

## APPLICATION AND CONTRACT FOR EXHIBIT SPACE

2020 HI-TEC Conference • July 27–30 • DoubleTree by Hilton, Portland, Oregon

**Exhibit Hall Days: Wednesday, July 29, Thursday, July 30**



After reading this contract and the terms and conditions found on the reverse side, complete the spaces below. Sign and return the entire form to HI-TEC along with your payment. Space will not be reserved and contract will not be processed until payment is received.

If using a credit card, complete the online form at: <https://forms.cordonline.net/hi-tec-showcase-exhibitor/>

Exhibiting Organization _____	Exhibit Contact _____	Title _____
Street Address _____	Contact Address _____	
City/State _____ Zip _____	City/State _____ Zip _____	
Telephone _____	Telephone _____	
Fax _____	Fax _____	
Corporate Website URL _____	E-mail Address (REQUIRED) _____	

- Exhibitor hereby makes application for exhibit space at the 2020 HI-TEC Conference.
- Exhibitor understands that this application becomes a contract when signed by Exhibitor and accepted by HI-TEC.
- Exhibitor agrees to abide by the conditions of this contract, including the attached "Exhibit Terms and Conditions."

Indicate choices in order of preference by designating selected booth numbers:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**BOOTH IDENTIFICATION SIGN:** Exhibiting Organization \_\_\_\_\_  
City, State \_\_\_\_\_

**CONFERENCE PROGRAM DESCRIPTION:** Please type your exhibitor description of 25 words or less to be used in the conference program and Virtual Tradeshow listing. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PAYMENT:** \_\_\_\_\_ 1 - 8'x10' Booth - \$1,200 \_\_\_\_\_ 2 - 8'x10' Booths - \$2,200

### BILLING INFORMATION:

Organization: (if different than Exhibitor) \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

We have enclosed check # \_\_\_\_\_ (payable to HI-TEC Conference) Tax ID 74-2077794

If using a credit card, complete the online form at: <https://forms.cordonline.net/hi-tec-showcase-exhibitor/>

**Mail contract with payment to: Linda Locke, HI-TEC Exhibit Coordinator, P.O. Box 21689, Waco, TX 76702-1689**

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

For office use only—Booth Assignment  
\_\_\_\_\_

**HI-TEC 2020**  
**EXHIBIT TERMS AND CONDITIONS**

**Use of Space:** All demonstrations or other activities of Exhibitor must be confined to the limits of the exhibit booth. Exhibitor shall not assign, share, or sublet any of the space allotted to Exhibitor without the written consent of HI-TEC. Exhibitor shall not exhibit goods other than those manufactured or sold by Exhibitor in the regular course of business. Exhibitor shall not display or place any product, sign, partition, apparatus, shelving, or other construction which extends more than eight (8) feet above the floor. Exhibitor shall not interfere with the light or view of other exhibitors.

**Sales and Solicitations:** Over-the-counter sales by Exhibitor are permissible, provided that goods sold are educational in nature (unless approved by HI-TEC). Licenses, taxes to sale, payment of sales tax, and other legal business requirements are the responsibility of the exhibitor. Purchasers of goods must be furnished with a bill of sale or receipt. Exhibitor shall not authorize solicitations of business or conferences in the interest of business by firms other than Exhibitor.

**Giveaways, Promotions, and Drawings:** Exhibitors are permitted to give away small, inexpensive novelties and literature describing their products and/or services. Prize drawings, lotteries, raffles, or games of chance must be approved in advance by HI-TEC. All of the above activities must take place within an Exhibitor's assigned booth space. Exhibitors may not distribute printed advertising outside of the exhibit space for which they have contracted.

**Selection of Exhibitors:** HI-TEC may prohibit an exhibit by Exhibitor which HI-TEC deems inappropriate, this reservation being all-inclusive as to persons, things, printed matter, products, and conduct.

**Freight Handling/Set Up:** The Local Union claims jurisdiction over the operation of all material handling equipment, all unloading and reloading. An exhibitor may move material that is hand-carriable by one person in one trip, without the use of dollies, hand truck, or other mechanical equipment. When exhibitors choose to hand-carry in accordance with the foregoing, they are not permitted access to the loading dock area(s). Fern Expo & Events is responsible for receiving and handling all exhibit materials and empty crates. It is our responsibility to manage loading docks and schedule vehicles for the smooth and efficient move-in and move-out of the exposition.

