

SPE Thermoforming Conference
September 9-11, 2019
The Wisconsin Center, Milwaukee, Wisconsin

Sponsor/Exhibitor Terms and Conditions

1. **Show Management:** Exhibitor agrees to abide by the rules and regulations set forth in this contract and those outlined in the SPE Thermoforming Conference Exhibitor Kit. Exhibitor further agrees to comply with Show Management's enforcement of these rules and regulations.
2. **Exhibition Fees:** Exhibition fees must be paid in full prior to the opening of the SPE Thermoforming Conference. Exhibitors who have not paid in full for their booth space and any sponsorship opportunities in advance of the Conference will not be allowed to move in or to construct/arrange their booths and displays.
3. **Deposit and Payment:** A 50% sponsor deposit is due upon signing of the contract. The 50% balance is due by March 29, 2019. All exhibitor booth reservations must be accompanied by payment in full.
4. **Assignment of Exhibit Space:** In assigning exhibit space, full consideration will be given to competing products and general grouping of exhibits for proper display and comparison. Every effort will be made for the equitable assignment of space. No firm, organization, individual or company without assigned exhibit space will be permitted to display or distribute products or literature or solicit business within the exhibit hall.

Exhibitor agrees that its intent is to occupy the exhibition space under the corporate/entity name under which it has applied for space. Exhibitor will not sublet or apportion any of its exhibition space to other individuals, corporations, or entities. No firm, organization, individual or company without assigned exhibit space will be permitted to display or distribute products or literature or solicit business within the exhibit hall. Exhibitor booth space is assigned on a first-come, first-served basis.
5. **Cancellation:** An Exhibitor may cancel its participation in the SPE Thermoforming Conference. Cancellation requests must be submitted in writing to SPE Thermoforming Conference Show Management. No refunds will be made after April 15, 2019, and Exhibitor agrees to pay a cancellation charge of 100% of the total booth space rental fee to the SPE Thermoforming Division.
6. **Exhibition/Booth Space Occupancy:** Exhibitor agrees that its booth will remain open until the official show closing. Dismantling prior to the official show closing is not permitted.
7. **Safety, Fire, and Health:** Exhibitor must comply with all safety and health ordinances regarding the installation and operation of equipment, displays, and exhibit materials. Display materials must be flame-retardant. Hazardous materials of any type are prohibited at all times. The SPE Thermoforming Division is not responsible for the safe operation of any Exhibitor machinery or equipment. Each Exhibitor should carry adequate insurance against all hazards.
8. **Insurance:** Exhibitor shall, at its own expense, secure and maintain the insurance listed below during the full term of the contract, including move-in and move-out. Required coverage: a) Comprehensive

General Liability Insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit liability for bodily injury, and b) Worker's Compensation Insurance.

9. Exhibitor Badges: All Exhibitors are required to wear Exhibitor identification badges at all times during show hours in the exhibit hall. For reasons of liability and personal safety, no one under the age of 18 will be permitted in the exhibit hall during set-up and tear-down. One complimentary full conference and one complimentary exhibits only registration are included with each paid booth space. Additional conference registrations are available for purchase at attendee rates. First-time exhibitors (defined as exhibitors who have not exhibited at the SPE Thermoforming Conference over the past three years) are eligible for one complimentary exhibits-only registration.

10. Booth Space Design: All Exhibitors must design, arrange, and set up their booths in accordance with the terms of this contract. Exhibitor will design and arrange its booth in recognition of the rights of other show Exhibitors and show attendees. Booth space physically occupied by Exhibitor shall be limited to the space agreed to by the Exhibitor under the terms of this contract. Exhibitor agrees that booth display will not impinge on common exhibit hall aisles or any booth space occupied by other Exhibitors. All booths must be constructed in compliance with the Americans with Disabilities Act and be accessible to persons with physical disabilities.

Height Restrictions: No booth display shall exceed 8 feet in height without the express written consent of Show Management. Lights, signage, and booth equipment belonging to any Exhibitor may not in any way impede the general sight line of neighboring Exhibitors. Corrections regarding sight line issues may be made and enforced at the discretion of Show Management at Exhibitor's expense. Exhibitors may operate audiovisual equipment within the confines of their booth(s) at acceptable sound levels. Exhibitors should not create unseemly noise or disrupt general traffic of neighboring Exhibitors. Use of noisy and/or disruptive audiovisual equipment may be restricted at the discretion of Show Management.

11. A complimentary sponsor banner will be furnished to each first-year sponsor. The banner will be reused at the Conference in subsequent years. Sponsors may update their sponsor banner graphics at their own expense.