



EXHIBIT SPACE APPLICATION AND AGREEMENT

for Printing for Fabrication 33rd International Conference on Digital Printing Technologies (NIP)
November 5-9, 2017, Denver, Colorado
Exhibit dates: November 7-8, 2017

Please reserve the exhibit space indicated below for (name of company) for IS&T's digital printing/fabrication conference. We agree to be bound by the exhibit policies, rules, and conditions stated in this agreement.

(indicate number desired) 8' x 10' booth(s)—defined by pipe and drape back and side walls. The early registration fee is \$3,675 until August 1st and \$3,885 after that date.

(indicate number desired) 2' x 6' x 30" high table top display(s). The early registration fee is \$2,260 until August 1st and \$2,400 after that date. (Your entire display must fit on the table top. Maximum exhibit height from the table surface is 4'. If you require more height, please reserve a booth.)

Please note, included in the exhibit fee is one technical registration per booth/table.

Total due \$

Name/title of authorized exhibitor representative (please print):

Tel: Fax: E-Mail:
Address:

Signature: Date:

Person to contact to discuss booth location and/or other special requirements if not the same as above:

Name Phone:
Email:

Special requests:

Enter company name, mailing address, and contact info (phone, fax, general email address, company url, individual to contact) as it is to appear on IS&T's website, in the exhibit guide, and on your booth sign if different from above:

Attach a description (50 words or less) of your company's products/services to be posted at imaging.org and published in the exhibit guide and e-mail the file to dsmith@imaging.org, Subject Line: (name of company) Exhibit Description

REGISTER THE FOLLOWING PEOPLE FOR OUR EXHIBIT:

Names of booth personnel with complete mailing address, phone, fax, and email must be submitted by September 15, 2017.

Person(s) to receive the complimentary technical registration (one per booth/table):

Name(s) of other booth personnel:

Please indicate which bonus opportunities you would like to discuss:

Function or other sponsorship Advertising in the conference Proceedings

Please mail this form along with your deposit check (50% of total due made out in US funds and payable to IS&T) to the Society for Imaging Science and Technology, 7003 Kilworth Lane, Springfield, Virginia, USA 22151. Questions? Contact Donna Smith at IS&T.

For IS&T use only

Postmark Date Date Rec'd. Date FAX to Chair
Amt. Rec'd. Check # Order # Booth #

IS&T's digital printing/fabrication conference
November 5-9, 2017
EXHIBIT POLICIES, RULES, AND CONDITIONS

EXHIBIT SCHEDULE:

All participants must adhere to the schedule. Actual times and hours will be sent approximately eight weeks prior to the start of the conference by the decorating/cartage firm. It is anticipated that exhibit set up will occur on November 6, 2017, with breakdown after the close of the exhibit on Wednesday, November 8, 2017. The exhibit is expected to run from 10:00 am to 6:00 pm on Tuesday, November 7th and 10:00 am to 4:00 pm on Wednesday, November 9th.

RATES AND TERMS:

- **8' x 10' booth(s)**—defined by pipe and drape back and side walls—early registration fee will be \$3,675 until August 1st and \$3,885 after that date.
- **2' x 8' x 30" high table top display(s)** early registration fee will be \$2,260 until August 1st and \$2,400 after that date. (*Your entire display must fit on the table top. Maximum exhibit height from the table surface is 4'. If you require more height, please reserve a booth.*)
- All exhibits must fit the space provided and not obstruct the view or access of neighboring exhibits or aisles.
- All exhibits and materials must conform to local fire regulations.
- Booth space rental includes backdrop, side rails and draping. Table top displays include one 2' x 8' table, draped/skirted and one chair. Furnishings and electrical and other utilities are not included, but may be ordered on the services forms that will be sent to you with floor plans in the exhibitor's kit.
- The entire exhibit hall is carpeted. A two-line company identification sign will be provided if requested.
- Each exhibiting firm will receive one technical conference registration for each booth/table reserved. Additional personnel desiring to attend technical sessions should register using an official registration form.

To reserve your exhibit space a 50% deposit of exhibit space rental must accompany this application/agreement. The balance due must be paid by September 15, 2017. Payment should be by check, in US funds, payable to IS&T. Written cancellation received prior to August 15, 2017 will be charged a \$200 cancellation fee to cover processing costs. Cancellations received after August 15, 2017 and before October 15, 2017 will receive a 50% refund. No refunds will be given after October 15, 2017.

