traffic control and exhibit exposure, to relocate those exhibits which may be affected by a change in the floor plan. Such change would not be made unless deemed absolutely necessary. Exhibition Management also agrees to advise exhibitors and service contractors if such change is necessary. Exhibition Management's determination with respect to assignment of exhibit space is to be binding on all parties.

#### **Allocations and Cost**

The cost of individual exhibits is indicated on the contract. Exhibition Management will assign exhibits according to date application was received and to applicant's sequence of choices in the event applicant's choice of exhibit spaces is not available. Exhibit management will assign other space, with the understanding that applicant may accept or refuse in writing this assignment immediately afterward. If desired, the applicant may provide Exhibition Management with a list of competitors whose assignments should not be near that of the applicant. Exhibition Management will observe such requests, within the bounds of reason.

#### **Exhibitors**

Exhibits will be limited to those companies or other entities offering materials, products, or services of specific interest to registrants. Exhibition Management reserves the right to determine the eligibility of any product for display. Exhibiting manufacturers representatives and/or distributors must list their participating principals as the exhibitors of record. Representatives of more than two principals per single booth (8' x 10') is expressly prohibited.

#### **Admission**

Exhibits will be open free of charge to all exhibitors, exhibitor guests and Conference registrants. For others, a nominal registration fee will be charged. Registration will be limited to those with a demonstrable specific interest in the main subject matter of the Exhibition. Exhibition Management reserves the right to refuse admission to any person(s) including children or exhibitors and visitors, in the interest of the safety and welfare of those persons and the exhibitors.

#### **Personnel and Attire**

Exhibition Management reserves the right to determine whether the character and/or attire of booth personnel is acceptable and in keeping with the best interests of exhibitors and the exhibition. Further, exhibitors expressly agree that they and their personnel will not entertain in their private rooms in the official hotel during business hours of the conference and exhibition.

#### **Employment Exhibits**

Exhibits for the purpose of soliciting prospective employees, or employee-recruiting activity of any kind, are specifically prohibited.

#### **Exhibits and Appliances**

Common sense governs the kind of exhibits permitted at the Exhibition. Attractive, informative and attention-getting exhibitions are encouraged. Exhibition dimensions shall generally conform to exhibit practices of the county in which the Exhibition is held, and specific dimensions and restrictions shall be specified in the Official Exhibitors Kit supplied by Exhibition Management. In no event, however, shall any exhibit interfere with any neighboring exhibit, in the judgment of Exhibition Management. The exhibitor shall not display in his exhibit any products not described on the Application for exhibit space.

#### **Labor**

Exhibitors must employ union labor where required. Union labor, if required, will be made available.

#### **Sound Level and Odors**

Mechanical or electrical devices which produce sound and/or objectionable odors must be operated so as not to provide disturbing other exhibitors. Exhibition Management reserves the right to determine the acceptable sound level and odors in all such instances.

#### **Electrical and Decoration Services**

Electrical wiring and decorator services are available only through the Official Electrician (as designed by Exhibition Management) and the Official Decorator (as designated by Exhibition Management). Further information will be issued later.

#### **Electrical Fittings and Electricity Supply**

Lighting, lighting mains, power plugs, power mains and motors are available at charges listed. The exhibitor may provide his own electrical fittings, and they shall be installed by the Official Contractors (as designated by Exhibition Management) at reasonable charges, an estimate of which shall be given to the exhibitor beforehand.

#### **Photography**

The photographic rights for the Exhibition are reserved to Exhibition Management, and photography in the Exhibition required by exhibitors can be farmed out at moderate charges by the Official Photographers (as designed by Exhibition Management) if desired. Exhibitors wishing to make their own arrangements for the photographing of their exhibit must apply to the Exhibition Management, whose permission shall not be unreasonably withheld.

#### **Exhibit Cleaning**

Exhibitors must make arrangements for their exhibit to be kept clean and free from accumulated rubbish, to the satisfaction of Exhibition Management. All materials for disposal of waste must be deposited in the gangway for clearance before the Exhibition opens.

#### **Advertising Matter**

The Exhibitor may, at his discretion, distribute hand bills or other printed advertising matter from his exhibit. In the event of any complaint resulting from such distribution, the matter shall be referred to Exhibition Management for disposition.

#### **Cancellations**

It is agreed that in the event of cancellation, Exhibition Management shall have the right to retain as a cancellation fee all amounts then paid by exhibitor (and due from him) up to the time of cancellation pursuant to the "billing and Schedule of Payments" section of the Applicant for Exhibit Space.

#### **Shelf Scheme or Rental Display Cancellations**

In the event of a cancellation for the construction of a shelf scheme structure or rental display, full refund of any monies paid for such construction shall be made, provided the cancellation is filed with Exhibition Management at least ten (10) business days prior to the first day of the Exhibition.

