

2009
IEEE/PHOTONICS
SOCIETY
AVFOP
Meeting

EXHIBITORS CONTRACT

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AVFOP 09 Exhibit Reservation Contract

Application for exhibit space at the 2009 AVFOP Meeting indicates the applicant's willingness to abide by all the exhibit terms and conditions set forth in this document, which becomes a contract when countersigned by AVFOP show management. Exhibit space is available as a tabletop at the cost of \$700.00 per tabletop. A deposit of one-half of the booth cost must accompany this application. The balance of the rental is due by 21 August 2009.

(Please print or type)

Company Name _____

Address _____

City _____ State _____ Zip _____ Country _____

Phone _____ Fax _____

E-Mail _____

Exhibit Contact

Please list the individual who will serve as your company's liaison, receiving pertinent information prior to the show and one complimentary conference registration.

(Please print or type)

Company Name _____

Address _____

City _____ State _____ Zip _____ Country _____

Phone _____ Fax _____

E-Mail _____

35-word description of products or services to be exhibited (This will be published in the Final Program/Exhibit Guide):

The undersigned party warrants that he/she has authority to bind contractually the organization he/she represents to the terms and conditions set forth in this document.

Authorized Signature

x _____ Title

Deposit

Deposit submitted (50% minimum - \$350.00) \$ _____

TOTAL ENCLOSED \$ _____

Payment

Method of payment: Visa Mastercard American Express Cash Check
Other _____

Name on
Card _____

Credit Card
Number _____

Expiration Date _____
Total _____

Authorized
Signature _____

IEEE/PHOTONICS SOCIETY 445 Hoes Lane, PO Box 1331, Piscataway, NJ 08855-1331 USA

Phone: +1 732 562 3895 Fax: +1 732 562 8434 Email: m.figueroa@ieee.org

Rules and Regulations

1. **CONTRACT:** This application, properly executed by applicant (Exhibitor) shall upon written acceptance and notification of space assigned by Exhibit Management constitute a valid and binding contract.
2. **PURPOSE:** The exhibit will serve to introduce new products and services to the market and to educate individuals in these areas with regard to these technologies. Only Exhibitors whose materials are related to those purposes will be allowed to maintain displays. Exhibit Management reserves the right to determine, in its sole discretion, whether Exhibitor's materials relate to the purpose of the exhibit.
3. **ASSIGNMENT OF SPACE:** Space assignments will be based on the requests of the Exhibitors listed on the Exhibit Reservation Contract and the date the contract is received. Every effort will be made to comply with those requests; however, assignment of space is final and shall constitute an acceptance of the Exhibitor's offer to occupy space.
4. **SUBLETTING OF SPACE:** Exhibitor agrees not to assign, sublet or apportion the whole or any part of the space allowed without the knowledge of and written consent of Exhibit Management.
5. **SPACE RENTAL FEES:** Display includes one 6' draped table, two chairs, sign showing Exhibitor's name, and one technical registration per booth, including a publication.
One Tabletop \$700.00
6. **ARRANGEMENTS OF EXHIBITS:** Exhibitor agrees to arrange exhibits so as not to obstruct the general view nor to hide other exhibits. No display material exposing an unfinished surface to neighboring exhibits or aisles will be permitted.
7. **ADVERTISING MATTER:** Exhibit Management reserves the right to refuse to permit distribution of souvenirs, advertising matter or anything else which it may consider objectionable. Distribution elsewhere than from Exhibitor's booth is forbidden.
8. **SAFETY PRECAUTIONS:** Exhibitor agrees to take the necessary measures to safeguard visitors in the exhibit area from any hazards associated with exhibit equipment.
9. **PAYMENT & CANCELLATION:** Payment of 50% of the space rental fee (\$350.00) is required with this application. The balance of the fee is due on or before **21 August 2009**. The space contract agreement may be cancelled by the Exhibitor by written notice to the address set forth in this contract. Additionally, in the event of cancellation, Exhibit Management shall have the right to use said space to suit its own convenience, including selling the space to another Exhibitor, without any rebate or allowance to the defaulting Exhibitor except as provided above.
10. **OCCUPANCY OF EXHIBIT AREA:** Exhibit Management may terminate this contract in the event the Exhibit Area is destroyed or damaged, or if the exhibit fails to take place as scheduled, is interrupted, discontinued or access is prevented due to any of the following causes; strike, lockout, injunction, emergency, act of God, act of war of any other cause beyond control of the Exhibit Management. In such event, Exhibitor agrees to waive any and all damages and claims for damages and agrees that the sole liability of Exhibit Management and Sponsoring Societies shall be to refund the Exhibitor all payments made for exhibit space, less a proportionate share of all expenses incurred and committed by Exhibit Management and Sponsoring Societies.
11. **INSTALLATION AND DISMANTLING:** Exhibitor agrees to abide by all rules and regulations set forth for installation and dismantling of materials. This information will be provided after the contract is completed. There will be no security available during the exhibit. Please make sure all items left after exhibit hours are properly stored.
12. **REJECTIONS AND PENALTIES:** Exhibit Management reserves the right to restrict, reject, prohibit or eject any exhibit, in whole or in part, which because of noise, safety hazards or for other prudent reasons, becomes objectionable. If an exhibit or Exhibitor is rejected for violation of these rules and regulations, no return of rental fee shall be made.
13. **INSURANCE AND LIABILITY:** Exhibit Management and Exhibit Area will use reasonable care to protect Exhibitor against loss. However, they will not be liable to damage or loss to property of injury to Exhibitor, his/her agents or employees, through theft, damage for fire, accident or other causes. Exhibitor should insure his/her property against such loss. Exhibitor agrees to make no claim against and to protect, indemnify and hold harmless Exhibit Management, Sponsoring Societies and Exhibit Area against loss, theft or damage to Exhibitor's property or for any injury to persons in Exhibitor's area. In the event that Exhibit Management or Sponsoring Societies shall be held liable resulting from Exhibitor's act of failure to act, Exhibitor agrees to indemnify them and hold them harmless.
14. **EXHIBIT MANAGEMENT:** The words "**Exhibit Management**" and "**Sponsoring Societies**" as used herein refer to the sponsoring societies and the IEEE/PHOTONICS SOCIETY. Exhibitor further agrees that the conditions, rules and regulations of Exhibit Management are made a part of this contract and that said Exhibitor agrees to be bound by each and all of these rules and regulations, and agrees that Exhibit Management shall have full power to interpret, amend and enforce all rules and regulations in the best interest of the show.

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2009 AVFOP Conference
445 Hoes Lane
Piscataway, NJ 08854



