

MEETING ROOM & SHOW FLOOR APPLICATION

EXHIBITING COMPANY INFORMATION:

EXHIBITING COMPANY _____

ADDRESS _____

CITY _____ STATE/PROVINCE _____

ZIP/POST CODE _____ COUNTRY _____

PHONE _____ FAX _____

KEY CONTACT NAME _____

KEY CONTACT E-MAIL _____

BOOTH SELECTION & PRICING:

A. Traditional Exhibit Packages – Booth space and 3 registrations, per 10 x 10.

Additional registrations available at a la carte pricing: Member \$2,799; Non-member \$3,799.

	Member	Non Member
<input type="checkbox"/> 10' x 10' off Main Street	\$7,300	\$10,800
<input type="checkbox"/> 10' x 10' on Main Street	\$10,800	\$14,200
<input type="checkbox"/> 10' x 20' off Main Street	\$14,850	\$18,200
<input type="checkbox"/> 10' x 20' on Main Street	\$20,000	\$25,000
2018 Company Fee for Traditional Packages		+\$200
Total: \$	_____	

B. Power Packages – includes 4 registrations, per 10'x10'

Includes booth design, booth set up, and furniture rental. You'll incur no additional labor, freight, or drayage charges!

	Member	Non Member
<input type="checkbox"/> 10' x 10' off Main Street	\$14,800	\$17,700
<input type="checkbox"/> 10' x 10' on Main Street	\$17,800	\$20,500
<input type="checkbox"/> 10' x 20' off Main Street	\$27,300	\$32,700
<input type="checkbox"/> 10' x 20' on Main Street	\$34,600	\$40,000
2018 Company Fee for Traditional Packages		+\$200
Total: \$	_____	

C. Power Package Plus – includes unlimited registrations

<input type="checkbox"/> Show Floor meeting room + 10'x10' Exhibit Space	\$18,600
<input type="checkbox"/> Show Floor meeting room + 10'x10' Power Package	\$25,200
<input type="checkbox"/> Hotel meeting room + 10'x10' Power Package	\$29,400
<input type="checkbox"/> Show Floor meeting room + 10'x20' Exhibit Space	\$28,400
<input type="checkbox"/> Show Floor meeting room + 10'x20' Power Package	\$44,400
<input type="checkbox"/> Hotel meeting room + 10'x20' Power Package	\$60,900

D. Non-Exhibiting Registration Fees to attend Conference for 3 days

<input type="checkbox"/> Member	\$2,799/each
<input type="checkbox"/> Non-Member.....	\$3,799/each

E. Private hotel meeting room

Unlimited business opportunities for 3 days Hotel Meeting Room
with 2 conference registrations\$10,000

Total: \$ _____

F. Booth Location: Refer to the floor plan and list up to 8 preferred booth locations.

1. _____ 2. _____ 3. _____ 4. _____
5. _____ 6. _____ 7. _____ 8. _____

G. Floor Location Preference: If your booth choices are unavailable, indicate (#1) most important to (#6) least important criteria in assigning space:

Corner booth End-cap booths Near entrance/exit
 Near food service Near main aisle Near center of floor

H. We prefer not to be near the following competitor companies: *NOT guaranteed.

SPACE ASSIGNMENT:

The Booth Space Application, the formal notice of space assignment by HIDA, the full payment of booth fees, the signed acceptance and approval by HIDA, together constitute a contract for the right to use space. HIDA reserves the right to assign or re-assign space allotted each contract as HIDA show management deems necessary. The final floor plan and exhibit space layout is subject to revision. For contracts received after the 2017 Conference, HIDA will assign booth space on a first-come, first-served basis. Contracts received on the same day will be processed in order of highest to lowest priority points based on the 2018 Priority Point System.

DEPOSIT REQUIREMENT:

Applications received before February 28, 2018 will be accepted with a 50% deposit per booth plus the \$200 one-time mandatory company fee or, you may choose to pay in full. Power Package booths will be accepted with a 50% deposit, or you may choose to pay in full. At a minimum, a deposit must accompany a completed application form in order to process. All remaining balances due must be paid in full by February, 28 2018. Any new application received after February 28, 2018 must be accompanied by full payment. Booth deposits and company fee are non-transferable and non-refundable.

PAYMENT INFORMATION:

CHECK/MONEY ORDER made payable to HIDA. Check No. _____

CHARGE: American Express MasterCard VISA

CARD NUMBER: _____

EXP DATE: _____ SECURITY CODE (REQ.): _____

SIGNATURE: _____

NAME AS IT APPEARS ON CARD _____

CANCELLATION:

Written cancellation of booth space received at HIDA on or before February 28, 2018, will receive a refund of 50% less the deposit and company fee. No refunds after February 28, 2018.

PERFORMANCE:

These conditions are an integral part of the 2018 HIDA Booth Space Application and contract for exhibit space, as are the HIDA Show Guidelines and the regulations of the Hyatt Regency included in your 2018 Exhibitor Service Kit.

The performance of the Booth Space Application/Contract by either party is subject to change or cancellation in the event of Acts of God, war, government regulation, terrorism, disaster, civil disorder, strike, labor disputes, weather conditions, curtailment of transportation facilities or any other condition beyond either party's reasonable control making it illegal, inadvisable, or impractical to provide the facilities or to hold the trade show/exhibition or would adversely impact HIDA's ability to host the trade show/exhibition under this agreement.

Should either party cancel because of a force majeure condition, the exhibitor expressly waives such liability and releases the association of and from all claims for damages and agree that the association shall have no obligation to refund to exhibitors the aggregate amounts received by the association as rental for exhibit spaces.

