

# Exhibitor Space Application

Subsidiaries of one company may have more than one name. Unaffiliated companies may not have a combined listing.

**EXHIBITING COMPANY INFORMATION:** (Please complete as it should appear in the Conference Guide)

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

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

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

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

Website: \_\_\_\_\_

Product to be displayed: \_\_\_\_\_

We prefer **NOT** to be next to or across the aisle from: \_\_\_\_\_

**EXHIBIT CONTACT:** (Person to whom all exhibit-related information should be sent. Communication will be via email.)

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

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

**EXHIBIT BOOTH:**

10' x 10' \$8,000  
(3 exhibitor badges included)

10' x 30' \$24,000  
(9 exhibitor badges included)

10' x 20' \$16,000  
(6 exhibitor badges included)

20' x 20' \$32,000  
(12 exhibitor badges included)

**Furniture Package**  
(included with booth)

Yes, add 1 draped table, 2 chairs and a wastebasket

**EXHIBIT BOOTH:**

1st Choice # \_\_\_\_\_ 2nd Choice # \_\_\_\_\_ 3rd Choice # \_\_\_\_\_

Total Cost: \_\_\_\_\_ Assigned Booth Number: \_\_\_\_\_ (office use only)

**PAYMENT INFORMATION:**

We agree to pay the total booth cost as rental for the space allotted to us. We understand that a 50% deposit must accompany the application with the balance due October 6, 2017. After this date, payment in full must accompany all space applications.

Check in the amount of \$ \_\_\_\_\_ payable to **HMP Communications**

Charge in the amount of \$ \_\_\_\_\_  Visa  MasterCard

American Express  Discover

A 3% Administrative Fee will be applied to all credit card payments.

Credit Card Number \_\_\_\_\_ Exp Date \_\_\_\_/\_\_\_\_ Security Code \_\_\_\_\_

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

**CANCELLATIONS:**

Requests for cancellations of reserved exhibit space must be in writing to [tfields@hmpcommunications.com](mailto:tfields@hmpcommunications.com). Refunds, less a 50% administrative fee, will be granted for requests received on or before October 6, 2017. After this date, refunds for reserved space will not be granted.

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

Please note that by submitting this form, you understand that your use of this space is subject to the conditions and terms provided, which, upon acceptance by HMP Communications, will become a binding contract between you, as the exhibitor, and HMP Communications.

**Please send completed application to:**

**Tara Fields at [tfields@hmpcommunications.com](mailto:tfields@hmpcommunications.com) or fax to 866-653-9659**

This form indicates the policies and regulations set forth as part of the contract for sponsorship with HMP Communications and its organizing committee, hereinafter referred to as HMP, for the ISET conference being held February 3-7, 2018 in Hollywood, FL. HMP reserves the sole right to render all interpretations, to amend and enforce these policies and regulations, and to establish any and all further regulations not specifically covered below to ensure the general success and best interests of the conference. HMP reserves the right to decline, prohibit, and/or deny any sponsorship that in its sole judgment is contrary to the character, objectives, and best interests of the conference or suitable for its attendee audience.

**1. GENERAL EXHIBIT INFORMATION:** All exhibits must be set up 3 hours prior to the opening of the first day of show without exception. The exhibits officially close at 1:30 p.m. on Tuesday, February 6. No exhibitors may dismantle exhibits until the official closing time. HMP Communications reserves the right to assign booth space. All booths must reflect a uniform image. Each exhibitor will be permitted to display the following items only: literature, logos, company signs, and samples.

**2. EXHIBITOR SERVICES:** The following services will be provided for exhibitors at no additional charge: 7" x 44" identification sign, eight-foot-high back wall, and three-foot side drape. The official decorating and drayage company of the ISET conference will provide and distribute an exhibitor kit containing literature and rates for all services and equipment. All furnishings and special requirements should be ordered through that decorating company.

**3. CEILING HEIGHT:** The ceiling height in the exhibit hall is 29 feet. No booth display may exceed 8 feet in height with the exception of island booths and perimeter booths, which cannot exceed 12 feet in height. Only island booths are permitted to have hanging signs, and must be approved by Show Management. ISET follows the IAEE Guidelines for Display Rules and Regulations.

**4. EXHIBIT COORDINATOR:** The official decorating company will direct and manage all of the following services and will have a service desk in operation at the time of installation and dismantle: • Exhibitor service manual distribution • furnishings • labor • rent or exhibit displays • signage • material handling services • transportation services.

