



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

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

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

Name:	Title:
Email:	Phone:

Reserve booth size Location preference 1. _____ 2. _____ 3. _____

- 10'x10' \$3,150 (includes two complimentary **full conference** badges)
- 10'x20' \$5,850 (includes four complimentary **full conference** badges)
- 20'x20' \$10,150 (includes eight complimentary **full conference** badges)

List companies you prefer to be located AWAY from:

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	\$600	
<input type="checkbox"/> Pre-conference custom e-blast	\$750	Vendor must be able to provide customized HTML and text-only files to IISE. Limited to 5
<input type="checkbox"/> Exhibitor Presentation	\$500	20 minute session during dedicated exhibit hours – seating for approximately 40 individuals

Conference Program

<input type="checkbox"/> Inside front cover – C2 (color)	\$1,350	Full-page, 4 color print ad featured in a prime position
<input type="checkbox"/> Inside back cover – C3 (color)	\$1,250	Choose one of the following positions: Inside Front (C2), Inside Back (C3) or Back Cover (C4).
<input type="checkbox"/> Back cover – C4 (color)	\$1,495	Conference Program all attendees will receive at registration

Sponsorship Opportunities

<input type="checkbox"/> Attendee Conference Bags	\$5,000	<input type="checkbox"/> Branded Reusable Water Bottles	\$2,500	<input type="checkbox"/> Specialty Networking Event	\$1,500
<input type="checkbox"/> Attendee Badge Holders	\$3,500	<input type="checkbox"/> Online Conference Proceedings	\$1,000	<input type="checkbox"/> Charging Station Tower/Cube	\$5,000
<input type="checkbox"/> Sponsor Video Keynote Session	\$4,000	<input type="checkbox"/> Ergo Quiz Bowl Contest	\$1,500	<input type="checkbox"/> Cyber Café	\$2,500
<input type="checkbox"/> Attendee Pads and Pens	\$2,500	<input type="checkbox"/> Ergo Cup® Awards Ceremony Streamed Live Online	\$2,750	<input type="checkbox"/> Hotel Room Key Cards	\$1,750

Co-Sponsorship Opportunities

<input type="checkbox"/> Welcome Reception	\$10,000	<input type="checkbox"/> Attendee Luncheon	\$5,000		
<input type="checkbox"/> Continental Breakfast (per day)	\$3,000	<input type="checkbox"/> Refreshment Breaks (per break)	\$2,000		

Payment and Cancellation Terms: 50 % deposit fee is due with your contract application if received before September 18, 2017. After September 18, 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 Applied Ergonomics Conference 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 IISE managed events without written permission from IISE.

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 IISE.
- Notice of cancellation or booth reduction received in writing by IISE prior to August 14, 2017, will result in no penalty cost to exhibitor.
- Notice of cancellation or booth reduction received in writing by IISE between August 14 – November 14, 2017, will result in a 50% refund of fee.
- Notice of cancellation or booth reduction received November 15, 2017, 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 IISE. 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.