

By submitting one signed copy of this form, we hereby **apply for exhibit space participation** at the ISM2020 Annual Conference in Boston, MA. The full balance is due 30 days from signed contract. Cancellations must be received in writing to ISM. Fifty percent of the contracted amount will be refunded for cancellations made on or before **February 1, 2020**. After **February 1, 2020**, no refunds will be issued. If the company decides to downsize, the cancellation policy remains the same for the space canceled.

- 6X2 (\$3,500) Tabletop (available to first-time exhibitors)
 10X10 (\$5,000) Inline
 10X10 (\$6,000) Corner
 10X20 (\$10,000)
- 20X20 (\$20,000)
 20X30 (\$30,000)

Booth Choice: 1st 2nd 3rd

*Standard booth price location is at ISM discretion, there is an additional fee to select a specific booth location and is subject to availability.

*Select your location: 10x10 (\$1,000, Corner only) 10x20 (\$2,000) 20x20 (\$2,500) 20x30 (\$5,000)

*Exclusive for 2019 on-site exhibitors: location selection is included

Company Information: The people listed here are for administrative purposes only. They are the designated contacts that will receive all exhibition related materials and requests for information.

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Website: _____

Company Contact Person Information:

Main Contact Name: _____

Title: _____

Phone: _____ Email: _____

Secondary Contact Name (if applicable): _____

Title: _____

Phone: _____ Email: _____

Fees (please check all appropriate boxes):

Invoice Me
 ACH or Wire
 Credit Card (call customer service 480.752.6276 option 8)

Special invoicing instructions (ie P.O. request, portal submission, invoice recipients) _____

We have read and agree to comply with all rules and regulations of the Institute for Supply Management® Conference (see pages 2-3) and agree to submit all information required and requested by Conference Management.

Contact Signature

Date

ISM Signature

Date

General Rules and Regulations for Exhibitors

Institute for Supply Management® (ISM®)

