

# 2010 Exhibit Space Contract & Registration Form

**International Ozone Association  
2010 PAG Regional Conference**  
Hyatt Regency Bellevue  
Seattle, Washington, USA  
Exhibition: September 20 and 21, 2010



## COMPANY INFORMATION

As it is to Appear in ALL Conference Materials

Nonmember       IOA Member Number \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE/PROVINCE \_\_\_\_\_ ZIP/POSTAL CODE \_\_\_\_\_

COUNTRY \_\_\_\_\_

COMPANY TELEPHONE \_\_\_\_\_ COMPANY FACSIMILE \_\_\_\_\_

COMPANY WEB SITE \_\_\_\_\_

## EXHIBITOR CONTACT INFORMATION

All exhibit information will be sent to the contact(s) listed below.

**PRIMARY ON-SITE CONTACT**, full registration included w/booth  
**This MUST be your representative ON-SITE during the show.**

FIRST NAME \_\_\_\_\_ LAST NAME \_\_\_\_\_

EMAIL \_\_\_\_\_ TELEPHONE \_\_\_\_\_

## ADDITIONAL CONTACTS

Include any additional participants and/or support staff.

FIRST NAME \_\_\_\_\_ LAST NAME \_\_\_\_\_

EMAIL *check one*  Full Registration     Exhibit Only  
 Not Attending

FIRST NAME \_\_\_\_\_ LAST NAME \_\_\_\_\_

EMAIL *check one*  Full Registration     Exhibit Only  
 Not Attending

FIRST NAME \_\_\_\_\_ LAST NAME \_\_\_\_\_

EMAIL *check one*  Full Registration     Exhibit Only  
 Not Attending

## EXHIBIT SPACE REQUESTS

Booth selection begins after **1 August**.

## EXHIBIT SPACE RATES AND POLICIES

Payment in full **MUST** be processed with your Contract in order to facilitate a fully executed agreement upon receipt.

Cancellation Policy: Full refunds will be provided if notified by 2 July, 2010; a 50 percent refund will be provided if notified by 20 August, 2010. **Note:** NO REFUND will be provided after 20 August, 2010.

**Single Booth (10x10) Includes One (1)  
Double Booth (20x10) Includes Two (2)  
Full Conference Registrations**

Booth Purchased BY - 2 July, 2010:	Quantity
\$2,295 - Nonmember, Single booth	_____
\$2,095 - Corporate Member, Double booth	_____
\$1,295 - Corporate Member, Single booth	_____

Exhibitor Registrants BY - 2 July, 2010:	Quantity
incl. - 1 Full Registrant / Single booth	_____
Incl. - 2 Full Registrants / Double booth	_____
\$450 - Additional Full Registrants, any	_____
\$40 - Additional Exhibit Only, Mon. & Tues.	_____

Booth Purchased AFTER 2 July, 2010:	Quantity
\$2,495 - Nonmember, Single booth	_____
\$2,295 - Corporate Member, Double booth	_____
\$1,495 - Corporate Member, Single booth	_____

Exhibitor Registrants AFTER 2 July, 2010:	Quantity
incl. - 1 Full Registrant / Single booth	_____
Incl. - 2 Full Registrants / Double booth	_____
\$550 - Additional Full Registrants, any	_____
\$50 - Additional Exhibit Only, Mon. & Tues.	_____

**Total Enclosed, USD \$** \_\_\_\_\_

## SELECT ONE:

**Check** (payable to IOA - 2010 Conference in US Funds)  
 **MasterCard**     **VISA**     **AmEx**     **Discover**

CREDIT CARD NUMBER \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

CARDHOLDER'S NAME \_\_\_\_\_

CARDHOLDER'S BILLING ADDRESS \_\_\_\_\_

SIGNATURE \_\_\_\_\_

By signing below, exhibitor agrees to the terms of this 2010 Exhibit Space Contract and through its Authorized Signatory acknowledges that he/she has read, understands, and agrees to the Payment and Cancellation Policy and the Rules Governing Exhibits. Upon signed acceptance by IOA 2010 Conference Representative, this 2010 Exhibit Space Contract shall be binding upon the parties.