**5. EXHIBITOR'S INFORMATION KIT:** A complete Exhibitor's Information Kit containing all the necessary order forms for drayage, electrical service, furniture rental, carpeting, cleaning, etc., will be sent via email to each exhibitor 90 days prior to the meeting. The official decorating company of the ISET conference will also provide instructions within the kit so forms may be processed online.

**6. PHOTOGRAPHY IN THE EXHIBIT HALL:** The use of cameras (including but not limited to cellular phones, film, digital, video taking or image or sound capturing) or audio taping equipment is prohibited anywhere during the conference without prior permission from HMP Communications and/or the presenting author.

**7. SUBLETTING OF SPACE:** The exhibitor agrees that the display will be confined to the area of space reserved and that subletting or showing products other than those manufactured or represented by the exhibitor is strictly prohibited.

**8. ARRANGEMENT OF EXHIBITS:** The exhibitor agrees to manage its exhibits so as not to obstruct or interfere in any way with the general view, the view of the exhibits of other exhibitors, or the free passage of spectators. The decision of HMP Communications as to what constitutes such obstruction or interferences will be final.

**9. CARE OF SPACE:** The exhibitor agrees not to deface, injure, or mar the exhibition hall of the Diplomat Hotel, any of the furniture or fixtures contained therein, and/or any of the property of whatever nature placed therein. The exhibitor will be liable to HMP Communications and/or Diplomat Hotel for any damage resulting to such exhibition hall, furniture and fixtures contained therein, and/or such property placed therein by HMP Communications, which will occur by reason of the commission or omissions of any exhibitor and/or its agents, servants, or employees. The exhibitor will defend and hold harmless HMP from all claims and suits against HMP Communications arising from the aforesaid commissions or omissions of the exhibitor, their agents, servants, or employees. All material used by exhibitors must conform to the requirements of the fire department of Hollywood, FL. X-ray equipment is to be disconnected.

**10. INSURANCE:** HMP Communications assumes no responsibility for the safety of the personnel and property of exhibitors or the personal property of their officers, agents, servants, or employees. Any exhibitor wishing to insure his/her personnel or goods against injury, theft, damage by fire, accident, or other cause must do so at his/her own expense.

**11. SECURITY:** The conference organizers will take reasonable precaution to protect exhibitor property. The provision of this service, however, shall not be construed as an assumption of obligation or duty with respect to the protection of the exhibitor's property.

**12. LIABILITY:** HMP Communications will not be liable for any damages in the event that performance of this contract is rendered impossible for any of the following causes: destruction of the exhibit hall or any substantial portion thereof by fire, earthquake, the elements, a public enemy, strikes or other public disorder, impossibility of performance created by lay or any public authority, and/or for any cause beyond its control or the control of the Diplomat Hotel.

**13. CHILDREN:** Under no circumstances will children under the age of 18 be allowed in the exhibit hall during installation, show hours, or dismantle. For reasons of insurance, children are not permitted on the show floor. Due to limited seating capacity and the highly technical nature of the programs, children under the age of 18 are not invited to attend presentations.

**14. SHIPPING INSTRUCTIONS:** Please ship early and prepay all transportation charges. Collect shipments will not be accepted and all shipments should be labeled with return address. Additional shipping instructions and labels will be provided in the decorating kit. All shipments should be packed securely and fully prepaid. Bills of lading should be forwarded to the drayage agent when shipment is made. Each exhibitor agrees to ship his/her materials at the company's own risk and expense.

**15. CONDUCT OF EXHIBITS:** All booths must be uniform. Interviews, demonstrations, and distribution of literature or samples must be made within the booth area assigned to the exhibitor. Canvassing or distributing of promotional materials outside the exhibitor's own booth will not be permitted. Any and all educational activities conducted at the booth must be delivered via headsets — no exceptions. HMP Communications reserves the right to monitor and reduce the sound of any system so that it does not interfere with the show and/or other exhibitors. Exhibitors may not serve or dispense food or beverages of any type from their booths or in the exhibit area without the consent of HMP Communications. No part of the display including products is permitted outside the exhibit space. Products and furnishings should be arranged with the safety of the exhibitors and attendees in mind. Each exhibitor must make provisions for the safeguarding of his goods, materials, equipment, and display at all times. The exhibit hall will be secure during closed hours, but neither HMP Communications nor the Diplomat Hotel will be held liable for personal injuries or for damage to property owned or controlled by the exhibitor in the rented exhibition space. The exhibitor will indemnify and hold HMP Communications and the Diplomat Hotel harmless against all such claims. All of the exhibitor's property should be deemed to remain under the exhibitor's custody and control in storage, in transit to or from, or within the confines of HMP Communications or its service contractor. Each exhibiting company should acknowledge that it is responsible for obtaining insurance coverage in such amounts as it deems appropriate to comply with its obligations hereunder and for its own protection. Each exhibiting company that wishes to insure its exhibit and display materials against loss of any kind must do so at its own expense.

