



**Hilton Bonnet Creek Resort  
Orlando, Florida USA  
June 6 – 10, 2010  
www.intelec.org**

**APPLICATION AND CONTRACT FOR EXHIBIT SPACE**

**Exhibits Management:**

You are hereby authorized to reserve exhibit space for our company at INTELEC 2010, from June 6 through June 10, 2010 at the Hilton Bonnet Creek Resort. I have read and understand the Rules and Regulations on the reverse side of this application and all representatives of our firm agree to adhere to these rules and regulations and abide by all decisions of INTELEC Management.

Please indicate location preference: (maximum size, linear 10' x 40')

1st Choice \_\_\_\_\_ 3rd Choice \_\_\_\_\_

2nd Choice \_\_\_\_\_ 4th Choice \_\_\_\_\_

**EARLY BIRD SPACE COST: \$2,800 US dollars per 10' x 10' booth: \$4,200 US dollars per 10' x 20' booth: \$7,000 US dollars per 10' x 30' booth: \$14,000 US Dollars per 20' x 20' island: DEADLINE FEB. 1, 2010.**

**LATE BIRD SPACE COST: \$3,000 US dollars per 10' x 10' booth: \$4,500 US dollars per 10' x 20' booth: \$7,500 US dollars per 10' x 30' booth: \$15,000 US Dollars per 20' x 20' island.**

PLEASE NOTE: Exhibitors sending wire transfers from outside the U.S. please include a \$25.00 bank fee for the wire transfer.

Space assignment will be on a FIRST COME, FIRST SERVED basis upon receipt of a 50% deposit, minimum, and two copies of the space application duly signed. Balance due by March 31, 2010. There will be no refunds except as stated in Paragraph 24 of the Rules and Regulations.

List any exhibitor you wish to be near \_\_\_\_\_

List any exhibitor you do not wish to be near \_\_\_\_\_

To reserve space you must return both copies of the Space Application along with a 50% deposit, minimum. This application when accompanied by your check and countersigned by Show Management & Services shall become a binding contract in accordance with all rules and regulations and admission policy. Sign and return both copies; a countersigned copy will be returned for your files.

**Make checks payable to: INTELEC 2010**

Mail to: INTELEC EXHIBITS MANAGER/SHOW MANAGEMENT & SERVICES  
1963 University Lane Phone: 630-271-8210  
Lisle, IL 60532 Fax: 630-271-8234

Firm \_\_\_\_\_

Street \_\_\_\_\_ Phone \_\_\_\_\_

City and State \_\_\_\_\_ Zip \_\_\_\_\_ Fax \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

E-mail \_\_\_\_\_ Web site: \_\_\_\_\_

Authorized Signature \_\_\_\_\_

All future correspondence should be directed to the following exhibit contact individual:

\_\_\_\_\_  
\_\_\_\_\_

Please describe the nature of the proposed exhibit, listing products or material and provide any general information that will assist in making the most satisfactory space assignment for the display. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(Do not write in this space)

Space has been reserved for you at INTELEC 2010, HBCR

Exhibit Space \_\_\_\_\_ Square Feet \_\_\_\_\_ Date Received \_\_\_\_\_

Price \_\_\_\_\_ Payment Received \_\_\_\_\_ Amount Due \_\_\_\_\_

by March 31, 2010

Authorized Signature \_\_\_\_\_

For INTELEC (Show Management & Services)

