

## Exhibit Space Contract

### CONTACT INFORMATION – will receive all show related emails

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

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

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

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

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

We do not wish to be adjacent to the following companies as space allows: \_\_\_\_\_

### COMPANY INFORMATION (AS PUBLISHED IN CONFERENCE MATERIALS)

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

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

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

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

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

### **Booth Selection: Please provide 3 choices in the event your selections are already sold**

Please indicate your booth selection(s): 1st choice \_\_\_\_\_ 2nd choice \_\_\_\_\_ 3rd choice \_\_\_\_\_

### **PAYMENT INFORMATION AND AUTHORIZATION (Cancellations must be received in writing. Deadlines apply.)**

Exhibit Fees: UTC Associate Member = \$620.00 US / Non-member \$720.00

US Please charge my fee of \$ \_\_\_\_\_ to: Check # \_\_\_\_\_ (Enclosed)  VISA  MasterCard  AMEX

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_ Date: \_\_\_\_\_

*We agree to abide by the Exhibitor Rules and Regulations, all terms of which are made a part hereof by this reference and fully incorporated herein, receipt of which is hereby acknowledged, and to all conditions under which UTC leases space at the Exhibit Facility.*

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

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

# Exhibit Rules & Regulations

## 1. SPONSORSHIP/PURPOSE

This is an exposition of the Utilities Technology Council that will be referred to herein as the Council. The purpose of the exhibits is to complement the professional meetings and programs sessions by informing and educating the association's membership on the latest developments in equipment, supplies, and services which are represented.

## 2. BOOTH PAYMENT AND SPACE ASSIGNMENT

Exhibit space will be reserved upon receipt of full payment and space will be assigned at that time on a first come, first serve basis. The preferences given for booth space location are for guidance and are not guaranteed by the Council.

## 3. CANCELLATIONS AND REFUNDS

An exhibiting company, which cancels their booth contract, will not receive any refund.

## 4. INSTALLATION OF EXHIBITS

Specific dates and hours for installation of exhibits will be communicated to exhibitors through the Council. All exhibits must be fully operational by 1 hour prior to start of show. After this time, no installation work will be permitted without special permission from the Association.

## 5. REMOVAL OF EXHIBITS

No exhibitor may begin tear down of his booth prior to final closing of the exhibit hall. Tear down and removal of exhibits shall begin promptly after close of the exhibit hall.

## 6. BOOTH CONSTRUCTION AND ARRANGEMENTS

Placement of the components of the exhibit must be done to avoid blocking the visibility of neighboring exhibitors. All exposed parts of a display must be finished so as not to be objectionable to other exhibitors or the Association. If any unfinished, exposed part of the exhibit is offensive to neighboring exhibitors, the exhibiting firm will be charged for the cost of any additional draping or finishing needed.

## 7. CARE OF EXHIBIT SPACE

The exhibitor must, at his expense, maintain and keep in good order his exhibit and the space for which he has contracted.

## 8. EXHIBITOR REGISTRATION

All persons attending the meeting and exposition shall be required to register. Each exhibit space rented includes 1 complimentary Full Event registration. Representatives registering for the meeting over and above those allowed as complementary with the booth space shall pay the registration fees noted on the registration forms.

## 9. EXHIBITOR'S REPRESENTATIVE

Each exhibitor must provide an attendant within his exhibit space during the open hours of the exposition. The official show badge must be worn whenever a representative is on the exhibit floor. All personnel representing the exhibitor or his agents on the exhibit floor during erection and dismantling must be properly identified with an official badge. Exhibitor registration will be open during the setup of the exhibition. All exhibitors should register their personnel in advance. The authorized representative designated by the exhibitor, as overseeing the exhibitor's booth shall represent the exhibitor in connection with setup, operation, and dismantling of such exhibit. The representative shall be responsible for knowing the exhibition contract and the rules and regulations of the Association.

## 10. LIABILITY AND SECURITY

Each exhibitor must make provisions for the safeguarding of his goods, materials, equipment, and display at all times. General overall service will be provided by the Association for the exhibition period, but the Association and the guard service will not be responsible for the loss of any material by or for any cause. The exhibitor must surrender space occupied by him in the same condition as it was at the time of occupation. To the extent permitted by law, the exhibitor is responsible for all damage to the exhibit hall, and for any and all claims and demands on account of any injury or damage to property occurring in or upon the exhibitor's booth space or because of the acts of the exhibitor, his employees, agents, licensees, or contractors; and the exhibitor agrees to and shall indemnify and hold harmless the Association from and against any and all liability and claims and deems which may arise from or be assessed in connection with the foregoing undertakings and responsibilities of the exhibitor.

Neither the Association, its service contractors, the management of the exhibition, nor the owners of the exhibit facility, their agents, contractors, or employees are or shall be liable for injuries to any person or for damage to property owned or controlled by the exhibitor, unless caused by or resulting from the negligence of the Association, the management of the convention, or the owners of the exhibit facility or their respective agents and employees as the case may be. In case any part of the exhibition hall is destroyed or damaged as to prevent the Association from permitting an exhibitor to occupy assigned space during any part of the whole of the exhibition period, or in case occupation of assigned space during any part of the whole of the exhibition period is prevented by strikes, acts of God, national emergency, or other cause beyond the control of the Association, then the Association shall determine the amount of exhibit fees to be refunded and the exhibitor hereby waives any claim against the Association, its directors, officers, agents, or employees for losses or damages which may arise in consequence of such inability to occupy assigned space.

## 11. GENERAL

All matters and questions not covered by the regulations are subject to the decision of the Council. These regulations may be amended at any time by the Association, and all amendments that may be so made shall be equally binding on all parties affected by them, as are the original regulations. In the event of any amendment or additions to these regulations, written notice will be given by the Association to such exhibitors as may be affected by them.

Submit completed form to Cheryl Stratos, UTC Sales at [cheryl.stratos@utc.org](mailto:cheryl.stratos@utc.org)

Logistical/Meeting/General Questions contact Kelly Moran, UTC Meetings/AHI at [kelly@ahi-services.com](mailto:kelly@ahi-services.com)