

APPLICATION AND CONTRACT FOR EXHIBIT SPACE

2012 HI-TEC Conference • July 23 – 26 • Denver Marriott Tech Center, CO
Technology Showcase Days: Wed. July 25 – Thurs. July 26



After reading this contract and the terms and conditions found on the reverse side, complete the spaces below. Sign and return the entire form to HI-TEC along with your payment. Space will not be reserved and contract will not be processed until payment is received.

Exhibiting Organization _____

Exhibit Contact _____ Title _____

Street Address _____

Contact Address _____

City/State _____ Zip _____

City/State _____ Zip _____

Telephone _____

Telephone _____

Fax _____

Fax _____

Corporate Website URL _____

E-mail Address (REQUIRED) _____

- Exhibitor hereby makes application for exhibit space at the 2012 HI-TEC Conference.
- Exhibitor understands that this application becomes a contract when signed by Exhibitor and accepted by HI-TEC.
- Exhibitor agrees to abide by the conditions of this contract, including the attached "Exhibit Terms and Conditions."

Indicate choices in order of preference by designating selected booth numbers:

1. _____ 2. _____ 3. _____

BOOTH IDENTIFICATION SIGN: Exhibiting Organization _____
City, State _____

CONFERENCE PROGRAM DESCRIPTION: Please enter your exhibitor description of 25 words or less to be used in the conference program and Virtual Tradeshow listing. _____

PAYMENT: ____ 1 - 8'X10' Booth - \$1,200 ____ 2 - 8'X10' Booths - \$2,200

BILLING INFORMATION:

Organization: (if different than Exhibitor) _____ Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

We have enclosed: Check # _____ (payable to **HI-TEC Conference**) Tax ID 74-2077794 P.O. # _____

Credit Card: MasterCard VISA AMEX Account # _____ Exp. _____

Cardholder's Signature _____

**Mail contract with payment to: Teemus Warner, HI-TEC Exhibit Coordinator, P.O. Box 21689, Waco, TX 76702-1689
Fax: 254-776-2306**

Authorized Signature _____

Date _____

For office use only - Booth Assignment

High Impact Technology Exchange Conference

EXHIBIT TERMS AND CONDITIONS

Use of Space: All demonstrations or other activities of Exhibitor must be confined to the limits of the exhibit booth. Exhibitor shall not assign, share, or sublet any of the space allotted to Exhibitor without the written consent of HI-TEC. Exhibitor shall not exhibit goods other than those manufactured or sold by Exhibitor in the regular course of business. Exhibitor shall not display or place any product, sign, partition, apparatus, shelving, or other construction which extends more than eight (8) feet above the floor. Exhibitor shall not interfere with the light or view of other exhibitors.

Sales and Solicitations: Over-the-counter sales by Exhibitor are permissible, provided that goods sold are educational in nature (unless approved by HI-TEC). Licenses, taxes to sale, payment of sales tax, and other legal business requirements are the responsibility of the exhibitor. Purchasers of goods must be furnished with a bill of sale or receipt. Exhibitor shall not authorize solicitations of business or conferences in the interest of business by firms other than Exhibitor.

Giveaways, Promotions, and Drawings: Exhibitors are permitted to give-away small, inexpensive novelties and literature describing their products and/or services. Prize drawings, lotteries, raffles, or games of chance must be approved in advance by HI-TEC. All of the above activities must take place within an Exhibitor's assigned booth space. Exhibitors may not distribute printed advertising outside of the exhibit space for which they have contracted.

Selection of Exhibitors: HI-TEC may prohibit an exhibit by Exhibitor which HI-TEC deems inappropriate, this reservation being all-inclusive as to persons, things, printed matter, products, and conduct.

Restrictions in Operation of Exhibits: HI-TEC may restrict exhibits by Exhibitor which, because of noise, method of operation, materials, or any other reason, become objectionable, and also to prohibit any exhibit which in the opinion of HI-TEC may detract from the general character of the exhibits as a whole. This reservation includes persons, things, conduct, printed matter, or anything of a character which management determines is objectionable to the exhibit area. In the event of the exercise by Exhibitor of such rights, HI-TEC shall not be obligated to refund any exhibit rental.

Liability: The Exhibitor assumes full responsibility and liability for damages to persons or property connected with the Exhibitor's display or caused by the Exhibitor's agents or employees. Exhibitor agrees to hold harmless, indemnify, and defend the High Impact Technology Exchange Conference and the Denver Marriott Tech Center, Colorado, and their respective employees and agents against any claims or expenses arising out of the use of the exhibition.

Exhibit Staffing: Exhibitor's booth must be staffed and open during all exhibit hours in which the trade show is open on Wednesday, July 25 and Thursday, July 26. **No dismantling is permitted** until exhibit hall closing time on Thursday, July 26, at Noon MDT. Failure to observe these rules will jeopardize the Exhibitor's space assignment and/or the right to exhibit at future HI-TEC conferences.