SEE REVERSE SIDE FOR RULES & REGULATIONS

**INTELEC 2008**  
**EXHIBITOR RULES AND REGULATIONS**

1. **DEFAULT OCCUPANCY** – Any exhibitor failing to occupy space contracted for is not relieved of the obligation of paying the full rental price for each space, and the INTELEC Management shall have the right to use such space as it sees fit to eliminate blank space in the exhibit, provided such booth space is not occupied 4 hours prior to the start of the exhibit.
2. **RELOCATION OF EXHIBITS** – INTELEC Management reserves the right to alter location of exhibits as shown on the official floor plan, if deemed advisable, in the best interest of the Exposition.
3. **FLOOR PLAN** – All exhibit space on the floor plan is available to exhibitors unless otherwise noted. Maximum size for in line exhibits is 10' x 40' (4 - 10' x 10' spaces). End spaces may not be chosen back-to-back.
4. **PRODUCT EXHIBITS OUTSIDE OF INTELEC JURISDICTION** – Products applicable to INTELEC must be exhibited in the prescribed INTELEC Exhibits Area. The INTELEC Management Committee controls the sale and use of hospitality suites in the Conference's designated hotels, and if a manufacturer, supplier, distributor, etc. of communications energy systems and associated components wishes to host a hospitality suite, that company must also have purchased exhibit space in the official INTELEC Exhibits Area. Booking arrangements for a hospitality suite must be made through a member of the INTELEC Management Committee or through INTELEC's Conference Management Contractor.
5. **DISPLAY HEIGHTS – STANDARD IN-LINE EXHIBITS** – Booths are limited to a height of 10' in the back and 36" along the side dividers. The 10' height may be extended along the side rails no more than 5' in depth from the background line of the booth. No hanging signs are allowed for inline exhibits. This rule shall not generally apply to machinery and equipment. An ISLAND EXHIBIT (20' x 20') is limited to a 12' height. We advise against solid walls which will prevent a see through exhibit.
6. **POSITIONING OF EQUIPMENT WITH RELATION TO AISLE** – Machines or equipment operated or demonstrated at any time during show hours shall be so placed that no portion is closer than 12" to an aisle unless prior permission is obtained. Exhibitors must agree to display their equipment so as not to obstruct the general view or to hide other exhibits.
7. **NOISE** – Public address, sound producing, or amplifying devices which project sound beyond the exhibitor's booth, or excessive operating noise that distracts neighboring exhibits, are expressly prohibited. INTELEC reserves the right to restrict exhibits which, because of noise or for any other reason, become objectionable or which may detract from the general character of the exhibit.
8. **SALES AT EXHIBIT BOOTHS** – The International Telecommunications Energy Conference exhibit is for educational and information purposes. Sales may not be made nor orders consummated at any of the exhibit facilities during the period of the exhibit.
9. **RESTRICTIONS ON SUGGESTIVE MATERIAL** – The International Telecommunications Energy Conference reserves the right to limit or cancel exhibit space if such space is used to display material of any nature that is suggestive or generally not in the best interest of INTELEC. This clause includes, but is not limited to, printed material, equipment, signs, objects of art or costumes and/or abbreviated clothing worn by booth personnel.
10. **EXHIBIT BOOTH SET-UP** – INTELEC will furnish to all exhibitors who do not have specially built displays, a booth background consisting of flame-proof drapery fabric to a height of eight feet above the floor, and draped side rails which will be 36" high.
11. **INSTALLATION AND DISMANTLING** – The exhibit space will be available for installation by the exhibitors at a date and time to be made known in advance. Exhibits cannot be dismantled before the conclusion of the exhibit. It is the duty and responsibility of each exhibitor to have his exhibit completely installed in his booth area before the opening of the exhibition and to dismantle and remove his exhibit after the close of the exhibition.
12. **CONTEST** – (a) Drawings, lotteries, attendance or product surveys, etc., shall not be allowed without special permission, in writing from INTELEC. (b) Demonstrations by live models, pantomime, dancing, or acting, is prohibited unless specifically approved by INTELEC.
13. **GUARD SERVICE** – INTELEC will provide guard service when the exhibit is closed and exercise reasonable care for the protection of exhibitors, material and display. Beyond this, INTELEC, its officers and membership, separately or collectively cannot accept responsibility for any damage to or for the loss or destruction of an exhibit, or for the property of an exhibitor, his agents or employees either from fire, theft or accidents or other causes, or injury to his person resulting from any cause, all claims for any such loss, damage or injury being expressly waived by the exhibitor.
