January 21-25, 2024
Hyatt Regency San Francisco Airport Hotel, Burlingame, CA
Industry Exhibition: January 23-24, 2024

EI2024 SPONSOR / EXHIBIT / RECRUIT CONTRACT
Sponsored by the Society for Imaging Science and Technology (IS&T)
Submit by December 1, 2023

COMPLETE THIS SECTION AS IT SHOULD BE PUBLISHED (Please type or print clearly)

Exhibitor/Sponsor Name ________________________________________________

☐ Company  ☐ University  ☐ Government  ☐ Other _____________________________

Full mailing address _____________________________________________________

City __________________________ State/Prov. __________ Postal/Zip Code __________ Country ______________

General Tel ______________________ General Email _______________________

Company URL __________________________ Parent Company (if applicable) ______________

Company’s Main Product Line _____________________________________________

SPONSORSHIP

☐ Gold-level Sponsor $7,500 ☐ Symposium Donor $1,500
☐ Silver-level Sponsor $5,000 ☐ Conference Sustainer $1,500
☐ Bronze-level Sponsor $3,000 ☐ Conference Best Paper $1,000
☐ Plenary Speaker Sponsor $2,250 ☐ Conference Donor $750

EXHIBITION

We apply for space at the event at the location noted above. We agree to make payments at the rates listed on this Contract and to abide by all Policies governing the Exhibition (next page).

OPTIONS AND LOCATION ON SHOW FLOOR: Space is assigned according to date of contract and deposit/payment received, size of contracted space, and EI exhibiting history. Space assignments are completed by late December. If you are an IS&T Corporate Member, you may deduct 15% from Superior, Basic Booth, or Basic Table Package (does not apply to other options).

Booths are 8 x 10; tabletops are 6-foot tables with 2-feet between exhibitors. See display restrictions on next page.

☐ Superior Booth Package $7,500 ☐ Booth Package with Recruitment Announcement $5,000
☐ Booth Package $3,950 ☐ Table Package with Recruitment Announcement $3,400
☐ Table Package $2,350

EXHIBITOR CONTACT (primary onsite contact)

Name ____________________________________________________________ Title __________________________

Address (if different than above) __________________________________________ Email ______________________

Mobile # __________________________

Once your contract has been processed, we will send you directions on how to submit a brief Exhibitor Description.

RECRUITMENT / OTHER

☐ Promotional Item Distribution $1,250 ☐ Meeting Room 1 day $1,750
☐ Meet the Future Recruiting Package $3,250 ☐ Meeting Room ½ day $1,250
☐ Meeting the Future (Table) $2,000 ☐ Customized Announcements call for quote

Contact EI to discuss bespoke options.

PAYMENT INFORMATION

Please remit this contract (both pages) to Danielle Rocco, drocco@pcm411.com.

- A deposit of 50% must accompany application. Deposit may be paid by check, money order, wire transfer (+$25 fee), or credit card.
- See Exhibition Policies regarding Exhibition Space and Sponsorship cancellations. Payment in full is due by January 3, 2024.
- An application confirmation will be sent within 7 business days of receipt of your request.

TOTAL DUE $______

See next page to provide Payment Details.
PAYMENT DETAILS

Please check one of the following options (secure online credit card payment is available upon request):

- Check/Money Order for entire amount of Contract Total $__________
- Check/Money Order for 50% deposit of Contract Total $__________

(make check/money order payable to IS&T; send to 7003 Kilworth Lane, Springfield, VA 22151 USA)

- Charge entire amount of Contract Total to credit card $__________
- Charge 50% deposit of Contract Total to credit card $__________

- VISA  □ MasterCard  □ American Express

Card #: ___________________________ Expiration Date ___________________________
Name on Card (print) ___________________________ Authorized Signature ___________________________

- Wire transfer for entire amount of Contract Total +$25 wire transfer fee $__________
- Wire transfer for 50% deposit of Contract Total +$25 wire transfer fee $__________

Wire transfer info: Burke & Herbert Bank, 6200 Backlick Road, Springfield, VA 22150.
ABA #056001066, Acct. #147113900, reference Electronic Imaging 2024

AGREEMENT

The undersigned hereby authorizes IS&T to reserve exhibition space, sponsorships, and/or other noted service for use by this company during the 2024 Electronic Imaging Symposium. The undersigned acknowledges receipt of and agrees to abide by the Policies attached to this contract.