- 1. DATE, PLACE AND HOURS.** The exhibition hours will be as indicated in the Exhibit Hall schedule. ISM reserves the right to make changes in the exhibition hours; however, such changes will be made known to exhibitors as far in advance as possible.
- 2. INSTALLATION OF EXHIBIT.** Hours of installation are as listed in the Exhibit Hall schedule. Space unclaimed by the opening hour is subject to reassignment without refund of any of the rental paid. ISM reserves the right to make changes in the installation hours; however, such changes will be made known to exhibitors as far in advance as possible.
- 3. EXHIBIT PURPOSE.** The exhibitor recognizes that the purpose of the exhibit is exclusively for the education of persons attending the Conference and agrees neither to solicit nor accept orders nor to conduct any selling activity at the exhibition other than is necessarily an incident to the furnishing of such education.
- 4. PERMISSIBLE EVENTS.** Every effort will be made to provide a well-rounded event for ISM Conference participants. All exhibitor activities must be reviewed and approved by ISM in advance of exhibited event. Undignified methods of attracting attention will not be permitted. ISM reserves, in its sole discretion, for any reason or lack of any reason, the right to accept or reject any organization or product for inclusion in the exhibited event. ISM is not required to provide any rationale for the acceptance or rejection of any exhibit.
- 5. GENERAL RESTRICTIONS.** ISM reserves the right to restrict any exhibit because of noise, method of operation or any reason that is judged dangerous or objectionable, and also to prohibit, or to evict, that which is considered to detract from the general character of the exhibited event. This general reservation includes persons, things, conduct, printed matter or anything deemed objectionable by ISM. In the event of such restriction or eviction, ISM is not liable for any refund of rental or other exhibitor expenses. Exhibitors may make prizes available for general drawing that do not exceed \$500.00 in value. Advertising novelties are not to exceed \$25 in value.
- 6. RESTRICTIONS IN USE OF SPACE.** All demonstrations, interviews or other activities, such as the distribution of circulars and advertising matter of any description, must be confined to the exhibitor's own booth. The exhibitor agrees not to assign, sublet or share the whole or any part of its assigned space without the prior knowledge and written consent of ISM. No exhibitor is permitted to show goods other than those manufactured or dealt with in the regular course of business. No firm or organization not assigned exhibit space will be permitted to solicit business in any manner in conjunction with the ISM Conference.
- 7. SOUND SYSTEMS.** The use of sound systems is permissible provided that they are not audible in neighboring booths, nor more than 3 feet into the aisle, and that the sound is directed only into the exhibitor's booth vertically. ISM shall have and exercise absolute control over this regulation, the intent of which is that sound systems shall not be objectionably audible to neighboring exhibitors. The exhibitor is responsible for any licensing fees.
- 8. BOOTH RENTAL.** Booth rental includes standard back wall drape, 8 feet high with side rails 36 inches high; a standard booth sign showing the exhibitor's firm name; general overhead illumination; air conditioning; and overall security for the Exhibit Hall.
- 9. DISPLAY HEIGHTS.** Side wall construction, if used, may taper diagonally from back wall for one-half of the depth of the booth. This limitation is intended to provide a clear view of neighboring exhibits. Raw wood, cardboard or similar materials for wings to booths must be covered or painted if they are visible in adjacent booths. Placement of high equipment must conform to these rules. Exceptions to the above can be authorized for self-contained island configurations.
- 10. AVAILABLE SERVICES.** On behalf of the exhibitors, ISM has designated official Conference contractors to perform the following services at rates considered equitable and normal: cartage, equipment moving and setup, furniture, booth decorations, signs, photographs, telephone, etc. Services of electricians, plumbers, carpenters and laborers will be provided and charged for at prevailing rates. ISM assumes no responsibility or liability for any of the services performed or materials delivered by the foregoing persons and parties. Specific information about contractors will be forwarded to exhibitor after booth space has been assigned. Any services obtained by the exhibitor from official Conference contractors or other suppliers and persons must be in strict compliance with policies of the venue in which the Conference and exhibit are held.
- 11. DISMANTLING OF EXHIBITS.** The exhibitor agrees not to dismantle the exhibit or do any packaging before the closing hour of the last exhibit time as described in the Exhibitor's Schedule. Charges will be billed of any exhibit material remaining after exhibit hours. If an emergency situation dictates that an exhibitor must leave prior to the close of the exhibit event, ISM Exhibit Management personnel must be notified prior to exhibitor's departure and exhibitor must make arrangements (to be approved by ISM Exhibit Management) for their exhibit to be dismantled and packaged timely after the closing hour of the last exhibit time as described in the Exhibitor's Schedule.
- 12. SECURITY.** ISM will provide regular security service to cover entrances to the exhibition area on a 24-hour basis from the beginning of move-in to the completion of move-out.
- 13. INSURANCE.** Exhibitor shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Comprehensive General Liability and Contractual Liability Insurance, insuring and specifically referring to contractual liability set forth herein, in an amount not less than \$1,000,000 Combined Single Limit for personal injury and property damage. ISM and the Conference and exhibit venue shall be included in such policies as additional named insureds. In addition, the exhibitor acknowledges that neither ISM nor the Conference and exhibit venue maintains insurance covering exhibitor's property and that it is the sole responsibility of exhibitor to obtain business interruption and property damage insurance covering such losses by exhibitor. Evidence of such insurance must be provided by the insuring company.

14. LIABILITY. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save the Institute for Supply Management™, event facility, and their employees and agents harmless against all claims, losses and damages to persons or property, governmental charges or fines, and attorney's fees arising out of or caused by exhibit installations, removal, maintenance, occupancy or use of the exhibited event premises or a part thereof, excluding any such claim caused by the sole negligence of the event facility or its employees and agents.

Furthermore, in case said premises shall be destroyed by fire or the elements, or by any other cause or in case any other circumstances shall make it impossible for ISM to permit the said premises to be occupied by exhibitor for the use herein specified, including without limitation, earthquakes or other natural or weather-related events, labor interruptions, or other occurrences beyond the control of ISM, then and thereupon this contract shall terminate and exhibitor shall and does hereby waive any claim for damages or compensation, except the pro rata return paid for any space rental, less expenses incurred by ISM.

