

# EXHIBITION SPACE CONTRACT

## SOFNET 2008

28 April – 1 May 2008 ■ Olympia National Hall ■ London, England

Please sign agreement and mail payment to: International Engineering Consortium

300 West Adams Street, Suite 1210, Chicago, Illinois 60606-5114, USA

Tel: +1-312-559-3301 ■ Fax: +1-312-559-3308 ■ [exhibits@iec.org](mailto:exhibits@iec.org) ■ [www.iec.org](http://www.iec.org)

In making application, we agree to exhibit under and comply with the accompanying contract regulations printed on the reverse side of this contract, which regulations are by reference hereby made a part of this contract. Exhibitors with outstanding payments due prior to Conference opening will not be permitted to move in.

**Space Rate: Member rate = £2,610 per 3m X 3m stand (£290/m<sup>2</sup>)\*. Non-member rate = £3,465 per 3m X 3m stand (£385/m<sup>2</sup>).**

**Please note: 17.5% VAT will be added to the total space cost.**

Corner positions will include a 10% premium. (Shell scheme provided with all 3m depth booth spaces).

Required Space Size \_\_\_\_\_ IEC Corporate Member?  Yes  No

First Choice Space Number \_\_\_\_\_ Second Choice Space Number \_\_\_\_\_ Third Choice Space Number \_\_\_\_\_

<b>BILL TO:</b>	
Company Name _____	Purchase Order # _____
Address _____	
City _____	

Exhibit Space Cost: £ \_\_\_\_\_ + Corner Premium (10%): £ \_\_\_\_\_ + VAT (17.5%): £ \_\_\_\_\_ = Total Cost £ \_\_\_\_\_

*Exhibitors with outstanding payments due prior to Conference opening will not be permitted to move in.*

**Payment Terms:** Purchase order required 30 days from the signing of this agreement. 50% due 30 days from the receipt of invoice. Remaining balance (PIF) due 90 days prior to the event. All monies paid to SOFNET are non-refundable and non-transferable. For complete payment and cancellation terms and conditions, see item #2 on the reverse.

\*Corporate Member rates will only be honored if the company is an IEC Corporate Member 60 days prior to the date of the event.

List competitors you **do not** wish to be near: \_\_\_\_\_

Company Name (Please print company name exactly as you wish it to appear in promotional materials) \_\_\_\_\_ URL Web Address (For hyperlink) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Contact Name (Please Print) \_\_\_\_\_ Title \_\_\_\_\_

**X**  
Contact Name (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Person Responsible for Exhibition Coordination: \_\_\_\_\_  
(If different from Contact Name) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Person Responsible for Marketing: \_\_\_\_\_  
(If different from Contact Name) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Person Responsible for Public Relations: \_\_\_\_\_  
(If different from Contact Name) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Person Responsible for Accounts Payable: \_\_\_\_\_  
(If different from Contact Name) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

*Please Do Not Write in the Space Below*

Space Assigned: \_\_\_\_\_ Space Size: \_\_\_\_\_ Square Meters: \_\_\_\_\_ Space Cost: \_\_\_\_\_

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

# RULES & REGULATIONS

## 1. Admissable Exhibits

- a) Only related products and/or services are eligible to exhibit.
- b) Items or services exhibited (or referred to) must be those normally manufactured or provided by the Exhibitor.
- c) The subletting of exhibit space is prohibited.
- d) Exhibition stands must be staffed by an authorized company representative during all exhibition hours.

## 2. Payment of Space

All monies paid to SOFNET are non-refundable and non-transferable in the event of Exhibitor's violation or breach of this contract, including, but not limited to, the reduction of the size of its exhibit or withdrawal of its exhibit from the show. If Exhibitor fails to submit space payments at specified times, Show Management shall have the right to take possession of said space and lease it to another party. In the event of a space cancellation, the exhibitor is also liable for the entire amount due as of date of cancellation.

