



CONTRACT FOR EXHIBIT SPACE

We hereby apply for exhibit space in the 2017 IEEE International Symposium on Medical Measurements and Applications in Rochester, MN, USA, May 8-10, 2017. We hereby agree to abide by show rules and regulations, and with the Basic Terms and Conditions printed on the following two pages of this form.

Company Name:		Contact Name:	
Address: (Do not use P.O. Box #)			
City:		State:	
Province:		Postal Code:	
Country:			
Telephone:	Fax:	Email:	Website:

Standard Prices	
10-ft wide Booth:	@ \$1,500 USD

I would like to be contacted regarding promotional opportunities.

I would like to help with show promotion. Please contact me.

Note: All applications must be accompanied by a 100% deposit in order to be included in tabletop allocation.

Method of Payment:	Check	Wire Transfer	American Express	Visa	MasterCard
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Account: _____ Expiration Date: _____

Signature: _____

Billing Address: _____

Authorization: I am authorized by my company to contract promotional items at the IEEE MeMeA 2017 Symposium as indicated above.

Print Name: _____ Signature: _____ Date: _____

RETURN COMPLETED FORM AND REMITTANCE TO

Casey Henshaw IEEE MeMeA 2017	
1210 NW 14 th Ave, Gainesville, FL, 32601	
Email: chenshaw@conferencecatalysts.com	
Telephone: +1 (352) 872-5544	Fax: +1 (352) 872-5545

Basic Terms and Conditions

1. Contract

This application, properly executed by Applicant (Exhibitor) shall, upon written acceptance and notification of booths assigned by MeMeA 2017 management, constitute a valid and binding contract.

2. Assignment of Space

Assignment of space to exhibitors is **based upon the IEEE/MeMeA tabletop allocation point system**. MeMeA 2017 will continue to receive applications and assign Exhibit space, as it remains available, until shortly before the show opening date. In all cases, total tabletop payments must be received prior to show opening. MeMeA 2017's assignment of booths is final and shall constitute an acceptance of the Exhibitor's offer to occupy space. After assignment, space location may not be changed, transferred or cancelled by the Exhibitor **except** upon written request and with the subsequent written approval of MeMeA 2017 management. **MeMeA 2017 management reserves the right to reassign**

Exhibitor space or to modify floor plan for overall benefit of the show.

3. Subletting Space

No exhibitor will assign, sublet, or apportion the whole or any part of the space allotted to him, nor exhibit therein, nor permit any other person or party to exhibit therein, any other goods, apparatus, etc. not manufactured or distributed by the Exhibitor in the regular course of his business except upon prior written consent of MeMeA Management.

4. Exhibit Space Rental Rates

Exhibit space rental includes materials and services described herein.

Standard Show Price Per 8x6 Tabletop: Full tabletop price \$1500.00 if payment received with deposit on or before 01-February-2017.

Tabletops include: Table, chair and space.

Exhibitors are subject to hotel storage charges.

Exhibitors are subject to shipping charges.

5. Payment Requirements and Cancellation Charges

Applications require a 100% deposit before final tabletop assignment is confirmed in writing. All applicants must be paid in full by 01-March-2017.

All cancellations must be made in writing and will be based on the following schedule of refunds: On or before **01-April-2017**...50% of total tabletop cost will be refunded. After **01-April-2017**...No Refund will be permitted. "Noshow" exhibitors will receive no refund. *Space reductions are considered cancellations and are subject to cancellation fees.*

It is understood that MeMeA 2017 reserves the right, at its option, to reassign a cancelled tabletop regardless of the cancellation rate assessed.

In the event that the premise in which the MeMeA 2017 Show is conducted shall become, in the sole discretion of MeMeA 2017, unfit for occupancy, or substantially interfered with by reason of any cause or causes not reasonably within the control of 2016, this agreement may be terminated by MeMeA 2017. For this purpose, the term "cause or causes" shall include, but not by way of limitation, fire, flood, epidemic, earthquake, explosion or accident, blockage, embargo, inclement weather, governmental restraints, restraints or orders of civil defense, or military authorities, act of public enemy, riot or civil disturbance, strike, lockout, boycott or other labor disturbance, inability to secure sufficient labor, technical or other personnel, failure, impairment or lack of adequate transportation facilities, inability to obtain, or condemnation, requisition or commandeering of necessary supplies or equipment, local, state or federal law, ordinance, rule, order, decree or regulation, whether legislative, executive, or judicial, and whether

constitutional, or act of God. Should MeMeA 2017 terminate this agreement pursuant to the provision of this paragraph the Exhibitor waives any and all claims for damages and agrees that MeMeA 2017 may, after computing the total amount of MeMeA 2017 cost and expenses in connection with its preparation for and conducting of the MeMeA 2017 Show, (including a reasonable reserve for claims and other contingencies), refund to the exhibitor, as and for complete settlement and discharge of all said Exhibitor's claims and demands, an amount which bears the same relationship to the fee paid by said Exhibitor as the total refundable amount as computed above bears to the total amount of fees paid by all exhibitors.

6. Exhibit Tabletop Manning and Dismantling Schedule

A representative must man exhibit space during all times when Exhibition is officially open. Exhibit space must be maintained in a neat and orderly manner throughout the Exhibition. Exhibitors may begin dismantling **only** after **1:00pm Wednesday, 10-May-2017**. Move out **must** be completed by **6:59 p.m., Wednesday, 10-May-2017**. Exhibitors are responsible for removal of all materials used in their display. Any exhibitor leaving materials **after 6:59 p.m., Wednesday, 10-May-2017** will be charged for the materials' removal. **Failure to observe this rule, including early dismantling, will result in a \$1,000 (U.S. Currency) fine and may jeopardize the exhibitor's space assignments or right to exhibit at future conferences sponsored by IEEE/MeMeA.**

7. Loss or Damage

Exhibitor agrees with MeMeA 2017 that MeMeA 2017 shall not be liable for any damage or liability of any kind or for any loss, damage or injury to persons or property during the term of this agreement, from any cause whatsoever by reason of use, occupation and enjoyment of exhibit space by Exhibitor or any person thereof with the consent of Exhibitor, and that Exhibitor will defend, indemnify and save harmless, MeMeA 2017 from all liability whatsoever, on account of any such damage, or injury, whether or not caused by negligence or breach of an obligation by Exhibitor or its employees or representatives. Exhibitor will be liable for all damages or liability of any kind or for any loss, damage or injury to persons or any property during the show from any cause whatsoever by reason of use, occupation and enjoyment of exhibit space.

8. Demonstrations

No demonstrations or solicitations shall be permitted outside of the Exhibitor's assigned space, and no signs or placards may be displayed on persons or otherwise outside exhibit spaces.

9. Compliance

The Exhibitor assumes all responsibility for compliance with all pertinent ordinances, regulations and codes of duly authorized local, State and federal governing bodies concerning fire, safety and health, together with the rules and regulations of the operators and/or owners of the property wherein the Show is held.

10. Unions

It is further agreed that the Exhibitor will abide by and comply with rules and regulations concerning local unions having agreements with the MeMeA 2017 Show Facility or with authorized contractors employed by MeMeA 2017.

11. Management

The Exhibitor further agrees that the conditions, rules and regulations of the MeMeA 2017 management are made a part of this contract and that said Exhibitor agrees to be bound by each and all of these rules and regulations, and that the management shall have the full power to interpret, amend and enforce all rules and regulations in the best interest of the Show.

