

Standard Booth Contract

EXHIBITOR

Company Name: _____ Company Contact Name: _____

On-Site Contact Name: _____

Address: _____

City: _____ State/Province: _____ Zip Code: _____

Phone: _____ Fax: _____

E-mail: _____ Are you an IAPD member? Yes No

BOOTH INFORMATION

Number of Booths (10' wide x 10' deep x 8' high): _____

Please indicate your first, second, third and fourth booth location/space requests:

#1	#2	#3	#4
_____	_____	_____	_____

Booth includes:

- One complimentary full-convention registration
- Two complimentary booth personnel registrations
- Unlimited complimentary Showcase passes for end user customers
- Booth furnishings (6' – 8' draped table, standard booth sign, one wastebasket, two chairs)
- Showcase floor is already carpeted, but exhibitors may elect to upgrade to custom carpentering for an additional cost
- Registered delegates list with company name, contact name, address and phone number

PROGRAM GUIDE PUBLICATION

Exhibitors have the opportunity to include an exhibitor company description in the Aug/Sept issue of *Performance Plastics* magazine and the 2019 Program Guide provided to all delegates attending the IAPD Convention. Please provide up to 40 words regarding your company's products or product line by July 10, 2019. Check here to use last year's listing.

TOP 26 MARKETS

IAPD provides exhibitors a cross-reference section in *Performance Plastics* magazine and Convention Program Guide that makes it easy for attendees to seek out the exhibitors they wish to meet by market. The cross-references are determined by our Top 26 markets. Please check the boxes that apply to your company.

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Aerospace | <input type="checkbox"/> Agriculture | <input type="checkbox"/> Alternative Energy | <input type="checkbox"/> Automotive |
| <input type="checkbox"/> Building and Construction | <input type="checkbox"/> Chemical | <input type="checkbox"/> Electrical | <input type="checkbox"/> Environmental |
| <input type="checkbox"/> Fluid Handling | <input type="checkbox"/> Food/Beverage | <input type="checkbox"/> Heavy Equipment | <input type="checkbox"/> Life Sciences |
| <input type="checkbox"/> Lumber/Paper | <input type="checkbox"/> Marine | <input type="checkbox"/> Material Handling | <input type="checkbox"/> Medical |
| <input type="checkbox"/> Mining | <input type="checkbox"/> MRO Manufacturing | <input type="checkbox"/> Oil and Gas | <input type="checkbox"/> Pharmaceutical |
| <input type="checkbox"/> Printing Signs/Visual | <input type="checkbox"/> Recreation | <input type="checkbox"/> Security | <input type="checkbox"/> Semiconductor |
| <input type="checkbox"/> Transportation | <input type="checkbox"/> Water/Waste Water | | |

Please return this form to IAPD at the following address:

6734 W. 121st Street • Overland Park, KS USA • 66209 • Phone: 913.345.1005 • Fax: 913.345.1006 • dhall@iapd.org

AGREEMENT/PAYMENT

I have read and understand the IAPD Plastics Showcase Terms and Conditions and agree to abide by them.

Authorized Representative's Signature: _____

Date: _____

Booth Rates:	Early (through 4/12/2019) 10' x 10'	Regular (4/13/2019 through 8/9/2019) 10' x 10'	Late (after 8/9/2019) 10' x 10'
Members	<input type="checkbox"/> \$2,500	<input type="checkbox"/> \$2,650	<input type="checkbox"/> \$2,800
Nonmembers	<input type="checkbox"/> \$3,500	<input type="checkbox"/> \$3,700	<input type="checkbox"/> \$3,900

* Discounted rates apply for multiple booths

AMOUNT ENCLOSED: \$ _____

(100% of payment is required to secure booth space.)

Payment Method: Amex Discover MasterCard Visa

Credit Card Number: _____

Expiration Date: _____

CVV: _____

Cardholder's Name: _____

Cardholder's Signature: _____

____ Yes, please sign me up for the convention logo package for only \$500! Your logo will run next to your listing in the August/September 2018 Convention Preview issue of Performance Plastics magazine and the official Convention Program Guide. (You will not be charged until August of 2019.)

Terms and Conditions

CANCELLATION POLICY – There will be no refunds for contracted booth spaces. Booths are to be paid 100 percent in full when booth contract is signed.

ADDITIONAL RULES AND REGULATIONS – Exhibitor agrees to comply with all rules and regulations of the Loews Miami Beach Hotel and all additional rules and regulations of IAPD, including, without limitation to, those contained in the Exhibitor Services Kit which can be downloaded at www.iapd.org.

OFFICIAL GENERAL SERVICES CONTRACTOR, BOOTH FURNISHINGS, LABOR, SHIPPING AND STORAGE – IAPD will contract with a decorator to provide all decorating, shipping, freight storage, and drayage and labor services for the 2019 IAPD Annual Convention. Exhibitors may order additional booth furnishings, services, furniture, booth cleaning and labor from the decorator. These additional items are not included in the price of the booth space. Carpeting is included for the 2019 Showcase. Forms are provided in the Exhibitor Services Kit.