**Restrictions in Operation of Exhibits:** HI-TEC may restrict exhibits by Exhibitor which, because of noise, method of operation, materials, or any other reason, become objectionable, and also to prohibit any exhibit which in the opinion of HI-TEC may detract from the general character of the exhibits as a whole. This reservation includes persons, things, conduct, printed matter, or anything of a character which management determines is objectionable to the exhibit area. In the event of the exercise by Exhibitor of such rights, HI-TEC shall not be obligated to refund any exhibit rental.

**Liability:** The Exhibitor assumes full responsibility and liability for damages to persons or property connected with the Exhibitor's display or caused by the Exhibitor's agents or employees. Exhibitor agrees to hold harmless, indemnify, and defend the High Impact Technology Exchange Conference and the DoubleTree by Hilton (Portland, OR), and their respective employees and agents, against any claims or expenses arising out of the use of the exhibition.

**Exhibit Staffing:** Exhibitor's booth must be staffed and open during all exhibit hours in which the trade show is open on Wednesday, July 29, and Thursday, July 30. No dismantling is permitted until exhibit hall closing time on Thursday, July 30, at Noon PDT. Failure to observe these rules will jeopardize the Exhibitor's space

assignment and/or the right to exhibit at future HI-TEC conferences.

**Refund:** Refund of the Exhibitor's Booth Payment will be made in the event HI-TEC does not accept Exhibitor's Application and Contract. In the event that Exhibitor desires not to occupy the contracted space, Exhibitor shall promptly notify the HI-TEC Exhibit Coordinator in writing. Cancellation of exhibit space prior to thirty days before the opening date of the exhibit will result in 25 percent of the full exhibit price being retained by HI-TEC; between thirty and fifteen days, 50 percent will be retained. No refund will be made for cancellation after fifteen days prior to the opening of the exhibit.

**Shipping Information: Fern Expo & Events** ([www.fernexpo.com](http://www.fernexpo.com), 503-228-6800, [PNW@fernexpo.com](mailto:PNW@fernexpo.com)). Exhibitors should address in advance any problems they anticipate may arise. It is the responsibility of the Exhibitor to arrange for return shipment of exhibit materials, properly labeled, before departure. All Exhibitors are responsible for notifying Fern Expo & Events of return shipping instructions. HI-TEC will not assume responsibility for the return shipment of exhibitor's materials.

**Governmental and Other Requirements:** Exhibitor hereby agrees to comply with all applicable governmental statutes, rules, and regulations and to comply with the terms and conditions of HI-TEC's contract with the owner of Property where the HI-TEC Conference is being held.

**Insurance:** If Exhibitor wishes to insure its exhibit materials, goods, and/or wares of exhibits against theft, damage by fire, accident, or loss of any kind, it must do so at its own expense. In the event that any insurance carried by either HI-TEC or Exhibitor, covering losses arising out of damage to or destruction of the Property or its contents, permits a waiver of rights of subrogation against HI-TEC or Exhibitor, as the case may be, HI-TEC and Exhibitor each hereby waives its right of recovery against the other for any loss covered by such insurance to the extent allowed by the insurance policy.

**Security:** As a courtesy to Exhibitor, security for the exhibit area will be furnished Tuesday and Wednesday nights (July 28-29). The furnishing of such service is in no case to be understood or interpreted by Exhibitor as a guarantee to it against loss or theft of any kind. Exhibitor hereby agrees that HI-TEC will not be responsible for the loss or destruction of Exhibitor's property.

**Fire Protection:** All materials used in the exhibit area must be flameproof and fire resistant in order to conform to local fire ordinances and in accordance with regulations established by the National Association of Fire Underwriters. Crepe paper and corrugated paper, flameproof or otherwise, will not be permitted. Display racks, signs, spotlights, and special equipment must be approved before use, and all displays are subject to inspection by the Fire Prevention Bureau. Any exhibits or parts thereof found not to be fireproof may be ordered dismantled. All aisles and exhibits must be kept clear, and fire stations and fire extinguisher equipment are not to be covered or obstructed.

**EXHIBITOR ASSISTANCE**

Call Fern Expo & Events at 503-228-6800 with any questions or needs you may have.

Exhibitor and its employees, representatives, and agents hereby agree to abide by the policies and terms in this Agreement.

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Exhibitor Signature