## 3. Display Regulations

- a) No exhibit may block or interfere with a neighboring exhibit.
- b) No nails or screws may be driven into the floor of the exhibit hall; no damage of any nature may be done to any part of the exhibit hall.
- c) Height limitations, found in the exhibitor manual, must be strictly adhered to.
- d) The IEC reserves the right to alter the exhibition floor as deemed necessary.

## 4. Safety Provisions

Exhibitors must take all necessary steps, including the employment of shielding and/or other safety devices, to protect attendees, other exhibitors and all other Exhibitor's materials, including, but not limited to, equipment that is operable, which might cause bodily harm.

## 5. Fireproofing

All of Exhibitor's materials must be a flameproof material or be made flameproof.

## 6. Electrical Compliance

Electrical wiring and equipment under the supervision or control of Exhibitor must meet the electrical codes of the Host City (available upon request).

## 7. Liability and Indemnification

Exhibitor agrees to defend, indemnify and hold harmless International Engineering Consortium (IEC), SOFNET, and their officers, employees, agents successors and assigns (indemnified parties) from any suit or claim for loss or damage (including death, personal injury, and/or property damage) arising out of, or in connection with, Exhibitor's act or failure to act under this agreement. IEC agrees to notify Exhibitor of any claim promptly after IEC receives notice. If Exhibitor fails to acknowledge that it will defend such claim within ten (10) days of receipt of notice, then IEC shall have the right to do so at Exhibitor's expense. Exhibitor agrees to waive any and every claim which arises in its favor for any and all loss or damage covered by valid and collectible insurance policies to the extent of the insurance proceeds paid with respect thereto. Inasmuch as the waiver will preclude the assignment of the aforesaid claim by way of subrogation to an insurance company (or other person), Exhibitor shall notify its insurers of such waiver.

## 8. Certificate of Insurance

Exhibitor will maintain the following insurance for the entire period of the Exhibition.

- a) Worker's Compensation Insurance to meet statutory requirements and Employers Liability Insurance with limits not less than \$500,000.
- b) General Liability Insurance having a combined single limit for bodily injury and property damage in an amount not less than \$2,000,000 per occurrence and in the aggregate. Coverage under this insurance shall include Contractual Liability, Product Liability and Personal Injury Liability.

Certificate of Insurance must be furnished if requested by IEC; however, failure by IEC to request proof of insurance shall not relieve Exhibitor from carrying the above coverage.

## 9. Cleaning of Exhibits

Management will vacuum and maintain aisles of the exhibit hall. Exhibitors must, at their own expense, keep their exhibit space clean and exhibits in good order.

## 10. Meetings

No exhibitor shall hold any meeting or event that conflicts with Exhibition or Conference hours.

## 11. Services

Show Management shall use reasonable effort to have all necessary power, air, water and gas services installed and operating during the Exhibition. Management, however, shall not be responsible for the late installation or interruption of any such services.

## 12. Union Regulations

Exhibitor must observe all union regulations in force in the hotel and exhibition area.

## 13. Force Majeure

In the event the host hotel or any part of the exhibition area thereof is made unavailable for Exhibitor's use for any period of time as result of fire, flood, tempest or any other such cause, or as a result of governmental intervention, malicious damage, acts of war, strike, lock-out, labor dispute, riot or any other cause or agency over which the Show has no control, or should IEC decide that because of any such cause it is necessary to cancel, postpone or relocate the show, or reduce the installation time, show time, or move-out time, IEC shall have no liability to, or responsibility to, reimburse Exhibitor with respect to any damage or loss, directly or indirectly arising as a result thereof.

## 14. Intellectual Property

Exhibitor shall be responsible for paying all costs and fees arising from the Exhibitor's use of any and all patented, trademarked or copyrighted materials.

## 15. Amendments

IEC shall have the right to enforce any and all contract regulations contained herein, and the further right, in its sole discretion, to determine any and all additional rules and regulations which it considers necessary for proper conduct of the Exhibition.