INSTALLATION OF EXHIBITS – Exact dates and times are to be determined and will be communicated to the exhibitor at the earliest possible date. All exhibitors will be provided a contract addendum once specific move-in and move-out times are set. Additionally, move-in and move-out information will be provided in the exhibitor services kit. Any exhibiting company attempting to install their exhibit at a time other than the official installation times will be required to pay a \$250 fee to IAPD.

INSPECTION OF EXHIBITS – All exhibits must be ready for inspection by the IAPD staff prior to the grand opening of the showcase hall. Exhibitors who set up their display after this time must gain approval from IAPD exhibition management and will be subject to a \$250 penalty payable to IAPD.

DISMANTLING OF EXHIBITS – Packing or dismantling of exhibits will be prohibited until after the official closing of exhibits. If an exhibitor starts breaking down prior to the closing of exhibits, they will lose a point in the Point Priority System and will be subjected to a \$250 penalty, payable to IAPD. At the closing of exhibits, the official service contractor will begin collecting table drapes and other items. If an exhibitor fails to remove the exhibit, removal will be arranged by IAPD at the expense of the exhibitor. Exhibitors are responsible for packing their own materials at the end of the exhibition and arranging for shipping. All exhibitors must be prepared to staff their booth until the closing of the showcase.

FAILURE TO OCCUPY SPACE – Any space not occupied prior to grand opening of showcase hall shall be deemed forfeited by exhibitor and no refund shall be paid. IAPD may reassign such space, at its discretion, without any obligation to the exhibitor.

LIABILITY/FORCE MAJEURE – Exhibitor agrees to indemnify and hold IAPD and Loews Miami Beach Hotel, its officers, directors, members and employees, and all individuals and organizations performing services for them in connection with the IAPD Annual Convention harmless for all claims, losses or damages, injuries, liabilities, judgments or settlements, including reasonable attorney fees, costs and other expenses, any or all of them incurred on account of actions, negligent or otherwise of the exhibitor or its employees or agents. Exhibitor agrees to indemnify and reimburse IAPD and the Loews Miami Beach Hotel for the costs of all services and expenses incurred in connection with the collection effort should it be necessary for IAPD or the Loews Miami Beach Hotel, to engage legal counsel or a collection agency to collect monies due IAPD or the Loews Miami Beach Hotel, as a result of exhibitor's failure to pay any funds due IAPD or the Loews Miami Beach Hotel, or to comply with the terms of this contract. Exhibitor also releases IAPD and the Loews Miami Beach Hotel, from liability for any expenses incurred or other damage suffered by exhibitor if the IAPD Annual Convention is cancelled because of a strike, riot, act of God, or any other cause beyond the control of IAPD and the Loews Miami Beach Hotel.

RESPONSIBILITY CLAUSE FOR EXHIBITS – The group assumes entire responsibility and hereby agrees to protect, defend, indemnify and save the hotel, its owners, its operator, Loews Miami Beach Hotel, and each of their respective parents, subsidiaries, affiliates, employees, officers, directors, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by the group's or any exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, irrespective of the fact that such exhibitors are providing the indemnity hereinafter set out, excluding any such liability caused by the sole gross negligence of the hotel and its employees and agents. The group shall cause all exhibitors to execute an exhibit contract containing the following provision: The individual exhibitor hereby assumes entire responsibility and hereby agrees to protect, defend, indemnify and save the hotel, its owners, its operator, and their respective parents, subsidiaries, affiliates, employees, officers, directors, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by its installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole gross negligence of the hotel

and its employees and agents. The individual exhibitor shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of comprehensive general liability insurance and contractual liability insurance, insuring and specifically referring to the contractual liability set forth in this exhibit contract, in an amount not less than \$1,000,000 combined single limit for personal injury and property damage. The group agrees to provide a certificate of insurance evidencing the coverage described above.

INSURANCE FOR EXHIBITS — The group shall cause each exhibitor to provide all of the following insurance coverages listed below prior to pre-exhibit set-up, the exhibit and/or meeting dates and post-exhibit break-down periods.

- a) Commercial general liability with minimum limits of \$1,000,000 per occurrence (combined single limits for Bodily Injury and Property Damage). Coverage shall include broad form contractual liability and products and completed operations.
- b) Worker's compensation with statutory limits for the jurisdiction within which work is performed. Employer liability with minimum limits of \$1,000,000.

All above policies shall be issued by insurance company or companies which are authorized to do business in the state in which the Hotel is located and have a minimum A.M. Best & Co. rating of "A ; X". All such insurance shall be issued on a primary and non-contributory basis, contain a waiver of subrogation in favor of the additional insureds and not be cancellable, terminable or subject to material change without thirty (30) days' prior written notice to the hotel and IAPD. All such insurance, with the exception of worker's compensation, shall name IAPD, the hotel, hotel owner, hotel operator, employer company (if applicable) as additional insureds. A certificate of insurance, in form and substance satisfactory to the hotel and evidencing the required coverage, shall be provided prior to the commencement of work. A combination of primary liability and umbrella liability insurance may apply to meet the minimum limits of insurance required under this contract.