## EXHIBITOR AUTHORIZED SIGNATURE

By \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

## IOA 2010 PAG Regional Conference - OFFICE USE ONLY

Accepted By \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

**SEND COMPLETED PAGE 1 of FORM WITH PAYMENT TO:**

IOA • PO Box 28873 • Scottsdale, AZ 85255 USA  
T: 480-544-0105 • F: 480-473-9068 • E: [DianaS@io3a.org](mailto:DianaS@io3a.org)

# 2010 Exhibit Space Contract & Registration Form

## 1. DEFINITION OF TERMS

- a) "IOA" or "IOA PAG" shall refer to the International Ozone Association, Pan American Group
- b) "Conference" shall mean the IOA 2010 PAG Regional Conference
- c) "Staff" shall refer to the IOA 2010 PAG Regional Conference paid & volunteer staff, identified prior to the event and on site, and may be used interchangeably with the term "Show Management"
- d) "Exhibitor" shall mean the firm, cooperative, corporation or organization submitting the application for exhibit participation
- e) "Member" refers to Corporate Members of the IOA PAG. Discounted booth pricing is not available for individual members (EI, ES, ES) or nonmembers.
- f) "Venue" shall mean they Hyatt Regency Bellevue
- g) "Exhibit Services Company" shall mean the vendor selected to design and execute exhibit hall displays, furnishings, drayage, etc. as defined by Show Management
- h) "Exhibitor Manual" shall mean the document or series of documents furnished by the Exhibitor Services Company regarding details of the Conference, prior to the event

## 2. ASSIGNMENT OF SPACE

Assignment of exhibit space will be made in accordance with the order contracts are received by Show Management, after Primary Sponsor selection has occurred.

## 3. EXHIBIT DATES

The exhibit hall will be open **20 and 21 September, 2010.**

## 4. EXHIBIT SPACE

The dimensions and location of each exhibit space are believed to be accurate but are not guaranteed to be exact. In all cases, the contracted space is labeled as measured by the Exhibitor Services Company.

## 5. EXHIBIT SPACE EQUIPMENT AND SERVICES

Conference will furnish uniform exhibit space equipment to each exhibitor consisting of marked spaces only. Equivalents may be substituted at IOA's sole discretion. Exhibitor may order additional furnishings at his or her own expense from the Exhibitor Services Company and should be ordered in advance of the show. A schedule of prices for standard equipment and services will be included in the Exhibitor Manual and will be mailed to exhibitors prior to the exhibition. All services or equipment ordered from the exhibitor services company and/or venue will be at the Exhibitor's expense. Exhibitor must arrange for his/her own booth contents in their entirety.

## 6. IOA LOGO POLICY

Use of the IOA logo is NOT a benefit of exhibiting at this 2010 Conference.

Exhibitor, please note the following excerpt from IOA Logo Guidelines:

- An IOA member may include, on the product label, the following words in letters no larger than those used for the member's company name:

### Member, International Ozone Association.

- In the event that these guidelines are violated, IOA retains the right to direct the exhibitor to cease use of the mark. It is the right of the IOA to determine whether these guidelines have been violated and/or whether the IOA logo has been misused.

- Exhibitor company name, web site URL and logo will be displayed on 2010 Conference materials as provided in this 2010 Exhibitor Space Contract.

## 7. PROMOTIONAL MATERIALS MUST MEET INDUSTRY GUIDELINES

All promotional materials of whatever nature utilized by the Exhibitor at or in connection with the Conference must meet the IOA Code of Ethics. In addition to the remedies provided in the Code of Ethics, such product promotion material may be submitted to Show Management for its opinion as to the materials' compliance with the industry guidelines no later than fifteen (15) days prior to the opening of the exhibition.

## 8. PENALTIES

Exhibitor agrees that promotional material of any kind whatsoever or display of products determined by Staff, in its sole and exclusive discretion, to violate paragraph (6) or (7) or any other provision of this agreement, may be removed or ordered removed immediately from the exhibition hall. Failure to do so will result in fines as determined by Show Management.

## 9. INSTALLATION

Installation of displays may begin on Sunday, September 19, 2010. No construction in exhibit space shall exceed 8 feet unless approved in advance by Conference, venue and fire marshal. Any approved construction in excess of 8 feet in height must be kept within 3 feet of the rear of exhibitor's booth.

## 10. DISMANTLING

Dismantling may commence at the close of the show, 3:40 PM, Tuesday, September 21, 2010. All materials must be completely repacked and removed from the Venue exhibit hall no later than 6:00 pm on Tuesday, September 21, 2010. Exhibitors are urged to arrange for their outgoing shipments prior to the close of the show.

## 11. WEIGHT LIMITATION

The floor load limit, and therefore any equipment brought into the space for an exhibiting company's booth, is entirely at the discretion of the venue.

## 12. PROTECTION OF PROPERTY

Nothing shall be posted, tacked, nailed, screwed, or otherwise attached to or on the walls, floors, or other parts of the Venue or furniture. Any Exhibitor or guest of an Exhibitor violating this regulation is bound at the Exhibitor's expense to repair any damage to the property caused. The use of self-adhesive labels, posters, or signs is forbidden except that an Exhibitor may use them in the contracted exhibit space on the Exhibitor's own equipment and materials. Should Exhibitor's equipment or display include the use of any liquids or substances that could leak or cause damage, extra precaution should be taken for necessary protection; Exhibitor will be held liable for damage resulting from any such cause.