#### **Exhibition Management Responsibility**

Exhibition Management agrees to render reasonable assistance to exhibitors, to keep them informed, to provide them with available promotion material for their own use, including complimentary exhibit passes, to present a technically competent program of events, and to promote attendance of the Exhibition through accepted means of advertising, public relations, publicity, direct-mail, etc. Each exhibitor will receive application blanks for exhibitor badges for his own qualified personnel in attendance at the exhibit.

#### **Liability**

Exhibition Management, and all organizations and individuals who are employed by or associated with it in connection with this Exhibition will not be responsible and shall be held harmless by all exhibitors for damage or loss resulting from fire, theft, or any other cause whatsoever, including accident or injury to exhibitors, their employees and agents, the public and others. The exhibitor agrees to pay promptly for any and all damage to the exhibition building or its equipment incurred through carelessness, or otherwise, of exhibitor of his employees or agents.

#### **Electrical Safety**

All wiring on displays or display fixtures must conform to the minimum standards established by various governmental agencies and standard fire inspection ordinances. All display wiring must exhibit the seal and or such other seals of official approving agencies as may be required at the site of the exhibition.

#### **Safety and Fire Laws**

All applicable fire and safety laws of the venue must be strictly observed by exhibitors. Cloth decorations must be flameproof. Wiring must comply with local Fire Department and Underwriters' Rules. Smoking in exhibits is forbidden. Crowding will be restricted. Aisles and fire exits may not be blocked by exhibits. No decorations of paper, pine boughs, leafy decorations or tree branches are allowed. Acetate and most rayon drapes are not flameproof, and may be prohibited. No storage behind exhibits is provided or permitted.

#### **Losses**

Exhibition Management cannot take responsibility for damage to exhibitors property, or lost shipments either coming in or going out, nor for moving costs. Damage to inadequately packed property is exhibitor's own responsibility. If exhibit fails to arrive, exhibitor is nevertheless responsible for exhibit space rental. Exhibitors are advised to insure against these risks.

#### **Termination and Exhibition**

In the event that the premises in which the Exhibition is or is to be conducted shall become, in the sole discretion of Exhibition Management, unfit for occupancy, or in the event the holding of the Exhibition or the performance of Exhibition Management under the application (of which these Rules and Regulations are a part) are substantially or materially interfered with by virtue of any cause or causes not reasonably within the control of Exhibition Management, said Application and/or the Exhibition or any part thereof, may be terminated by Exhibition Management. Exhibition Management shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue of cause of causes not reasonably within the control of Exhibition (or any part thereof) as aforesaid, then Exhibition Management shall not be liable to the exhibitor other than for a prorated refund of such exhibitor's space price payment determined on the basis of the number of exhibit days remaining. For purposes hereof, the phrase "cause or causes not reasonably within the control of Exhibition Management" shall include, but not by way of limitation, fire casualty, flood, epidemic, earthquake, explosion or accident, blockade, embargo, inclement weather, government restraints, restraints or orders of civil defense or military authorities, act of public enemy, not of civil disturbance, strike, lockout, boycott or other labor disturbance, inability to secure sufficient labor, technical, or other personnel failure, impairment or lack of adequate transportation facilities, inability to obtain, or condemnation, requisition or commandeering of necessary supplies or equipment, local, state, Federal law, ordinances, rule, order, decree or regulation, whether legislative, executive or judicial, and whether constitutional or unconstitutional, or Act of God.

#### **Rejected Displays**

The exhibitor agrees that his exhibit shall be admitted herein and shall remain from day to day solely in strict compliance with the rules and regulations herein laid down. Exhibition Management reserves the right to reject, eject or prohibit any exhibit in whole or in part, or any exhibitor or his representatives, with or without giving cause. If cause is not given, liability shall not exceed the return to the exhibitor of the amount of the exhibit space price unearned based on the number of days of the exhibit remaining at the time of ejection. If an exhibit or exhibitor is ejected for violation of these rules and regulations or for any other stated reason, no return of exhibit space shall be made.

#### **Insurance**

Exhibitors are advised to see that their regular company insurance includes extra-territorial coverage, that they have their own theft, public liability and property damage insurance. Exhibition Management and all organizations and individuals who are employed by or associated with it in connection with the Exhibition will not be responsible for injury or damage that may occur to an exhibitor or his employee or agents nor to the safety of any exhibit or other property against robbery, fire, accident, or any other destructive causes.

#### **Right of Possession**

During the term of this agreement and so long as the property of the contracted exhibitor is on the premises of the exhibition site, or its vicinity, the Electronic Components and Technology Conference shall have the right of possession to all goods, wares and merchandise on exhibition. Such right to possession shall be superior to that of any person other than the contracted exhibitor.

#### **Sub-Leasing**

Exhibitors may not permit other manufacturers to use their space, or any part thereof, without express written permission of Exhibition Management.

Organized and Managed by

**Electronic Components & Technology Conference**

2500 Wilson Boulevard, Arlington, VA 22201-3834 • (703) 907-7536 • (703) 907-7549