

IR INFO

CONFERENCE



28th Annual Advanced IR Training Conference & Symposium

**Wyndham Lake Buena Vista Resort
Orlando, FL**

January 22 – 25, 2017

TECHNOLOGY SHOWCASE CONTRACT

IR/INFO 2017

The following information should be provided to the person arranging your exhibit:

Standard Booth Equipment

- Drapes 8' high background drapes
- Dividers 3' side dividers with drapes
- Signage ID sign with company name
- Other 6' skirted table, 1 wastebasket and 1 chair

Set up

- Sunday, January 22, 10:00 a.m. to 3:00 p.m.
- Note: booth set-ups must be completed by 3:00 p.m. on Sunday, January 22.

Showcase Hours

- 3 p.m. to 5 p.m. Sunday, January 22
 - 7 a.m. to 5 p.m. Monday, January 23
 - 7 a.m. to 3 p.m. Tuesday, January 24
- Exhibitor breakdown begins at 3 p.m. on Tuesday, January 19.
All materials and booths must be removed from the exhibit space by 5 p.m.

Communications

- You must make your own arrangements for phone and/or internet access.

Deliveries

- Infrasppection Institute will not accept any deliveries.
- Information regarding advance deliveries will be sent directly from Convention Services.

Miscellaneous

- No drains or running water can be provided to the booths.
- A block of rooms is being held for IR/INFO Conference attendees at a rate of \$139 per night. Register for the hotel before December 21, 2016 to receive this special rate – subject to availability.

USE OF SPACE: No exhibitor may sublet, assign or apportion any portion of the allotted space, nor represent, advertise, or distribute literature for the product or services of any other firm or individual, except as approved in advance by Infrasppection Institute.

CLAIMS AND LIABILITIES: Exhibitor assumes all responsibility for any and all loss, theft or damage to exhibitor's displays, equipment and other property while on Wyndham Lake Buena Vista Resort premises, and hereby waives any claim or demand it may have against Infrasppection Institute, Wyndham Lake Buena Vista Resort or their affiliates arising from such loss, theft or damage. The exhibitor agrees, for the benefit of Infrasppection Institute, Wyndham Lake Buena

Vista Resort or their affiliates, to comply with all policies and procedures for exhibitors and all applicable laws, codes and regulations. In addition, the exhibitor agrees to defend (if requested by and with counsel satisfactory to Infraspection Institute and Wyndham Lake Buena Vista Resort), indemnify and hold harmless Infraspection Institute and Wyndham Lake Buena Vista Resort and their respective parent, subsidiary and other affiliated or related companies from and against any liabilities, obligations, claims, damages, suits, costs and expenses, including, without limitation, attorneys' fees and costs up through and including appeal, arising from or in connection with the exhibitor's occupancy and use of the exhibition premises or any part thereof or any negligent act, error or omission or willful misconduct of the exhibitor or its employees, contractors, subcontractors or agents.

INSURANCE: Proof of the following insurance is to be supplied: Commercial General Liability Insurance (including without limitation products liability and contractual coverage, and automobile liability coverage for all vehicles) with minimum limits of \$2,000,000.00 combined single limit per occurrence, covering any loss or liability resulting from personal injury, death or property damage arising from or in connection with your exhibits (including, without limitation, the use of any exhibit space or any negligent act or omission of the exhibitor, its respective officers, directors, employees, agents, contractors or subcontractors in connection therewith); Worker's Compensation Insurance as required by applicable law; and Employer's Liability Insurance with minimum limits of \$1,000,000.00 per occurrence. The policies shall be issued by responsible companies reasonably acceptable to Infraspection Institute and Wyndham Lake Buena Vista Resort with a BEST guide rating of at least B+VII; provide that the coverage under such policies may not be reduced or canceled unless 30 days unrestricted prior written notice thereof is furnished to us; be primary and not contributory; and be on an occurrence basis. Infraspection Institute and Wyndham Lake Buena Vista Resort, their parent companies, subsidiary and other affiliated or related companies shall be named as additional insureds, and a waiver of subrogation shall be included with respect to the additional insureds. The additional insured requirements shall not apply to the Worker's Compensation or Employer's Liability Insurance.

Please forward your Certificate of Insurance as outlined above to:

Mary Molle
Infraspection Institute
425 Ellis Street, Burlington, NJ 08016

Fax: 609-239-4766
E-Mail: mary@infraspection.com

SAMPLES AND SOUVENIRS: Distribution of samples and souvenirs in a professional manner is permitted, provided there is no interference with other exhibits or aisle movement, and the samples or souvenirs pertain to or contribute to the exhibits or trade show. Infraspection Institute may withhold or withdraw permission to distribute souvenirs, advertising or other materials it considers objectionable.

REFUND FOR CANCELLATIONS: 100% refund for cancellations more than 120 days prior to the start of the show; 50% refund for cancellations 30 to 119 days prior to the show; no refund less than 30 days prior to the start of the show.

Infraspection Institute reserves the right in the event of a national disaster, emergency or upon other reasonable cause, to call off the Exhibit upon reasonable notification to exhibitors and to potential attendees. Infraspection Institute shall be liable to the exhibitors only for refund of money collected from exhibitors in the event of cancellation of event by Infraspection Institute.

This contract is not valid unless signed by a duly authorized official of Infraspection Institute and is subject to cancellation if, for any reason, the said application is not approved. Infraspection Institute reserves the right to reject any application and/or contract.

COMPANY NAME: _____

SIGNATURE: _____ TITLE: _____

NAME (PRINTED): _____ DATE: _____

Technology Showcase Information

COMPANY NAME: _____
(Please print name as it should appear on booth sign.)

WEB SITE: _____

ADDRESS: _____

PHONE: _____

CONTACT NAME (for preshow details): _____

E-MAIL: _____

COMPANY ATTENDEES:

1st Included with Booth: _____ Email: _____

Additional Attendees: _____ Email: _____

PRODUCTS OR SERVICES TO BE EXHIBITED: _____

Technology Showcase Options & Payment

Standard Booth # booths _____ x \$1600.00 _____

Booth includes full conference attendance (events, presentations, meals, and proceedings) for 1 person; advertising on IR/INFO Conference website; and guest passes for Technology Showcase.

Additional Booth Attendees # persons _____ x \$595.00 _____

Additional attendees receive a full conference package including attendance (events, presentations, meals, and proceedings)

Sponsor Options - Your chance to Stand Out

Tailgate Party \$200.00 _____

Tuesday Night Social Drawing \$100.00 or equal value gift _____

TOTAL \$ _____

Credit Card Payments:

Name on card: _____

Credit Card number: _____ - _____ - _____ - _____

CVV2: _____ Expiration Date: ____/____

Check Payments:

Please remit to

Infraspection Institute
425 Ellis Street
Burlington, NJ 08016

EARLY REGISTRATION BONUS

**Second company attendee at
NO ADDITIONAL CHARGE**

Register & pay for your booth by September 1, 2016,
and register your second company attendee
at no additional charge – a \$595 value!

Contact us for details – 609-239-4788