Refund: Refund of the Exhibitor's Booth Payment will be made in the event HI-TEC does not accept Exhibitor's Application and Contract. In the event that Exhibitor desires not to occupy the contracted space, Exhibitor shall promptly notify the HI-TEC Exhibit Coordinator in writing. Cancellation of exhibit space prior to thirty days before the opening date of the exhibit will result in 25 percent of the full exhibit price being retained by HI-TEC; between thirty and fifteen days, 50 percent will be retained. No refund will be made for cancellation after fifteen days prior to the opening of the exhibit.

Shipping Information: Contact Global Experience Specialists (GES) at 800.475.2098 or www.ges.com/chat with questions about shipping. Exhibitors should address in advance any problems they anticipate may arise. **It is the responsibility of the Exhibitor to arrange for return shipment of exhibit materials, properly labeled, before departure. Otherwise, it will be necessary to store such material at the expense of the Exhibitor. All Exhibitors are responsible for notifying the GES of return shipping instructions.**

Governmental and Other Requirements: Exhibitor hereby agrees to comply with all applicable governmental statutes, rules, and regulations and to comply with the terms and conditions of HI-TEC's contract with the owner of Property where the HI-TEC Conference is being held.

Insurance: If Exhibitor wishes to insure its exhibit materials, goods, and/or wares of exhibits against theft, damage by fire, accident, or loss of any kind, it must do so at its own expense. In the event that any insurance carried by either HI-TEC or Exhibitor, covering losses arising out of damage to or destruction of the Property or its contents, permits a waiver of rights of subrogation against HI-TEC or Exhibitor, as the case may be, HI-TEC and Exhibitor each hereby waives its right of recovery against the other for any loss covered by such insurance to the extent allowed by the insurance policy.

Security: As a courtesy to Exhibitor, security for the exhibit area will be furnished Wednesday night only (July 25). The furnishing of such service is in no case to be understood or interpreted by Exhibitor as a guarantee to it against loss or theft of any kind. Exhibitor hereby agrees that HI-TEC will not be responsible for the loss or destruction of Exhibitor's property.

Fire Protection: All materials used in the exhibit area must be flameproof and fire resistant in order to conform to local fire ordinances and in accordance with regulations established by the National Association of Fire Underwriters. Crepe paper and corrugated paper, flameproof or otherwise, will not be permitted. Display racks, signs, spotlights, and special equipment must be approved before use, and all displays are subject to inspection by the Fire Prevention Bureau. Any exhibits or parts thereof found not to be fireproof may be ordered dismantled. All aisles and exhibits must be kept clear at all times, and fire stations and fire extinguisher equipment are not to be covered or obstructed.

LABOR JURISDICTIONS: DENVER

All work performed in the Exhibit Area is under union jurisdiction and under safety jurisdiction. Show management and all exhibitors are expected to comply with the unions and with fire and safety requirements in effect.

In the interest of safety, continuity, security and control, the following are understood as exclusive services if provided by GES: material handling, receipt/unloading of inbound Federal Express and UPS shipments, audio visual, rigging, electrical, plumbing and custom cleaning. Should the facility provide some or all of the following services: electrical, plumbing, audio visual, compressed air, sign hanging, cleaning of certain areas and phones, their work rules and union jurisdictional issues would apply for these services.

SHOW RULES AND REGULATIONS

Exhibit Labor : All work involved in the erection, touch-up painting, dismantling, and repair of all exhibits -- when this work is done by persons other than your full-time company personnel -- will fall under union jurisdiction. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging of signs and/or decorative materials from the ceiling, placement of all signs, and the erection of platforms used for exhibit purposes.

Full time employees of an exhibiting firm may install and dismantle their own respective company display, if such work can be completed in less than sixty minutes and without the use of mechanized tools. However, these employees must be badged by HI-TEC. Non-union temporary personnel acquired from local temporary agencies will not be allowed to perform any type of work that is covered under the union contract.

Product display and placement is not included in these work rules and is the exclusive right of full time employees of an exhibiting firm. Exhibitors are allowed to do the technical work on their machines such as the fine line balancing, programming and cleaning.

Freight Handling: All work involved in the loading and unloading of all trucks, trailers and common and contract carriers, as well as the handling of empty crates and the operation of material handling equipment, is under union jurisdiction. The union also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment, as well as the reverse process.

Full-time employees of exhibiting companies may 'hand carry' material provided they do not use material handling equipment. When exhibitors do choose to 'hand carry' material, they may not be permitted access to the loading dock/freight door areas. GES Exposition Services will not be responsible for any material we do not handle.

All exhibitors are expected to comply with any union requirements in effect and as outlined in the "SHOW SITE WORK RULES" section of the Exhibitor kit.

Gratuities: Our work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, product or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

Always Honest Hotline: GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

Union Stagehands handle all material in and out of the hall; the hanging of all non-electrical signs, drape and cloth installation and tacked fabric panels; the uncrating of exhibits and display materials, installation and dismantle of exhibits including cabinets, fixtures, shelving units, furniture, etc., laying of floor tile and carpet and re-creating of exhibits and machinery; the installation and dismantling of scaffolding, bleachers and the ganging of chairs; and the uncrating, unloading machinery and freight from skids, positioning and leveling of all machinery, and the placement of all machinery back onto skids.

Exhibitor and its employees, representatives, and agents hereby agree to abide by the policies and terms in this Agreement.