

SPE Thermoforming Conference

Tabletop Exhibitor Reservation Form

September 24-26, 2018

Fort Worth Convention Center

Fort Worth, Texas

To qualify as a tabletop exhibitor, your company must not have exhibited during the last three SPE Thermoforming Conferences (2014-2016).

_____ YES! We want to apply as a 2018 SPE Thermoforming Conference Tabletop Exhibitor.
Enclosed is our payment of \$1,800. Payment is due with this reservation form.

Your tabletop includes one 30" high by 6' wide draped table, one standard electrical outlet and one exhibits only registration. The exhibitor kit will include additional rental equipment (chairs, wastebaskets). Additional conference registrations are available for purchase at attendee rates.

COMPANY NAME: _____ CONTACT: _____

ADDRESS: _____ CITY: _____

STATE: _____ PROVINCE: _____ POSTAL CODE: _____

COUNTRY: _____ PHONE: _____ EMAIL: _____

EXHIBITOR KIT CONTACT: _____ KIT CONTACT EMAIL: _____

COMPANY WEBSITE ADDRESS: _____ TWITTER HANDLE: _____

CREDIT CARD (VISA, MC, AMEX): _____ TOTAL PAYMENT: _____

CARD NUMBER: _____ EXPIRATION DATE: _____

CARD HOLDER'S NAME: _____ PAYMENT AMOUNT: _____

SIGNATURE: _____

OR MAKE AND MAIL CHECK PAYABLE TO:

SPE Thermoforming Division
P.O. Box 1578
Carmel, NY 10512

I agree to the terms and conditions that appear on the reverse of this reservation form.

SIGNATURE: _____ DATE: _____

Please email this completed form to Lesley Kyle at thermoformingdivision@gmail.com. If paying by check, please mail the check and form to the address above.

TERMS AND CONDITIONS

- 1) Show Management: Exhibitor agrees to abide by the rules and regulations set forth in this contract and those outlined in the SPE 2018 Thermoforming Conference® Exhibitor Service Kit. Exhibitor further agrees to comply with Show Management's enforcement of these rules and regulations.
- 2) Exhibition Fees: Exhibition fees must be paid in full prior to the opening of the SPE 2018 Thermoforming Conference. Exhibitors who have not paid for their space in full in advance of the Conference will not be allowed to move in or to construct/arrange their displays.
- 3) Payment: All exhibitor tabletop reservations must be accompanied by payment in full.
- 4) Assignment of Display Space: Tabletops will be assigned first come first served. In assigning exhibit space, full consideration will be given to competing products and general grouping of exhibits for proper display and comparison. Every effort will be made for the equitable assignment of space. No firm, organization, individual or company without assigned exhibit space will be permitted to display or distribute products or literature, or solicit business within the exhibit hall. Exhibitor agrees that its intent is to occupy the exhibition space under the corporate/entity name it has provided in the Company Information section of this contract. Exhibitor will not sublet or apportion any of its exhibition space to other individuals, corporations, or entities.
- 5) Cancellation: An Exhibitor may cancel its participation in the Thermoforming Conference. Cancellation requests must be submitted in writing to thermoformingdivision@gmail.com, attention: Lesley Kyle. No refunds will be made after April 13, 2018, and Exhibitor agrees to pay a cancellation charge of 100% of the total tabletop rental fee to the SPE Thermoforming Division.
- 6) Exhibition Space Occupancy: Exhibitor agrees that its display will remain open until the official show closing. Dismantling prior to the official show closing is not permitted.
- 7) Safety, Fire, and Health: Exhibitor must comply with all safety, fire, and health ordinances regarding the installation and operation of equipment, displays, and exhibit materials. Display materials must be flame-retardant. Hazardous materials of any type are prohibited at all times. The SPE Thermoforming Division is not responsible for the safe operation of any Exhibitor machinery or equipment. Each Exhibitor should carry adequate insurance against all hazards.
- 8) Insurance: Exhibitor shall, at its own expense, secure and maintain the insurance listed below during the full term of the contract, including move-in and move-out. Required coverage: a) Comprehensive General Liability Insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit liability for bodily injury, and b) Worker's Compensation Insurance.
- 9) Exhibitor Badges: All Exhibitors are required to wear Exhibitor identification badges at all times during show hours in the exhibit hall. For reasons of liability and personal safety, no one under the age of 21 will be permitted in the exhibit hall during set-up and tear-down. One complimentary exhibits only registration is included with each paid tabletop. Additional conference registrations are available for purchase at attendee rates.
- 10) Tabletop Area Design: All Exhibitors must design, arrange, and set up their tabletops in accordance with the terms of this contract. Exhibitor will design and arrange its tabletop space in recognition of the rights of other show Exhibitors and show attendees. Tabletop space physically occupied by Exhibitor shall be limited to the space agreed to by the Exhibitor under the terms of this contract. Exhibitor agrees that the display will not impinge on common exhibit hall aisles or any display space occupied by other Exhibitors. Height Restrictions: No booth display shall exceed 8 feet in height without the express written consent of Show Management. Lights, signage, and booth equipment belonging to any Exhibitor may not in any way impede the general sight line of neighboring Exhibitors. Corrections regarding sight line issues may be made and enforced at the discretion of Show Management at Exhibitor's expense. Operation of Audiovisual Equipment: Exhibitors may operate audiovisual equipment within the confines of their display area at acceptable sound levels. Exhibitors should not create unseemly noise or disrupt general traffic flow of neighboring Exhibitors. Use of noisy and/or disruptive audiovisual equipment may be restricted at the discretion of Show Management.