15. FIRE PROTECTION. No combustible decorations shall be used at any time. All packing containers, excelsior and wrapping paper, which must be fireproof, are to be removed from the floor and must not be stored under tables or behind displays. Any cloth decoration must stand a flameproof test as prescribed by the applicable fire and safety ordinances. All inflammable materials and fluids are to be kept in safety containers. Open flames, butane gas, oxygen tanks, etc., are not permitted. If inspection indicates that any exhibitor has neglected to comply with the foregoing requirements, or otherwise incurs a fire hazard, ISM reserves the right to cancel the entire exhibit event, or such parts of it as may be irregular, with no refund of rental or liability for exhibit expenses.

16. ADMISSION. Admission to the exhibited event will be available to all event registrants. Publicity will encourage the attendance of all Conference registrants. ISM will invite supply managers from the surrounding area to visit the Educational Exhibit as our guests. Exhibit Hall passes will be available to these guests. These guests cannot attend educational sessions unless they register for the event. Exhibitors may invite their customers and clients to visit the Exhibit Hall.

17. BADGES AND CONFERENCE REGISTRATION. Each exhibitor will receive Two Full Complimentary Conference registrations for each 10 x 10 booth space rented. Unlimited Exhibit Only badges will be available to exhibit personnel who will be

working in the booth and not attending the Conference event. Additional full Conference registrations may be purchased; contact your ISM sales representative for details.

18. PAYMENT FOR SPACE. ISM requires a 50%, nonrefundable deposit to hold exhibit space, due 30 days from date of signed agreement. The balance will be due by January 31, 2020. Exhibitor agreements submitted after January 31, 2020 will require payment in full within 30 days of signed agreement. Applications will be received until all space is allocated. Failure to comply with these requirements forfeits all rights to space, which may in such case be reassigned to others, with no obligations on the part of ISM.

19. CANCELLATIONS. Cancellations must be received in writing to ISM. A 50% refund will be given for cancellations made on or before February 1, 2020. After February 1, 2020 no refunds will be issued. If a company decides to downsize, the cancellation policy remains the same for space canceled.

20. ASSIGNMENT FOR EXHIBIT SPACE. The agreement for exhibit space and the payment of booth rental charges constitute a agreement for the right to use the space allotted, subject to the rules and regulations promulgated by ISM.

21. SPACE ASSIGNMENT. Space assignments will be solely at the discretion of ISM. Onsite selections are first come first serve.

22. EVENT PROMOTION. The exhibitor authorizes ISM, its employees, or agents to use exhibitor's name to promote the event and to solicit other exhibitors for this and future events.

23. PHOTO RELEASE. From time to time, ISM uses photographs of participants and/or exhibitors in our promotional material. By virtue of your attendance and participation in the Conference and exhibit, you agree to the usage of your likeness in such materials.

24. EXHIBIT HALL ENTRANCE. All persons entering the Exhibit Hall MUST wear an ISM-provided name badge, including after-hours and during move-in and move-out periods.

25. BOOTH CARPET. All booths must be carpeted and it is the responsibility of the exhibitor to provide carpet, at its expense, if the hall is not carpeted by the venue operator.

26. EXHIBITED EVENTS OR ITEMS. ISM has the right of final approval to all items and events for exhibitors. ISM must approve general details of exhibiting items or events, including, but not limited to, advertising novelties (such as bags, pens and apparel), menus, agendas, entertainment, or other specific items or functions that are part of the exhibitor package.

These regulations are a part of the contract for event exhibit, which does not become effective until countersigned by a duly authorized representative of the Institute for Supply Management®. The acceptance of the payment that accompanies the application for exhibitor does not constitute acceptance of a contract. The Institute for Supply Management® reserves the right to make such additional conditions, rules and regulations as it deems necessary to ensure the success of the exhibited event.

ALL EXHIBITORS MUST COMPLY WITH THE LAWS AND REGULATIONS OF THE CITY AND STATE IN WHICH THE EXHIBIT IS HELD.