



**Contract for Exhibit Space**

We hereby apply for exhibit space for our use at the 69<sup>th</sup> Annual IHS Convention & Expo. We understand that IHS is solely responsible for all exhibit space assignments. We understand that this application becomes a contract when signed by us and accepted by IHS. We agree to comply with the Official Convention Rules and Regulations and the conditions of the Contract for Exhibit Space, and with all the conditions under which convention services and facilities are provided to IHS. If application is accepted, we agree to be bound by their terms.

Full payment is due with application for space. IHS accepts payment by Visa, MasterCard, American Express, or Discover.

**Contact Information**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

*I am the official representative of the exhibitor company and have the authority to act on behalf of the company in all matters relating to the IHS Convention & Expo. It is my responsibility to provide information to other persons within the company, as necessary.*

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

**Booth Selection**

Preferred Booth Location: 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

**Preferred Placement**

If possible, our exhibit should not be adjacent to or opposite the following exhibitors/products:

\_\_\_\_\_

**Space Reservation**

Standard Booth (10' x 10'): \_\_\_\_\_ # of booths x \$3,300 = \$ \_\_\_\_\_

Premium Booth (10' x 10'): \_\_\_\_\_ # of booths x \$3,500 = \$ \_\_\_\_\_

Deluxe Booth (10'x 20'): \_\_\_\_\_ # of booths x \$5,940 = \$ \_\_\_\_\_

Total Due: \$ \_\_\_\_\_

Charge to:  American Express  MasterCard  Visa  Discover Paid in full receipt will be emailed.

Cardholder Name: \_\_\_\_\_

Billing Address (if different from above): \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVV: \_\_\_\_\_

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

## Official Convention Rules and Regulations

**Application:** Each potential Exhibitor must submit a completed Contract for exhibit space and agrees to be bound by the terms and conditions of the Contract for Exhibit Space and the Official Convention Rules and Regulations. Full payment of the booth is required at the time of making the reservation and before any space is assigned.

**Assignment:** Booth space will be assigned on a first-come, first-served basis, with priority given to convention sponsors and returning exhibitors. If preferred exhibit choice is not available, IHS will assign what it considers the best of available exhibit space. IHS reserves the right to rearrange exhibit space or adjust the floor plan in its own judgment to accommodate the best interest of the expo. The exhibitor is responsible for communicating to IHS those competing companies they'd rather not be assigned near. IHS will then do its best to accommodate such requests.

**Cancellation of Exhibit Reservation:** Exhibitors shall give written notice of cancellation. The date the written notice is received by IHS is considered the official cancellation date. If written notice is received at least 90 days before the show opening, total money less a 50% cancellation fee will be refunded to the Exhibitor. No refunds will be allowed for any cancellation less than 90 days prior to the opening of the show.

**Booth Specifications:** Standard booth space is delineated with an 8 ft. draped back wall and 3 ft. draped sidewalls. Standard booth height may not exceed 8 ft. and no solid exhibit construction may exceed 42" in height except in the rear half of the booth. The exhibit hall is fully carpeted and includes wifi. Exhibitors are not required to provide carpet for their booth space unless they decide to upgrade it. Additional furniture and services customarily required for exhibits will be available for advertised fees from the IHS-preferred vendor and will be fully explained in the online Exhibitor service kit, which is included in an email that will be sent to contact who confirmed the exhibit space.

**Shipping:** IHS strongly encourages all exhibitor materials requiring shipping to the resort be shipped by the IHS-preferred vendor. The Exhibitor service kit will outline all shipping costs incurred by using the IHS preferred vendor. Using a shipping provider outside of the IHS preferred method will result in additional handling fees.

**Identification Badges:** Exhibitor representatives must wear IHS identification badges while on the convention floor. Exhibitors will receive two complimentary exhibit registration badges per booth reserved, limited to the use of booth personnel. Badges must be worn at all times, for access to the exhibit hall. Exhibit booth personnel will not be permitted to enter the hall earlier than one hour before the scheduled opening time each day, except for the opening day, and must vacate the exhibit hall after the closing time each day except on the final day, unless special arrangements are made in advance with IHS show management. Only Exhibitors will be allowed in the exhibit hall during installation and dismantle.

**Exhibit Assembly and Disassembly:** All exhibit set up must be completed prior to the preopening inspection. All exhibits must be freestanding. No bolts, screws, hooks, or nails shall be driven into or otherwise attached to the walls or floor of the exhibit areas. No part of the display may be attached to the walls or floor of the exhibit areas, nor attached to or otherwise secured to the curtain back wall or sidewalls. In addition, no decals or other adhesive materials shall be applied or affixed to the walls, pillars, or floor of the exhibit area. Hanging signs must be finished on all sides. Exhibitors must receive written permission from IHS to include a hanging sign as part of its display. Dollies, carts, and other such devices will not be permitted on the exhibit floor during exhibit hours without written consent of IHS. IHS reserves the right to finish off any unsightly booth areas, including but not limited to unfinished back walls, unfinished sidewalls, or exhibit displays, at the expense of the exhibitor. Exhibitors must have their exhibit staff at the booth at all times during the open exhibit hours. Dismantling of exhibits before the official closing without the prior written consent of IHS will result in the Exhibitor not receiving an invitation to exhibit at the convention the following year. Exhibitor agrees to dismantle its display as soon as practical after the close of the convention exposition on October 3, 2020. In no event shall an Exhibitor allow their display materials to remain in the exhibit hall more than four hours following the close of the convention exhibition. If such display materials remain on the premises after such time, IHS may remove materials and Exhibitor shall be liable for any fees and agrees to pay all costs for dismantling and storage. IHS shall not be liable for any damage to the display or materials due to their removal or storage. An Exhibitor representative must remain in the exhibit area until the Exhibitors' display materials are secured. All products are to be securely packed before leaving the exhibit hall. IHS cannot assume responsibility for any exhibit materials left unattended in the exhibit hall.

