



Exhibitor Contract – Enter information exactly as you would like it to read in the onsite Conference Schedule

Company name:	Assigned booth:	
Company address:		
City, state, zip, country:		
Phone:	Fax:	Website:

Pre-Conference Contact Person – List the person I should request materials and additional information from

Name:	Title:	
Email:	Phone:	Fax:

List companies you prefer to be located AWAY from:

<input type="checkbox"/> 10'x10'	\$2,950 (includes two complimentary full conference badges)	Booth location preference 1. _____ 2. _____ 3. _____
<input type="checkbox"/> 10'x20'	\$5,650 (includes four complimentary full conference badges)	
<input type="checkbox"/> 20'x20'	\$11,150 (includes eight complimentary full conference badges)	

Advertising and Traffic Booth Drivers

Bag Insert for Conference Bags		Vendor is required to send a proof of the bag insert to IISE for approval prior to printing. Vendor is responsible for printing the requested quantity as instructed by IISE and for shipment of the bag inserts to IISE headquarters.
<input type="checkbox"/> One page or front/back flyer	\$500	
<input type="checkbox"/> Brochure, pamphlet, tri-fold, CD	\$750	
<input type="checkbox"/> Pre-conference custom e-blast	\$750	Vendor must be able to provide customized HTML and text-only files to IISE. Graphic images must also be hosted from vendor's server. Limited to 5 available deployment dates
<input type="checkbox"/> Vendor Presentation session	\$500	80 min. session – Vendor must provide Presentation topic, outline and speaker's name and bio. Multiple presentation slots may be purchased. Limited to 5 available presentation slots

Conference Program

<input type="checkbox"/> Inside front cover – C2 (b/w)	\$400	Featured black and white print ad in the conference program all attendees will receive.
<input type="checkbox"/> Inside back cover – C3 (b/w)	\$400	Choose one of the following positions: Inside Front (C2), Inside Back (C3) or Back Cover (C4).
<input type="checkbox"/> Back cover – C4 (b/w)	\$595	Printed horizontal style 11" x 8.5" with a .25 bleed – Black/White only!

Sponsorship Opportunities

<input type="checkbox"/> Attendee Conf. T-Shirts	\$8,500	Have your brand viewed on a global scale by hundreds of attendees. IISE Annual Conference logo on the front and your logo and message on the back. EXCLUSIVE
<input type="checkbox"/> Mobile Recharging Station	\$4,000	Your company logo will receive high visibility on a centrally located charging station used by attendees to charge their smartphones and tablets throughout the conference.
<input type="checkbox"/> Sponsor Video Keynote Session	\$5,000	Your video featured for up to 3 minutes before each keynote presentation. 1 keynote presentation per day for a total of 3 video presentations. Limited to 2 video sponsors
<input type="checkbox"/> Branded Water Bottles	\$3,250	Your logo featured on reusable water bottles attendees will use throughout the conference and after the conference is over.

Payment and Cancellation Terms

A 50% deposit fee is due with your contract application if received before December 1, 2017. After December 1, 2017, full payment is due with all signed contracts. Your booth is not guaranteed until payment has been received and processed. By signing this contract, I agree to the payment and cancellation terms of this agreement as stated on the front and back of this contract.

<i>Signature</i>	Date:
Printed name:	Title:

I, authorize the amount of \$ in U.S. dollars.

Credit Card #	Expiration Date:	Security Code:
<i>Authorized Signature</i>	Name of credit card: (print name)	
Authorized Signature (print):	Title:	

Please return signed contract to Anita Lambert at anita4@airmail.net or Leigh Anne Stroud at lstroud@iise.org. Fax to (770) 263-8532.



Participation Agreement (terms and conditions for vendor participation in the IIE Annual Conference & Expo 2018)

Assignment of space: The event sponsors (Hereafter, Sponsors) shall assign the booth, display and/or table top space as agreed to under this contract for the period of the display and such assignment will be made no later than four weeks before the event. Location assignments will be on a first-come, first served basis and will be made solely at the discretion of the sponsors.