SPACE ASSIGNMENTS will be made approximately five weeks prior to the meeting and will be assigned on a "first-come" basis according to the postmark date of agreements/deposits. Those taking advantage of the return exhibitor early registration will be given their choice of booth based on the same principle. Consideration will be given to special requests. IS&T reserves the right to determine final space assignments.

TRANSPORTATION AND SERVICES All transportation and other costs related to the exhibit setup not explicitly offered in this agreement must be arranged and paid for by the exhibitor. All exhibitors will receive a kit from the official decorator/cartage firm with data on shipping and receiving exhibits, optional furniture rentals, and special requests for electricity, telephone, decorations, etc. Exhibitors are responsible for making all arrangements and for meeting all requirements and costs involved in transporting their exhibit and materials to the show.

LABOR REQUIREMENTS Exhibitors are bound to conform to any union contract rules and regulations for labor requirements to install and/or dismantle exhibits and/or for materials handling. The decorator/cartage firm can assist you in making these arrangements.

CONDUCT OF THE EXHIBIT IS&T reserves the right to restrict, reject, or prohibit any exhibit which, because of noise, safety hazards, or other prudent reason, becomes objectionable. Non-compliance with the policies, rules, and conditions may result in your being moved to a less desirable location or in cancellation of your exhibit, with no return of the rental fee. No exhibitor shall assign or sublet any part of the space allotted without the knowledge and written consent of IS&T. Exhibitors are urged to take necessary measures to safeguard visitors in the exhibit area from any hazards associated with their equipment.

MUSIC No copyrighted music may be played in the exhibition area in any fashion (including, but not limited to, background music on video or audio tape presentations) without appropriate licensing. An exhibitor is solely responsible for obtaining licenses for music originating in their booth/display area; providing proof to IS&T that proper music licenses have been obtained; and for any fines, court fees, and all other costs that may arise from failure to comply with all licensing requirements.

SECURITY, LIABILITY, INSURANCE IS&T will maintain uniformed security guards on Monday and Tuesday nights when the exhibit hall is closed. However, neither IS&T nor its agents assumes responsibility for the safety of the property of the exhibitor, their officials, agents, or employees, for theft, damage by fire, accidents, or other causes. Each exhibitor by signing an application to exhibit expressly understands that s/he releases IS&T, its agents, and the hotel from and agrees to indemnify each against all claims for any such loss, injury, or damage. Exhibitors should insure exhibit materials against theft, damage by fire, accident, or loss, which shall be at their own expense.

TERMINATION OF THE EXHIBIT In the event that the premises in which the exhibit is to be conducted become, at the sole discretion of IS&T, unfit for occupancy, or in the case that the holding of the exhibit or the performance of IS&T under the exhibit reservation agreement are substantially or materially interfered with by virtue of cause or causes not reasonably within the control of IS&T, the agreement or the exhibit (or any part thereof) may be terminated by IS&T. IS&T shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue of cause or causes not reasonably within the control of IS&T. If IS&T terminates this agreement and/or the exhibit (or any part thereof), then IS&T shall not be liable to the exhibitor other than for a prorated refund of such exhibitor's space reservation payment as determined on the basis of the number of exhibit days remaining. The phrase "cause or causes not reasonably within the control of IS&T" shall include, but not be limited to: fire, casualty, flood, epidemic, earthquake or inclement weather, explosion or accident; blockage or embargo; governmental restraints; restraints or orders of civil defense or military authorities; acts of public enemy, riot, or 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, or Federal law, ordinances, rule, order, decree and/or regulation, whether legislative, executive, or judicial, and whether constitutional or unconstitutional; or Acts of God.

OTHER RULES IS&T will have the authority to make other rules to cover situations not covered here, and such decisions will be final. In signing this application, exhibitors agree to abide by policies, rules and conditions which regulate the show, and that IS&T shall have the full power to interpret, amend and enforce said policies, rules and conditions, in the best interest of all participants.

Date: _____

Agreed for Exhibitor (Signature of authorized Exhibitor representative)