## 13. FIRE PROTECTION

All materials used in the exhibition hall must be flame proofed and are subject to inspection by the Venue, city fire department and the fire marshal.

## 14. SHIPPING INSTRUCTIONS

All shipments MUST BE PREPAID. Collect shipments will not be accepted. Fax bills of lading and notice of shipments promptly to the selected exhibitor service company in their designated format to enable them to trace and control all shipments.

## 15. RECEIVING, HANDLING, AND STORAGE OF CRATES

The Exhibitor Services Company will receive all shipments thus consigned and deliver them to the exhibit space prior to exhibit set-up. Cost of this service and detailed information will be provided in the Exhibitor Manual. Arrangements must be made with the Exhibitor Services Company to remove all empty boxes and crates from the area prior to the opening of the show and to return them when the show dismantles. This service is provided with shipments consigned to the Exhibitor Services Company. However, if cartons are involved, please make arrangements for storage. Special instructions should be given regarding marking the boxes or crates so they can be properly returned. All exits, fire stations, and fire extinguishers must remain unobstructed at all times. Any non-official freight carriers failing to check in by the designated time and/or freight left on the floor without proper bills of lading will be shipped out by common carrier at the Exhibitor's expense.

## 16. LIMITATION OF LIABILITY

The Conference, IOA and Venue will NOT be responsible for any loss, injury, or damage, including that by fire or theft, which may occur to an exhibitor, his agents, guests or employees, or to his or their property or wares or to the property of others arising from any cause whatsoever prior to, during, or subsequent to the period of the exhibition. It is recommended that exhibitors cover their property with suitable insurance. The Exhibitor agrees to indemnify and hold harmless the Conference, IOA, its affiliates, officers, directors, agents, and employees against any and all liability damage, expense, loss, or claim whatsoever arising from any or all damage to property or personal injury, or loss caused by exhibitor or his agents, representatives, employees, or any other person.

## 17. CANCELLATION

In the unlikely instance of event cancellation due to fire, strike, governmental regulation, or any other cause beyond Conference control, Conference and IOA shall not be liable for failure to hold the convention and exhibition as scheduled. Show Management, at its sole discretion, shall determine the amount of the exhibit fees, if any, to be refunded.

## 18. REFUNDS

No refunds will be made if the space reserved is not used nor will any refund be made for space used only part of the time. Cancellation of exhibit space must be submitted in writing pursuant to the terms and deadlines of the 2010 Exhibit Space Contract and its Cancellation Policy. Telephone cancellations will not be accepted.

## 18. ADMISSION

Show Management shall have sole control over admission policies at all times.

All persons visiting the exhibits will be required to register. Exhibitors will be charged an additional registration fee for attendance at any event defined by Show Management to be in addition to the exhibit space investment.

## 19. SPECIAL RESTRICTIONS

- (A) Exhibitors are prohibited from using amplifying equipment of any nature without permission from Show Management and/or Venue, and if permission is granted, the use of such equipment must not interfere with surrounding exhibits;
- (B) Exhibitors must confine their activities to the space for which they have contracted;
- (C) Exhibitors will not be permitted to use strolling entertainment or to distribute samples or souvenirs, except from their contracted exhibit space;
- (D) Exhibitors who use costumed persons or mannequins should be sure that their manner of appearance and dress is such as not to offend even the most critical;
- (E) In addition to all other rules governing exhibits, neither Exhibitor or person representing Exhibitor shall distribute or cause to be distributed at the exhibition any materials which could offend the sensibilities of persons visiting the exhibition; and
- (F) Exhibitor or persons for whom Exhibitor is responsible shall conduct themselves at all times in the exhibition hall in a manner which is not offensive to others visiting or working in the hall. Exhibitor must immediately comply with the judgment of Conference and Staff regarding these matters and any remedial action ordered by Show Management as a result of noncompliance is final.

## 20. RELATED EVENTS

In order to avoid conflicting events and to maximize the benefits of the exhibition to all, any Exhibitor wishing to hold a non-association seminar, exhibition, conference, or other similar function in proximity to and concurrently with the exhibition must obtain prior written approval from the Conference no later than thirty (30) days before the first day of the exhibition.

## IOA 2010 Conference

PO Box 28873, Scottsdale, AZ 85255, USA

Phone +1 (480) 544-0105

Fax +1 (480) 473-9068

[www.io3a.org](http://www.io3a.org)

**NOTE: This contract is subject to the ordinances, rules, and regulations of our Venue and local governmental authorities as they may be invoked from time to time.**

## SEND COMPLETED FORM WITH PAYMENT TO:

International Ozone Association

PO Box 28873 • Scottsdale, AZ 85255 USA

T: 480-544-0105 • F: 480-473-9068 • E: [DianaS@io3a.org](mailto:DianaS@io3a.org)