**Labor:** Many convention and expo services are performed with the use of union labor. Union contract rates are firm and will be provided upon request. Exhibitors must conform to the local labor regulations and union jurisdictions in the California area.



**Ancillary Services:** All electrical power, air, water, drain, cleaning, janitorial services, telephone, ceiling rigging, Internet access, equipment and labor per union jurisdiction are managed by and must be arranged through the hotel or its designees at prevailing rates.

**Operation and Use of Exhibit Space:** Exhibitors shall not, without consent of IHS, distribute or permit to be distributed, any promotional materials (including but not limited to branded promotional items, literature, or food) outside of their booth. Exhibitors shall not post any sign of any description anywhere in the convention facility except within the confines of the exhibit space assigned. The Exhibitor may not sublet, assign, or apportion any of the exhibit space or represent, advertise, or distribute literature for the product or services of any other firm or individual without the prior written consent of IHS. Exhibitors are responsible for all damages to property and/or persons caused by themselves or their personnel or contractors, including any misuse of any item distributed from their booth on a promotional basis to attendees. Should such damage occur the Exhibitor shall be liable to the person(s) injured or the owner of the damaged property. Exhibitor further agrees to indemnify and hold IHS harmless against any and all claims that may arise because of damage to persons or the premises caused by Exhibitor or its employees, agents, or contractors. IHS is the final authority on all matters relating to operation and use of exhibit space.

**Indemnification and Insurance:** Exhibitor hereby releases, discharges, and holds IHS, the convention and exhibition center, the convention service contractor, and any and all of their employees, agents, and representatives harmless from any and all loss, liability, and/or damage to Exhibitor's property, including exhibits, used in connection with the convention. Exhibitor, as further evidence of compliance with this provision, agrees that it will carry property insurance covering property damage and public liability with minimum limits of \$1,000,000 per occurrence and \$3,000,000 in the aggregate for property damage and \$1,000,000 per occurrence and \$3,000,000 in the aggregate for public liability, and said policies shall name IHS as an additional insured. Exhibitor shall provide IHS with proof of such insurance.

**Fire Code Compliance:** Displays must conform to city fire ordinances and regulations and all federal, state, and local governmental codes, statutes, and regulations. Exhibitors shall not allow their displays to block the view of, or impede access to, fire alarm boxes, fire hose cabinets, fire extinguishers, fire exits, or other safety equipment.

**Hospitality Functions:** Industry-related events, including educational, business, or social functions, must be approved in writing by IHS. No event may compete with official convention activities. The distribution of food or beverages by Exhibitors on the convention floor is allowed only upon advance approval from IHS. All food and beverage service must comply with the regulations of the host facility.

**Safeguarding Property:** IHS will employ reputable guards and will take reasonable precautions to safeguard the Exhibitors' property. However, IHS, convention and exhibition center management, and their agents, representatives, and employees assume no liability for any loss or damages through any cause of goods, exhibits, or other materials owned, rented, or leased by the Exhibitor resulting from, but not limited to, robbery, damage by fire, accident, or other causes.

**Interpretation and Sanctions:** IHS has full power of interpretation and enforcement of the terms and conditions of the Contract for Exhibit Space and these Official Convention Rules and Regulations and may, in its discretion, act to ensure that all Exhibitors' actions comport with the "spirit" of the Contract for Exhibit Space and the Official Convention Rules and Regulations. All matters in question not covered by the Contract for Exhibit Space or these Official Rules and Regulations are subject to the interpretation and decision of IHS, and all decisions so made shall be binding on all parties affected by them, as the terms and conditions of the Contract for Exhibit Space and these Official Rules and Regulations would be.

**Force Majeure:** If IHS is prevented from conducting the Annual IHS Convention & Expo by any cause beyond its control, or if it cannot permit the Exhibitor to occupy its Exhibit Space due to circumstances beyond the control of IHS, IHS will refund to the Exhibitor the amount of the rental fee paid less a proportionate share of the Convention expenses, and IHS shall have no further obligation or liability to the Exhibitor.

I am the official representative of the exhibitor company and have the authority to act on behalf of the company in all matters relating to the IHS Convention & Expo. I hereby accept and agree to be bound by the IHS Official Rules and Regulations.

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Signature

Print Name

Date