I have read and understand all terms and conditions of the contract stated herein
Terms and conditions may also be found at www.HIDA.org.

SIGNATURE: _____

TITLE: _____ DATE: _____

SPACE ASSIGNMENTS

1. Companies applying for exhibit space may list eight choices. HIDA will make every effort to accommodate preferences, space assignments are based on a point system in the initial sales period and then assignments are based on a first-come policy.
2. HIDA reserves the right to change a space assignment after the assignment is made should it become necessary to do so. You will be notified immediately should this be the case.

PAYMENTS/CANCELLATIONS

3. Applications must be accompanied with a 50% deposit per booth PLUS a \$200 company fee payment if applying before February 28, 2018 to be considered an executed contract. Payments received after February 28, 2018, require full payment to secure booth space.
4. Prior to February 28, 2018, 50% of the booth space fee is refundable, less the deposit. **After February 28, 2018, no refunds of any kind will be given.**
5. Cancellations must be acknowledged in writing to the HIDA office. Upon notification of a cancellation HIDA reserves the right to resell EXHIBIT, the exhibit space.
6. Exhibit fees cannot be transferred from year to year.

BOOTHS AND EQUIPMENT

7. Booth space will include draped back walls and side rails and an identification sign for inline booths. All other furnishings, carpet, equipment, and utilities are to be provided by the exhibiting company at its own expense. These services may be obtained through the official contractor.
8. Displays should conform to IAEE official standards. Display materials shall not exceed 8 feet in height or the contracted space. The display cannot exceed 3 feet from the back wall at the 8 foot height.
9. Companies wishing to erect displays that do not adhere to these conditions must be located in island arrangements and must submit a request in writing along with drawings of the booth layout for approval to show manager. Erection of this display is subject to show manager's approval.
10. Aisle booths must face forward as designated on floor plan. Exhibitors desiring different layouts should purchase island arrangements.
11. Exhibitors are required to carpet their booths unless exhibit hall has existing carpet.

FAILURE TO OCCUPY SPACE

12. Any exhibitor not checked in one hour prior to the official opening will be considered a no-show unless the exhibiting company has made prior arrangements with the exhibit manager.
13. The show manager reserves the right to force set an exhibitor's booth if freight has been delivered or remove freight from the floor prior to show opening. All charges will be applied to the exhibitor's account.
14. HIDA reserves the right to resell, reassign, or use the space of no-show companies without refund.

USE OF BOOTHS

15. All demonstrations/exhibits must be confined to exhibit booth. Exhibitors cannot block the aisle with demonstrations or other activities. Booths may not be used to conduct seminars without show management approval.
16. No exhibitor shall assign, sublet, or share the whole or any part of the booth space allotted without the approval of HIDA.

OBJECTIONABLE ACTIVITIES

17. Exhibitors are prohibited from using amplifying equipment or strolling entertainment. Exhibitors who use costumed model/mannequins should be certain that their manner of dress is not offensive.
18. No alcohol beverages may be served on the exhibit floor by exhibitors without the written consent of HIDA. If approved, HIDA reserves on right to approve the type of alcohol, serving size, and the method of how it is served.
19. HIDA reserves the right to request modification of any questionable exhibit activities.

SERVICE CONTRACTOR

20. HIDA has a designated general service contractor for show services. Exhibiting companies will receive exhibitor kits in advance of the show outlining the services available through official contractors.
21. Exhibitors must use the official contractor for drayage, electrical, and other areas as specified. For other services such as installation and dismantle, exhibitors may use outside contractors, but must submit a written request to the exhibit manager and provide certificates of insurance by August 1, 2018 for permission to be granted for the sub-contractor to operate.

INSTALLATION AND DISMANTLE

22. Exhibit installation must be done during hours specified. Any booth not completed in time for the official opening will forfeit the right to set up until the show closes for the day.

23. Only individuals who are employees of exhibiting companies will be permitted to install and dismantle the exhibit, except where union regulations apply.
24. No exhibit may be dismantled or packed prior to the official closing of the exhibition. Exhibit dismantling must be done during the hours specified by HIDA.

LIABILITY AND INSURANCE

25. Exhibitors agree to maintain such insurance as will fully protect HIDA from any and/or all claims of any nature including claims under the Workmen's Compensation Act, and for damages, for personal injury, including death, which may arise in connection with the operation of the exhibitor's display.
26. Exhibiting companies expressly agree to protect, save, and hold harmless HIDA from all loss and/or damage whatsoever caused by an exhibitor to the building. In the event of damage, exhibiting company agrees to reimburse owner of the building for cost of repairs.

UNION LABOR

27. Exhibitors must conform to existing union rules and regulations.

ADMISSION

28. Admission to the exhibit hall will be restricted by badge identification. Exhibitors wishing access to their display will be required to wear their badge for admission into the exhibit hall. For security purposes, admission into the exhibit will be limited to one hour prior and one hour after scheduled show times. Exhibitors requiring access to the exhibit hall at other times must make arrangements through the show management.
29. HIDA will have sole control over the admission of persons. All persons visiting the exhibits will be admitted according to the rules established by HIDA.

SECURITY

30. HIDA will provide security, at no expense to exhibitors, beginning with setup and continuing on a 24-hour basis through the completion of exhibitor move-out.

COMMUNICATIONS

31. Exhibitor contacts will receive a monthly e-mail—beginning in the spring—listing important dates and exhibit information relating to the HIDA Conference.