The certificate shall name IAPD as an additional insured, shall provide that the policies may not be cancelled or materially altered unless at least 30 days prior written notice has been given to IAPD and shall cover occurrences on any part of the convention property. Failure to provide said insurance certificate does not relieve exhibitor of the responsibility to obtain this coverage. Exhibitor's obligations under this section are material and if exhibitor fails to comply with them, Exhibitor shall be liable to IAPD for all damages, consequential or otherwise. IAPD suffers as a result.

ADMISSION/BADGE POLICIES – IAPD shall have the sole discretion over all admission policies at all times. Entrance and exit doors will be clearly marked and must be utilized by all people on the showcase floor. Badges must be worn at all times. Badge swapping is strictly prohibited. Personnel working a booth must wear an IAPD provided exhibitor ribbon and be registered as a full convention attendee or booth personnel. Anyone who is working a booth and is not registered as exhibitor personnel will be notified and invoiced promptly after the.

POSITIONING EXHIBIT MATERIALS – An 8-foot drape will be provided with all booths. Company or trade names displayed above the 8-foot drape will be penalized and the name showing is required to be removed. Any exhibit materials over the 8-foot height requirement will be subject to a \$500 penalty fee, payable to IAPD.

SOUND – Sound-producing or amplifying devices which project sound beyond the exhibitor's space or excessive operating noise that distracts neighboring exhibits are expressly prohibited by IAPD. IAPD reserves the right to restrict exhibits which, because of noise or any other reason, may detract from the general character of the exhibition. Tolerable decibel levels will be determined by standing in a neighboring booth and conducting a nor-

mal conversation. If a normal conversation cannot be achieved due to an exhibitor's emanating noise, the offending exhibitor will be asked to turn down the decibel levels.

FOOD, BEVERAGES AND CONDUCT – No food or beverages (alcoholic or nonalcoholic) are to be served by exhibitors aside from enticement candy. Exhibitors hiring talent or model personnel for assistance in their exhibit must be approved by IAPD and are liable for maintaining decorum by these personnel. Lewd attire and behavior will not be tolerated. Exhibitors are responsible for having non-company personnel properly badged as Exhibit Personnel, including paying associated badging fees.

SALE OF MERCHANDISE – Order taking by exhibitors and accepting checks or credit cards is permitted, provided that all transactions are conducted in a manner consistent with the scholarly and professional nature of the meeting and in accordance with the state and local regulations applicable in the host city of the exhibit site. Cash transactions are discouraged. Exhibitors desiring to sell merchandise on the showcase floor must apply for a BTI certificate. Please refer to the Loews Miami Beach Hotel Rules & Regulations, available upon request, for more details.

SHIPPING – Advance shipments of materials must be sent to the decorator. The Loews Miami Beach Hotel will not accept or deliver any exhibitor drayage packages shipped to the hotel or store empty crates. Shipping information and forms will be in the Exhibitor Services Kit.

SECURITY – IAPD will provide 24-hour security for the exhibit area perimeter during the entire exhibit period, including move in and move out. The furnishing of such service is in no cause to be understood or interpreted by exhibitors as a guarantee to them against loss of theft of any kind. Decorator, the Loews Miami Beach Hotel and IAPD are neither liable nor insured for loss or damage of exhibitor property or fixtures. For this reason, exhibitors are encouraged to order in-booth security if needed AND to carry insurance on their exhibits at their own expense.

UNION REGULATIONS – Exhibitors agree to abide by all local jurisdiction union requirements, if applicable, for work involving installation and dismantling of exhibit space.

FIRE AND SAFETY REGULATIONS – Literature, handouts, and supplies are permissible in reasonable quantities. Reserve quantities should be kept in closed containers and stored in a neat, compact manner within the booth. Storage of any kind is prohibited behind back drapes, or display walls. All display materials must be fire retardant in accordance with the host city fire code, including cloth draping, banners, table coverings, decorative fabrics, post pearl forma core board, and all other decorative materials. Combustible oils or gases and helium tanks are prohibited. All local regulations will be strictly enforced and the exhibitor assumes all responsibility for compliance with such regulations. All decorations must be fireproofed, and electrical wiring must conform to the safety rules of the host city electrical code. Fire hose cabinets must not be obscured and must be entirely accessible in full view at all time. All fabric, cellulose, and cardboard display material must be flame proofed and is subject to inspection by the host city fire department. No flammable fluids or similar substance may be used or shown in booth. Smoking in the Exhibit hall is prohibited at all times.

LIABILITY – It is agreed that exhibitors shall assume all responsibilities for damage to the exhibit are, and they shall indemnify and hold harmless the International Association of Plastics Distribution, the Loews Miami Beach Hotel, and any service contractors acting as agents of IAPD from all liability that may ensue from any cause. Security services for the exhibit hall will be provided 24 hours a day, but IAPD and the Loews Miami Beach Hotel will not be responsible for any loss or damage of any kind.