



EXHIBIT SPACE APPLICATION
November 2-4, 2018
Caesars Palace, Las Vegas, NV

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 Exhibitor Guide)

Company Name:
Address:
City: State: Zip/Postal Code:
Company Phone: Company Fax:
Website:

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

Name: Title:
Email: Phone:

EXHIBIT BOOTH: 1st Choice 2nd Choice 3rd Choice

Booth Rates if reserved before April 29, 2018

Table with 4 columns: Booth Size, Paying by Check, Paying by Credit Card (3% Administrative Fee), Badges allocated per booth**

Preferred Booth Size: x
Total Booth Cost: \$
Assigned Booth Number:

**Badge orders must be received by September 28, 2018. Be sure to submit your badge order by the deadline to avoid an additional \$25.00 fee per badge which will be assessed for on-site printing. All badges required beyond the free allotment as shown will cost \$75.00 each if ordered by the September 28th deadline. After the deadline, additional badges will cost \$100.00 each.

PAYMENT INFORMATION:

We agree to pay the total booth cost as rental for the space allotted to us. We understand that without a 50% deposit paid by May 4, 2018, HMP will release our chosen booth space. Final payments on all booths must be made by July 6, 2018. If you are requesting a booth after this date, payment in full must accompany all space applications.

- Only charge the deposit to my credit card at this time and approve automatically charging the balance to this credit card on July 6, 2018.
Charge the entire amount to my credit card at this time.
Check Enclosed: Make check payable to HMP and mail your application along with a 50% deposit or full payment to: HMP, Dept. 1110039, PO Box 150422, Hartford, CT 06115-0422

A 3% administrative fee will be applied to all Credit Card Payments

Credit card type: (circle one) Visa MC Amex Discover
Name on credit card (please print):
Credit card number: Expiration date:
Security Code: Billing Zip Code:

BOOTH CANCELLATIONS:

Notification of intent to cancel must be provided in writing. Cancellations before May 4, 2018, will result in forfeiture of 50% of the total booth fee; cancellations after this date will result in the forfeiture of the total booth fee.

BOOTH REDUCTION:

Notification of intent to reduce your booth size must be provided in writing. Booth size reductions before May 4, 2018 will result in 25% of the decreased amount. No booth reductions will be accepted after May 4, 2018.

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 will become a binding contract between you, as the exhibitor, and HMP.

Terms and Conditions

This form indicates the policies and regulations set forth as part of the contract for sponsorship with HMP and its organizing committee, hereinafter referred to as HMP, for the SAWC Fall conference being held at Caesars Palace, Las Vegas, NV. 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 assure the general success and well-being 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 by 2:00 PM on Friday, November 2, 2018 without exception. The exhibits officially close at 2:00 PM on Sunday, November 4, 2018. No exhibitors may dismantle exhibits until the official closing time. HMP 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 SAWC Fall 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 26' feet. No hanging sign or booth display may exceed 8 feet in height, with the exception of island booths and perimeter booths, which cannot exceed 20' feet in height. Only island booths are permitted to have hanging signs, and these signs must be approved by HMP Communications. Rigging points may be limited, contact HMP Show Management for rigging point specification over island booths. Show Management is not responsible for ceiling irregularities which may affect the heights and rigging points throughout the exhibit hall.

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 mailed to each exhibitor after confirmation of space assignments. The official decorating company of the SAWC Fall 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 SAWC Fall Management and/or the presenting author/exhibitor.

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 his/her 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 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 Caesars Palace 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 and/or the Caesars Palace for any damage resulting to such exhibition hall, furniture and fixtures contained therein, and/or such property placed therein by HMP, 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 arising from the aforesaid commissions or omissions of the exhibitor, their agents, servants, or employees. All materials used by exhibitors must conform to the requirements of the Fire Department of Las Vegas.

10. INSURANCE: HMP 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: HMP will provide around-the-clock security to control access to the exhibit hall beginning Friday, November 2, 2017, at 4:00 PM and continuing during exhibit hall hours only. HMP and Caesars Palace are not responsible for loss of or damage to, exhibitor property. Exhibitors will be required to display proper credentials to gain access to the floor.

12. LIABILITY: HMP 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 law or any public authority, and/or for any cause beyond its control or the control of Caesars Palace.

13. CHILDREN: Under no circumstances will children under the age of 18 be allowed in the exhibit hall during installation or dismantle. For reasons of insurance children are not permitted on the show floor at any time. Because of 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 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 nor Caesars Palace 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 and Caesars Palace 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 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

19. reserves the right to rearrange the floor plan at any time. HMP 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 deems such a relocation to be necessary or appropriate.

20. CANCELLATION BY EXHIBITOR: Notification of intent to cancel **must** be provided in writing. In the event the exhibitor cancels all or part of the exhibit space contracted for hereunder, organizer shall assess cancellation fee as a percentage of the total exhibit space rental fee as follows:

\$0.00 Penalty	On/Before April 29, 2018
50% Penalty	After April 29, 2018 and Before July 6, 2018
100% Penalty	After July 6, 2018

20. REFUND POLICY: Please reference the cancellation terms and penalties under CANCELLATION BY EXHIBITOR above. There will be no refunds for cancellations received after May 4, 2018.

21. BOOTH REDUCTION: Notification of intent to reduce your booth size **must** be provided in writing. Booth size reductions before May 4, 2018 will result in 25% of the decreased amount. No booth reductions will be accepted after May 4, 2018.