14. **LIABILITY AND INSURANCE** – Neither INTELEC, any of its officers, staff members, or Show Management Services (SMS), nor the owners, employees or representatives of Town & Country Resort & Convention Center will be responsible for any injury, loss or damage that may occur to the exhibit or to the exhibitor's employees or property, prior, during, or subsequent to the period covered by the exhibit contract. SMS, Town & Country Resort & Convention Center and INTELEC will exercise reasonable care for the protection of exhibitor's materials and displays. However, the exhibitor on signing this contract expressly releases the foregoing corporations, individuals and firms from, and agrees to indemnify same against any and all claims for such loss, damage or injury.
15. **FLOOR LOAD** – An exhibitor who plans to show equipment, the weight of which will exceed the floor load restrictions, must position it on suitable wood or steel support of sufficient size to properly distribute the weight over a required area, such supports to be approved. In all cases, the exhibitor should present complete information to the official service contractor sufficiently in advance to enable engineering analysis.
16. **PROTECTION OF BUILDING** – Nothing should be posted on, tacked, mailed or screwed, or otherwise attached to columns, walls, floors or other parts of the building or furniture. Whatever is necessary to properly protect the building, equipment, or furniture will be at the expense of the exhibitors. Exhibitors are liable for any damage they cause to the exhibit hall property. Machinery in operation: Drip pans and scrap buckets should be provided to keep lubricants, excess material, etc. from staining the floor.
17. **FIRE, SAFETY AND HEALTH** – The exhibitor assumes all responsibility for compliance with local, city and state ordinances and regulations covering fire, safety, and health. All exhibit equipment and materials shall be reasonably located within the booth and protected by safety guards and devices where necessary. Only fireproof materials should be used in displays and the necessary fire precautions shall be taken by the exhibitor.
18. **SAFETY GUARDS AND PROTECTION** – Convention guests must be properly protected from injury. Any piece of machinery on display that has movable parts must have adequate safeguards to protect the public from injury throughout the exhibit period.
19. **REGISTRATION OF VISITORS** – INTELEC shall have sole control over admission policies at all times. All persons visiting the convention sessions and the exhibit area as well as exhibitor personnel shall be required to register and wear an appropriate badge while in attendance.
20. **APPOINTED SERVICE CONTRACTORS** – To assure orderly and efficient installation, operation and removal of the displays, and to minimize confusion by the presence of unknown or unqualified firms, INTELEC has appointed certain contractors. INTELEC holds these firms responsible for quality service, fair prices, and is prepared to intercede on behalf of an exhibitor in the event of faulty work or unfair charges. However, an exhibitor is free to use its own display house. If an exhibitor uses an outside contractor to set and dismantle its exhibit, the exhibitor must submit its request in writing, to Show Management & Services with proof of liability insurance and a list of names of all display company representatives working in the exhibit area..
21. Persons or companies which are not exhibiting are prohibited from any dealing, exhibiting, or soliciting within the exhibit area. Exhibitors are urged to immediately report any violations of this rule to the Exhibit Manager.
22. **SPACE RESTRICTIONS** – Exhibits must be confined to the exact space allocated. Circulars, publications, advertising matter and all promotional giveaways may be distributed within booth spaces only. Signs, rails, etc., will not be permitted to intrude into or over aisles.
23. **AMENDMENT TO RULES** – Any and all matters, or questions, not specifically covered by the preceding Rules and Regulations shall be subject solely to the decision of INTELEC and SMS. These Rules and Regulations may be amended, at any time, by INTELEC or SMS, and all amendments so made shall be binding on the exhibitors equally with the foregoing Rules and Regulations.
24. **FAILURE TO HOLD EXPOSITION** – Should any contingency prevent holding of the Conference, INTELEC may retain such part of exhibitors rental cost as shall be required to recompense for expenses incurred up to the time such contingency shall have occurred. Exhibitors waive all claims for damages or recovery of payments made except the return of the pro-rated amount paid for exhibit space less expenses incurred by SMS.
25. **USE OF INTELEC LOGO** – Use of the INTELEC logo and/or the master brand logo of the IEEE is permitted to the extent that there is no attempt to portray INTELEC and/or the IEEE as endorsing or recommending any products or services. Accordingly, any application using the INTELEC or IEEE logos must be approved by the current INTELEC Conference Management Committee in advance of its use in any medium.