

**EXHIBIT SPACE APPLICATION**

**May 8-11, 2019**

**Henry B. Gonzalez Convention Center – San Antonio, TX**

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: \_\_\_\_\_

Company Phone: \_\_\_\_\_ 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:** 1<sup>st</sup> Choice: \_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_ 3<sup>rd</sup> Choice: \_\_\_\_\_

**Booth Rates**

<u>Booth Size</u>	<u>Booth Rate</u>	<u>Badge Allotment</u>
10' x 10'	\$4,075	3
10' x 20'	\$8,050	5
10' x 30'	\$12,075	6
20' x 20'	\$16,100	8
20' x 30'	\$24,150	10
20' x 40'	\$32,200	12
30' x 30'	\$36,225	14
30' x 40'	\$48,300	16
30' x 50'	\$60,375	18
60' x 60'	\$144,900	40

Preferred Booth Size: \_\_\_\_\_ x \_\_\_\_\_

Total Booth Cost: \$ \_\_\_\_\_

Assigned Booth Number: \_\_\_\_\_

**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 November 14, 2018, HMP will release our chosen booth space.** Final payments on all booths must be made by January 18, 2019. 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 January 18, 2019.
- Charge the entire amount to my credit card at this time.
- Check Enclosed: Make check payable to HMP and mail with your application 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: (check one)    Visa    MC    Amex    Discover

Credit card number: \_\_\_\_\_

Security Code: \_\_\_\_\_ Expiration date: \_\_\_\_\_

\_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

**BOOTH CANCELLATIONS:**

Notification of intent to cancel **must** be provided in writing. Cancellations before January 18, 2019, 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.

No Penalty	On/Before November 2, 2018
50% Penalty	After November 2, 2018 and Before January 18, 2019
100% Penalty	On/After January 18, 2019

**BOOTH REDUCTION:**

Notification of intent to reduce your booth size **must** be provided in writing. Booth size reductions before January 18, 2019 will result in 25% of the decreased amount. No booth reductions will be accepted after January 18, 2019. Exhibitor may be required to move locations if they request a reduction.

**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.

**Please send completed application to Tara Fields at [tfields@hmpglobal.com](mailto:tfields@hmpglobal.com) or fax to 866-653-9659**

## CONFERENCE TERMS AND CONDITIONS

This form indicates the policies and regulations set forth as part of the contract for the conference referenced in this contract with SAWC Spring, part of HMP. SAWC Spring 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. SAWC Spring reserves the right to decline, prohibit, and/or deny any exhibit or 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. 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 e-mail to each exhibitor after confirmation of space assignments. The official decorating company of the Event will also provide instructions within the Kit so forms may be processed online.

**2. GENERAL EXHIBIT INFORMATION:** All exhibits must be set up by the time and date in the conference Exhibitor Information Kit. The exhibits officially close at the time and date in the Exhibitor Information Kit. No exhibitors may dismantle exhibits until the official closing time. SAWC Spring reserves the right to assign booth space.

**3. EXHIBITOR SERVICES:** The official decorating and drayage company of the Event will provide and distribute an Exhibitor Information Kit containing literature and rates for all services and equipment. All furnishings and special requirements should be ordered through that decorating company.

**4. DISPLAY RULES AND REGULATIONS:** SAWC Spring follows the IAEE Guidelines for Display Rules and Regulations:  
<https://www.hmpglobal.com/meetings/IAEEGuidelines.pdf>

**5. EXHIBIT COORDINATOR:** The Exhibitor Information Kit will provide an exhibitor contact. For identified events, 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's Information Kit distribution, furnishings, labor, rent or exhibit displays, signage, material handling services and transportation services.

**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 Spring.

**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 SAWC Spring 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 venue, 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 SAWC Spring and/or the venue for any damage resulting to such exhibition hall, furniture and fixtures contained therein, and/or such property placed therein by SAWC Spring, 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 SAWC Spring from all claims and suits against SAWC Spring 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 the city in which the venue is located.

**10. INSURANCE:** SAWC Spring 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:** SAWC Spring and the venue are not responsible for loss of or damage to exhibitor property. Exhibitors will be required to display proper credentials to gain access to the exhibit floor.

