

## CONTRACT FOR IEEE ICC2012 EXHIBITION SPACE

We hereby contract for exhibition space at the **IEEE ICC 2012 (ICC2012)** in **Ottawa, Canada, 11-14 June 2012**. We hereby agree to abide by show rules and regulations, and with the Basic Terms and Conditions accompanying this form. The contact will receive all correspondence and billing.

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

Company Address: (please *do not use* P.O. Box #) \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

WebSite: \_\_\_\_\_

### BOOTH SIZES & LOCATION PREFERENCE

10'X10' booth @ \$3,500USD <input type="checkbox"/>	First Choice Location:
10'X20' booth @ \$7,000USD <input type="checkbox"/>	Second Choice Location:
20'X20' booth @ \$10,500USD <input type="checkbox"/>	Third Choice Location:
Other booth sizes or configurations available upon request. <input type="checkbox"/>	Note: ICC2012 reserve the right to allocate the space per special instructions provided
Place us closest to these companies (name / type):	
Place us furthest to these companies (name / type):	

### ABOUT YOU

Intention for exhibiting:	<b>We are:</b>	<input type="checkbox"/> Resellers	<input type="checkbox"/> Services	<input type="checkbox"/> Publishers
	<input type="checkbox"/> Manufacturers	<input type="checkbox"/> Manufacturers' Rep	<input type="checkbox"/> Government Agency	<input type="checkbox"/> Testing/Certification
Products / services to be exhibited:	<input type="checkbox"/> Other:			



- I would like to be contacted regarding other promotional opportunities.
- I would like to provide my traditionally printed material in electronic format to be included in the paperless conference application.

All Payments must be made upon registration and in US Funds.  
Exhibitors are responsible for bank collection fees and /or discounts associated with their payment.

### METHOD OF PAYMENT: payment may be made by selecting one of the following two options ...

**Option 1:** On-line Payment – please visit [www.ieee-icc.org/2012/exhibitors.html](http://www.ieee-icc.org/2012/exhibitors.html)

**Option 2:** Mail/Fax/e-mail Completed Space Form & Payment To: Keisha Carr, IEEE MCM Registration Supervisor, 445 Hoes Lane, Piscataway, NJ USA 08855 Facsimile: +1-732-465-6447; E-mail: [icc12reg@ieee.org](mailto:icc12reg@ieee.org)

Payment:  Amex  Visa  Diners  Discovery  M/C  Chq

I \_\_\_\_\_ hereby authorize the charging to my credit card specified here the full amount of \$ \_\_\_\_\_ USD  
(print name)

Card No.: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Signature \_\_\_\_\_

### AUTHORIZATION

I (print name and title) \_\_\_\_\_, \_\_\_\_\_ am authorized by my company to contract for exhibit space at the **ICC2012** as indicated above. I have carefully read and accept the information and conditions contained herein.

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

**NOTE:** For all other Exhibition logistics, please contact Mrs. Terry D'Angelo, Manager, Engagement Programs, Invest Ottawa  
E-Mail: [TDangelo@investottawa.ca](mailto:TDangelo@investottawa.ca) Tel: (613) 828-6274 ext. 269

## Basic Terms and Conditions

### 1. Contract

This application, properly executed by Applicant (Exhibitor) shall, upon written acceptance and notification of booths assigned by ICC2012, constitute a valid and binding contract.

### 2. Assignment of Space

Assignment of space to exhibitors and those making application will be made in the order of postmark, fax or email date.

ICC2012 will continue to receive applications and assign exhibit space, as it remains available, until shortly before the show opening date. In all cases, total booth payment must be received prior to show opening. Conference Name and Year 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 canceled by the Exhibitor **except** upon written request and with the subsequent written approval ICC2012 management. *ICC2012 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 ICC2012.

### 4. Exhibit Space Rental Rates

Exhibit space rental includes materials and services as described in page 1.

### 5. Payment Requirements and Cancellation Charges

Payment is due upon registration. Exhibition bookings close May 20, 2012.

**Cancellation must be made in writing and will be based on the following cancellation fee schedule of: 50% prior to April 30, 2012; 100% on or after April 30, 2012.**

Space reductions are considered cancellations and may be subject to cancellation fees.

No-show exhibitors are not eligible for any refund.

It is understood that ICC2012 reserves the right, at its option, to reassign a cancelled booth regardless of the cancellation rate assessed.

In the event that the premise in which the ICC2012 Show is conducted shall become, in the sole discretion of ICC2012 unfit for occupancy, or substantially interfered with by reason of any cause or causes not reasonably within the control ICC2012, this agreement may be terminated by ICC2012. 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 ICC2012 terminate this agreement pursuant to the provision of this paragraph the Exhibitor waives any and all claims for damages and agrees that ICC2012 may, after computing the total amount of ICC2012 cost and expenses in connection with its preparation for and conducting of the ICC2012 Show, (including a reasonable reserve for claims and other contingencies Space reductions are considered cancellations and may be subject to cancellation fees.

### 6. Exhibit Booth 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 **4:45 p.m. on Thursday, June 14, 2012**. The Move-out **must** be completed by **8:00 p.m. on Thursday, June 14, 2012**. Exhibitors are responsible for removal of all materials used in their display. Any exhibitor leaving materials after **8:00 p.m. Thursday, June 14, 2012**, will be charged for the materials' removal. **Failure to observe these rules, including early dismantling, will result in a \$2,000 (U.S. Currency) fine.**

### 7. Loss or Damage

The Exhibitor agrees that ICC2012 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 thereon with the consent of Exhibitor, and that Exhibitor will defend, indemnify and save harmless, ICC2012 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. Exhibitors must obtain at their own expense adequate insurance (no less than two million dollars comprehensive general liability insurance). This rider can be obtained from your own insurance company.

### 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 Show Facility or with authorized contractors employed by ICC2012.

### 11. Management

The Exhibitor further agrees that the conditions, rules and regulations of the ICC2012 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.

Welcome to International Conference on Communications - ICC2012  
Ottawa Convention Centre, 10-15 June, 2012