**16. ELECTRICAL POWER AND UTILITIES:** Rates and data on electrical power, telephone connections, etc., will be provided in the Exhibitor Service Manual from the decorator.

**17. TELECOMMUNICATION SERVICES:** Rates and data will be provided in the Exhibitor Service Manual from the decorator.

**18. BOOTH RELOCATION:** HMP Communications reserves the right to rearrange the floor plan at any time. HMP Communications reserves the right to relocate exhibitors should it become necessary for causes beyond the control of HMP Communications, or advisable in the best judgment of HMP Communications. After assignment of space, exhibitor agrees to accept relocation to other comparable space if HMP Communications deems such a relocation to be necessary or appropriate.

**19. CANCELLATION BY EXHIBITOR:** Requests for cancellations of reserved exhibit space must be in writing to [tfields@hmpcommunications.com](mailto:tfields@hmpcommunications.com). Refunds less a 50% administrative fee will be granted for requests received on or before October 6, 2017. After this date, refunds for reserved space will not be granted.

**20. REFUND POLICY:** Please reference the cancellation terms and penalties under CANCELLATION BY EXHIBITOR above. There will be no refunds for cancellations received after October 6, 2017.

**21. BOOTH REDUCTION:** Notification of intent to reduce your booth size must be provided in writing [tfields@hmpcommunications.com](mailto:tfields@hmpcommunications.com). Booth size reductions before October 6, 2017 will result in 25% of the decreased amount. No booth reductions will be accepted after October 6, 2017.

**22. TERMS OF PAYMENT:** Final payment for exhibit space at the symposium must be received by October 6, 2017, or exhibit space will be reassigned and the exhibitor will forfeit all deposits paid. Checks must be payable to HMP Communications (Tax ID# 26-0596116) and mail, along with a copy of your application or invoice to: HMP Communications  
Attention: ISET Exhibitor Registration  
70 E. Swedesford Road., Suite 100  
Malvern, PA 19355

A 3% administrative fee will be applied to all credit card payments.

**23. EXHIBITOR BADGE POLICY:** Exhibitor badges are reserved for company staff and will be labeled EXHIBITOR, along with the name of the registered company. All exhibitors are required to clearly display the official meeting badge, which allows access into the Exhibit Hall and educational sessions. The cost to purchase additional badges is \$500 per badge. Each 10' x 10' exhibit booth unit is entitled to three complimentary badges. The deadline to register/change/cancel representatives is January 12, 2018.

**24. LOST BADGE REPLACEMENT POLICY:** The official ISET badge must be clearly displayed at all times. Business cards or other items inserted into or affixed to the front of the badge sleeve will not be permitted. There will be a fee of \$150 to replace a lost badge.

**25. EXHIBIT SERVICES AND SHIPPING:**

Official Service and Drayage Contractor  
Vista South Convention Services  
Andre Dupont  
ISET Exhibitor Logistics Manager  
Phone: 305-673-1123  
Fax: 305-673-8713  
Email: [ADupont@vistacs.com](mailto:ADupont@vistacs.com)

Exhibiting companies are strongly encouraged to coordinate their booth logistics through the official Service Contractor. ISET advises that exhibiting companies refrain from shipping directly to the hotel to avoid additional costs and any delays in delivery. A complete list of services and pricing will be available in the Exhibitor Service Kit, which will be available on or before December 8, 2017, and emailed to each company contact along with booth space assignment. The kit will contain all necessary information and order forms, including:

- Drayage and shipping information
- Labor regulations and rates
- Furniture, display and decorating rentals
- Electrical and telephone service
- Audiovisual and computer rentals

**26. MAILING LIST:** Each registered exhibitor will receive a pre-registration list via email the week of January 8, 2018 as part of their booth package. A final registration list will be sent approximately two weeks following the conclusion of ISET 2018. The list will include the names, designations, and specialties of ISET attendees. Use of the lists is restricted to one time and limited to information directly connected with ISET 2018.

**27. TERMS AND CONDITIONS:** All companies registering for and exhibiting at ISET 2018 must comply with the terms and conditions outlined in the contract, and in registering for the symposium agree to abide by such guidelines.