Applicant’s Signature ___________________________ Date ___________________________

EXHIBITION POLICIES

LIABILITY: Upon approval of this contract by an authorized Exhibitor representative, it is expressly understood that the Exhibitor has read and agreed to abide by the Society for Imaging Science and Technology (hereinafter referred to as IS&T) liability policies outlined below. Neither IS&T nor all organizations and individuals who are employed by or associated with them, in connection with this Exhibition, will not assume responsibility and shall be held harmless by all Exhibitors for damage and/or loss resulting from fire, theft, or any other cause whatsoever, including accident or injury to exhibitors, their employees and agents, the public, or others. The Exhibitor agrees to pay promptly for any and all damages to the exhibition building or its equipment incurred through carelessness, or otherwise, of Exhibitor or its employees or agents.

PAYMENT SCHEDULE: If submitted more than 30 days prior to show start date, a deposit of 50% of the total space rental fee must accompany a signed original of this contract. The remaining balance of the total fee is due 30 days prior to show start date, 3 January 2024. No space will be reserved or assigned unless both the deposit and signed contract are received at as noted. Payment of the total space rental fee must accompany any signed contract received less than 30 days prior to show start date.

LOCATION: IS&T reserves the right to determine final placement of the Exhibitor.

TRANSPORTATION/SETUP: All transportation costs, and any other costs related to exhibit setup not explicitly offered above by IS&T, are paid by the Exhibitor.

LOSSES: IS&T will not take responsibility for damage to Exhibitor’s property or lost shipments (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 the exhibit space reserved as per this contract. Exhibitors are advised to insure against these risks.

SECURITY: IS&T will provide general security service on a 24-hour basis to the Exhibition area from the beginning of setup hours through the conclusion of the Exhibition. However, IS&T cannot be held responsible for loss or damage to any Exhibitor’s property. Exhibitors are advised to insure against these risks.

MUSIC LICENSING: 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. The Exhibitor is solely responsible for obtaining these licenses for music originating in the Exhibitor’s booth/display area. The Exhibitor is also responsible for any fines, court fees, and all other costs that may arise from failure to comply with these licensing requirements.

EXHIBIT CANCELLATION OR SPACE REDUCTION: Any cancellation, space reduction requests, or requests for changes to this contract must be made in writing and submitted to drocco@pcm11.com and are subject to charges according to the following schedule:
- Before 21 October 2023 (90 days before show start): 50% of deposit amount refunded.
- After 21 October 2023: No refund. In the event of cancellation or reduction of contracted space, and subject to the above cancellation charges schedule, IS&T shall retain the right to resell canceled space without rebate or allowance to the Exhibitor.

SPONSOR/RECRUIT: Any cancellations or requests for changes to this contract must be made in writing and submitted to drocco@pcm11.com and are subject to charges according to the following schedule:
- Before 1 December 2023: 30% of amount paid to date.
- After 1 December 2023: No refund.

In the event of cancellation or reduction of contracted space, and subject to the above cancellation charges schedule, IS&T shall retain the right to resell canceled sponsorship.

TERMINATION OF EXHIBITION: In the event that the premises in which the Exhibition is or is to be conducted shall become, in the sole discretion of IS&T, unfit for occupancy, or in the event the holding of the Exhibition or the performance of IS&T under the Exhibit Reservation Contract (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 IS&T, said Contract and/or the Exhibition (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 said Contract and/or the Exhibition (or any part thereof) as aforesaid, then IS&T 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 Exhibition days remaining. For purposes hereof, the phrase “cause or causes not reasonably within the control of IS&T” shall include, but not by way of limitation: fire, casualty, flood, epidemic, earthquake or incompetent weather; explosion or accident; blockade or embargo; governmental restraints; restraints or orders of civil defense or military authorities; act 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, or regulation, whether legislative, executive, or judicial, and whether constitutional or unconstitutional; or Acts of God.

Exhibition Space Specifications

TABLES—Open-space Tables are 2’x6’x30”, or equivalent floor space. Maximum height of the display from table surface is 4’ and depth cannot exceed 5’. One roll up, max width 24”, to be displayed behind the table is allowed. Space includes draped table, 2 chairs, and lobby carpeting. UTILITIES ARE NOT INCLUDED.

BOOTH—Booth Areas include 8’x10’ display space defined by 8’ pipe and drape back- and- side-walls. Height restriction of 8’. Draped 2’x6’x30” table and 2 chairs are provided on request. UTILITIES AND OTHER BOOTH FURNISHINGS ARE NOT INCLUDED.