**12. LIABILITY:** SAWC Spring 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 venue.

**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. 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 Exhibitor's Information 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:** Canvassing or distributing of promotional materials outside the exhibitor's own booth will not be permitted. SAWC Spring reserves

to monitor and reduce any exhibitor sound 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 SAWC Spring. 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 exhibitor will indemnify and hold SAWC Spring and the venue 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 SAWC Spring or its service contractor.

**16. UTILITIES AND SERVICES:** Rates and data for electrical power, telephone connections, and internet will be provided in the Exhibitor's Information Kit.

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

**18. CANCELLATION POLICY:** Any cancellation of or reduction in space must be communicated to SAWC Spring in writing. Cancellation of or reduction in space in no way relieves Company of its financial obligations as outlined herein. A full one hundred percent (100%) of the total Contract amount will be due for any cancellations received less than six months before the date of the Event as outlined herein. Management may, at its sole discretion, reassign any cancelled space.

**19 PAYMENT:** If SAWC Spring has not received payment in full before the date of the Event, Company may be refused the opportunity to participate until its financial obligation is satisfied.

**a.** For any signed Contract received more than six (6) months before the date of the Event outlined herein, Company will remit payment to SAWC Spring according to the following schedule:

**i.** A non-refundable fifty percent (50%) of the total Contract amount is due upon signing this Contract. Payment not made via credit card upon signing this Contract will be invoiced. Payment must be received by SAWC Spring according to the payment terms stated on the Invoice. Until payment is received, SAWC Spring may, at its sole discretion, re-assign any exhibit space or sponsorship outlined herein.

**ii.** The remaining fifty percent (50%) of the total Contract amount is due no less than six (6) months before the date of the Event as outlined herein. Payment not made in full via credit card upon signing this Contract will be invoiced. Payment must be received by SAWC Spring according to the payment terms stated on the Invoice. Until payment is received, SAWC Spring may, at its sole discretion, re-assign any exhibit space or sponsorship outlined herein.

**b.** For any signed Contract received within six (6) months before the date of the Event outlined herein, Company will remit payment to SAWC Spring according to the following schedule:

**i.** A non-refundable one hundred percent (100%) of the total Contract amount is due upon signing this Contract. Payment not made via credit card upon signing this Contract will be invoiced. Payment must be received by SAWC Spring according to the payment terms stated on the Invoice. Until payment is received, SAWC Spring may, at its sole discretion, re-assign any exhibit space or sponsorship outlined herein.

**c.** Payment can be made by credit card or by check.

**i.** Make check payable to HMP and mail with a copy of your signed contract to:  
HMP, Dept. 1110039  
PO Box 150422  
Hartford, CT 06115-0422

**ii.** Credit Card: A 3% Administrative Fee will be applied to all Credit Card Payments.

**20. RIGGING:** Additional rigging fees may apply for hanging signs in booths. Rates will be provided in the Exhibitor's Information Kit.

**21. INTELLECTUAL PROPERTY:** Exhibitor grants SAWC Spring a limited, non-exclusive, non-transferable license to use exhibitor's name and marks in connection with the Event. Exhibitor may not use SAWC Spring name, trademarks, logos, or research in its booth or in any information it provides to its clients, except to inform clients that it will be participating as an exhibitor or sponsor of the event. The use of SAWC Spring logo/name or the event logo/name by exhibitor before, during or after the event is strictly forbidden without the prior written consent of SAWC Spring.

**22. DECORATION:** SAWC Spring shall have full discretion in the placing, arrangement, and appearance of all items displayed by exhibitor and may require the replacing, rearrangement, or redecorating of any item or of any booth, and no liability shall attach to management for costs that may devolve upon exhibitor thereby.

**23. OUTSIDE ACTIVITIES:** Exhibitor shall not conduct any event that will take qualified show attendees from the Event. Exhibitor shall not conduct or sponsor at any time during the Event any off-site hospitality events.

**24. LOTTERIES & CONTESTS:** The operation of games of chance, lottery devices, or the actual or simulated pursuit of any recreational pastime is permitted only to the extent permitted by applicable law and upon SAWC Spring written approval.

**25. ADMISSION:** SAWC Spring shall have sole control over admission policies at all times. Booth personnel are restricted to exhibitor's employees and authorized representatives. All exhibitor personnel must wear an Exhibitor badge at all times. SAWC Spring reserves the right to limit the number of booth personnel at any time. Exhibitor's booth must be staffed during exhibit hall hours.