Use of display space: Company is allowed to distribute literature, run demonstrations, and sell products with the boundaries of the Company's assigned space. Company's product demonstration, placement or handling out of literature, signage, all booth furnishings and lighting must be well within the confines of the assigned space at all times and may in no way interfere with adjacent space. Demonstrations using audio must use headsets to demonstrate audio capabilities. Company shall not assign to a third party its space or a portion of the space without the prior written consent of sponsors, which sponsors may grant or withhold at its sole discretion. If such permission is given, the Company shall assume full responsibility for the conduct of the assignee and all its representatives. No other conferences or events may be promoted in any format at IIE managed events without written permission from IIE.

Company events: Company shall not schedule or sponsor any event in connection with the conference, including without limitation: evening events, during a time that overlaps or conflicts with a Conference event published in the sponsor's conference schedule.

Indemnity and limitation of liability: Neither the sponsors, co-sponsors, venue provider nor any of their respective officers, agents, employees, facilities, representatives or assigns shall be liable for, and Company hereby releases them from, any claims for damage, loss, harm, or injury to the person, property or business of the Company and/or its visitors, officers, agents, employees, or other representatives, resulting from theft, fire, earthquake, water, unavailability of the facility, accident or any other reason in connection with the display at the conference. The company shall indemnify, defend, and protect the sponsors and hold sponsors, any co-sponsor and venue provider harmless from any and all claims, demands, suits, liability, damages, losses, costs, attorney's fees, and expenses which might result or arise from Company's participation in the conference or any actions of its officers, agents, employees, or other representatives. Under no circumstances will sponsor, co-sponsors, or the venue provider be liable for lost profits or other incidental or consequential damages for any of their acts or omissions whatsoever whether or not appraised of the possibility or likelihood of such damages or loss profits. In no event shall sponsors liability, under any circumstance, exceed the amount actually paid to it by the Company. Sponsors make no representations or warranties regarding the number of persons who will attend the conference.

Observance of laws: Company shall abide by and observe all laws, rules and regulations, and ordinances.

Cancellation or termination by sponsor: If for any reason beyond its reasonable control including fires, strike, earthquake, damage, construction or renovation to the display site, government regulation, public catastrophe, act of God, or any similar reason, sponsors shall determine the conference or any part may not be held. Sponsors may cancel the conference or any part thereof. In that event, sponsors shall determine and refund the Company its proportionate share of the balance of the fees received which remains after deducting all expenses incurred by sponsors.

Cancellation by Company: All payments made to sponsors under the application shall be deemed fully earned and non-refundable in consideration for expenses incurred by sponsors and sponsors lost or deferred opportunity to provide space and/or sponsorship opportunities to others. Company may cancel or withdraw from the conference subject to the following conditions:

- The company shall give written notice of cancellation or booth reduction, email is not acceptable. Such notice will be considered official on the date of receipt by IIE.
- Notice of cancellation or booth reduction received in writing by IIE prior to December 1, 2017, will result in no penalty cost to exhibitor.
- Notice of cancellation or booth reduction received in writing by IIE between December 1, 2017 – February 1, 2018, will result in a 50% refund of fee.
- Notice of cancellation or booth reduction received February 2, 2018, or after will receive no refund.

Company conduct: Company and all of its representatives shall conduct themselves at all times in accordance with the highest standards of decorum and good taste, as defined by IIE. Sponsors reserve the right to eject from the conference any Company or Company representative violating those standards, without refund.

Agreement to terms, conditions and rules: Company agrees to observe and abide by the foregoing terms and conditions and by such additional terms, conditions, and rules made by sponsors from time to time for the efficient and safe operation of the conference. This application represents the final, complete and exclusive agreement between the Company and the sponsors concerning the subject matter of this application. Sponsors do not make any warranties or other agreements except as set forth above. Any amendment to this contract must be in writing signed by sponsor representative. If any term of this agreement shall be declared invalid or unenforceable, the remainder of the agreement shall continue in full force and effect. This agreement shall be binding upon the heirs, successors, and assigns of the Company subject to the terms of this agreement regarding assignment.