



**ENVIRONMENTAL &
WATER RESOURCES
INSTITUTE**

EXHIBIT SPACE APPLICATION – CONTRACT

American Society of Civil Engineers

OPERATION & MAINTENANCE OF STORMWATER CONTROL MEASURES CONFERENCE 2017
Embassy Suites/Hilton Downtown Convention Center • Denver, CO • November 6-9, 2017

Return signed contract along with payment to: EXHIBITS@ASCE.ORG, c/o ASCE
P.O. Box 79668, Baltimore, MD 21279-0668 • Tel: (703) 295-6300 • Fax: (703) 295-6460

Make checks payable (in U.S. \$\$) to **ASCE/EWRI O&M EXHIBITS**. Are you a first-time exhibitor? ☐ YES ☐ NO

PLEASE PRINT CLEARLY

COMPANY _____

Contact Name _____ Contact Job Title _____

Street Address/ P.O Box# _____

City / State / Zip / Country _____

Phone _____ Fax _____ 800# _____

E-mail _____ Web site _____

P.R. Contact / Firm _____ P.R. Contact Phone _____

EXPOSITION FEE PAYMENT SCHEDULE

Rate: Standard Rate: \$1,695.00

For contracts executed BEFORE August 3, 2017, the following schedule applies:

■ Initial 50% of the total Exhibit fee due with this contract ■ Remaining Balance due no later than September 14, 2017

Contracts executed AFTER August 3, 2017, require 100% of the total Exhibit Fee included with signed contract.

Payment: Payment may be remitted by check, money order, wire transfer, or credit card. ☐ Check Enclosed

☐ Visa ☐ MC ☐ AMEX ☐ Discover Total Cost \$ _____ Deposit Amt. \$ _____

Card No. Exp. Date Security Code

Authorized Signature _____ Cardholder's Name (print) _____

Space Requirements: Booth Size _____ x _____ Corner: ☐ YES ☐ No

Booth Selection: 1. _____ 2. _____ 3. _____ 4. _____

Please assign near, if possible: _____

Do NOT assign near, if possible: _____

Do you plan to sell products in the exhibit hall? ☐ YES ☐ NO (Exhibitor responsible for securing and collecting all local and state licenses and taxes)

Product Description: (25 words or less). Send an e-mail describing your product exactly as it should appear in the final program to exhibits@asce.org by **August 3, 2017**.

Special Requirements (e.g. carpet aisles, hanging banners, archways, etc.) _____

BY SUBMISSION OF THIS CONTRACT, THE EXHIBITOR AGREES TO ABIDE BY ALL EXHIBIT TERMS, CONDITIONS AND REGULATIONS SET FORTH IN THIS CONTRACT.

Authorized Exhibitor Signature _____ Date _____

Print Name _____

Accepted by Exhibit Management _____ Date _____

FOR SHOW OFFICE ONLY

Date Received _____	Total Square Feet _____	Amount Paid \$ _____
Booth # _____	Cost of Booth \$ _____	Amount Retained \$ _____
#of Corners _____	Deposit Paid \$ _____	Refund Due \$ _____
Dimension _____ X _____	Balance Due \$ _____	Cancellation Date _____
Number of Years _____	Company ID: _____	

ASCE Exhibit Rules and Regulations

1. Contract for Space: This application for space assignment by the American Society of Civil Engineers (ASCE), hereinafter referred to as Show Management, becomes a contract when signed by the exhibiting company and accepted by ASCE.

2. Cancellation of Exposition: Should the exposition be canceled, postponed or abandoned thirty days (30) or more prior to the opening date, the Exhibitor shall be refunded the amount paid for rental space. However, if the exposition is canceled, postponed, or abandoned within thirty (30) days prior to the opening date of such exposition, 50% of the money paid for rental will be refunded.

3. Payments for Space: Applications must be accompanied by 50% of the total space rental, made payable to **ASCE/EWRI Exhibits**, if mailed between **March 1, 2017 and August 3, 2017**. All space must be paid in full by **September 17, 2017**. After that date all reserved booth space **not** paid in full will be released for resale. If the remaining balance is not received by **September 14, 2017**, the space will be released for resale. Contracts submitted after **August 3, 2017** must be accompanied by payment in full. **Setup is prohibited until booth space is paid in full.**

4. Cancellation of Space: Cancellation notification must be submitted in writing to ASCE Show Management. Refund of the total amount paid less a \$100 processing fee per table-top reserved space will be made if cancellation is received **before August 24, 2017**. No refunds will be made for cancellations received on or **after August 24, 2017**.

5. Forfeiture: If an Exhibitor does not follow the rules and regulations set by Show Management, the Exhibitor shall forfeit the amount paid for space, regardless of whether or not the exhibit space is subsequently leased.

6. Rejection of Application: Show Management reserves the right to cancel or refuse rental of display space to any person or company whose conduct or display of goods is, in the opinion of Show Management, incompatible with the general character and objectives of the exposition.

7. Subletting Space: The exhibitor shall not reassign, sublease or share assigned exhibit space with any person, firm, or other entity and agrees not to exhibit, advertise, or offer for sale goods other than those manufactured or sold by him in the regular course of business, without notification to and approval of ASCE Show Management.

8. Exhibit Hours, Installation, and Dismantling: The hours during which the exposition will be open are: **(*Hours subject to change)**

***Move-in Hours:**

Contractor Move-in Sunday, November 5, 2017; 8:00 a.m. – 5:00 p.m.

Exhibitor Move-in Monday, November 6, 2017; 8:00 a.m. – 5:00 p.m.

***Exhibit Hours: Tuesday, November 7, 2017; 8:00 a.m. – 8:00 p.m.
Wednesday, November 8, 2017; 8:00 a.m. – 3:30 p.m.**

***Move out Hours: Wednesday, November 8, 2017; 3:30 – 7:00 p.m.**

No materials can be accepted in the exhibit hall prior to 8:00 a.m. on **Monday, November 6, 2017**. All exhibits must be completely set-up by 5:00 p.m. on **November 6, 2017**. Any space not claimed and occupied prior to 4:00 p.m. on **November 6, 2017**, may be resold or reassigned by ASCE without any obligation on the part of ASCE for any refund. Special arrangements may be made for late set-up with prior approval from ASCE Show Management.

Dismantling of exhibits **must not** begin before hall closing 3:30 p.m. on **Wednesday, November 8, 2017**. Exhibitors agree by signing this contract that they will remain on the exhibit hall floor until the official close of the show. All exhibits must be packed and ready for shipment no later than 6:00 p.m.

9. Relocation: Show Management reserves the right to relocate an Exhibitor's booth space due to modifications of the exhibit facility, fire marshal restrictions, or any other reason in the best interest of the overall exposition.

10. Fire Protection: Booth decorations must be flameproof and all hangings must clear the floor. Electrical wiring must conform with all local and state government requirements and to National Electrical Code Safety Rules. If inspection indicates that any Exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazards, Show Management has the right to cancel all or such part of this exhibit as may be irregular.

11. Repair of damages: The cost of repairing any damage by the Exhibitor, its employees, representatives, or agents will be billed to and paid by the

Exhibitor. Nothing will be posted on, tacked, nailed, screwed, or otherwise attached to the columns, walls, floors, ceiling, furniture, or other property of the conv. center.

12. Circularization and Solicitation: Distribution of circulars or promotion material may be made only within the booth assigned to the Exhibitor presenting such material. Promotional material may not be distributed or left for attendees to pick up in the aisles, registration area, or anywhere else in the convention facility. Non-exhibiting companies/organization will not be permitted to solicit business within the exhibit area or anywhere in the convention center.

13. Loss, Damage and Injury: Show Management will not be responsible for any injury, loss, or damage that may occur to an Exhibitor's employee or property from any cause whatsoever. Show Management will not be liable for any injury, loss, or damage which may be sustained by any person who may be on the premises leased to an Exhibitor, or watching, observing, or participating in any demonstration or exhibit of Exhibitors.

14. Insurance: The Exhibitor agrees to obtain the following insurance coverage during the dates of the ASCE Exposition, including move-in, move-out days, and be prepared to furnish a certificate of insurance to ASCE if requested; **(a)** comprehensive general liability insurance, including protective and contractual liability coverage of \$250,000/\$500,000 for bodily injury and \$50,000 property damage **(b)** employers liability insurance with minimum limits of \$100,000 per accident; **(c)** workers compensation/occupational disease coverage in full compliance with federal and state laws; **(d)** owned, non-owned, and hired vehicles, including loading/unloading hazards with bodily injury limits of \$250,000/\$500,000 and property damage limits of \$100,000.

15. Restrictions in Operation of Exhibits: Show Management reserves the right to restrict or evict exhibits, which because of noise, method of operation, materials, or which detract from the general character of the hall, or any other reason, become objectionable. This reservation includes anything of a character deemed to be objectionable to the exhibit or that interferes with the activities of neighboring Exhibitors. In the event of such restriction or eviction, Show Management is not liable for any refunds or rentals or other exhibit expense.

16. Giveaways, Drawings, Distribution of Gifts, and Food Sampling: All drawings or contests must be completed and all prizes presented to winners prior to closing of the exposition. In the event that the display of the prize is not practical because of its size or other complication, the Exhibitor must display a photo and details as to the prizes size, value, color, etc. It is the responsibility of the Exhibitor to notify winners. No sample food or beverage products may be distributed w/o prior authorization from Show Management.

17. Compliance with the Law: The Exhibitor or his representative or employees shall not engage in any display, publication, performance, or other activity which is in conflict with any federal, state, or local law, regulation, rule, or ordinance. Firearms may not be used as a part of an exhibit nor as a giveaway. Exhibitors cannot display or bring into the exhibit any animal, bird, fish, or other non-human creature without Show Management approval.

18. Music Licensing: The Exhibitor agrees to pay all royalties, license fees or other charges for any music, either live or recorded, or other entertainment of any kind or nature, played, staged, or produced by the Exhibitor, it's agents or employees within the premises by this License Agreement including but not limited to royalties or licensing fees due to BMI, ASCAP, or SESAC. The Exhibitor agrees to hold Show Management harmless against any claims or charges.

19. Interpretation and Amendment: The Exhibit Manager shall have full power to interpret or amend these rules. The Exhibitor agrees to abide by any rules or regulations that may hereafter be adopted by Show Management, which shall be as much a part hereof as though fully incorporated herein.

20. Attendee Listings: Exhibitors agree to a one-time use of the attendee list provided at the end of the Show solely for the purposes of follow-up. A separate mailing list rental form is available for additional use. Neither the list nor any excerpts thereof may be duplicated, reproduced, reused, or transferred without prior written permission from Show Management.