

*2007 IEEE/LEOS  
Summer Topicals  
Meeting Series*

*EXHIBITORS CONTRACT*

[www.i-leos.org](http://www.i-leos.org)

# Summer Topicals Exhibit Reservation Contract

Application for exhibit space at the 2007 Summer Topicals Meeting Series indicates the applicant's willingness to abide by all the exhibit terms and conditions set forth in this document, which becomes a contract when countersigned by Summer Topicals show management. Exhibit space is available as a tabletop at the cost of \$600.00 per tabletop. A deposit of one-half of the booth cost must accompany this application. The balance of the rental is due by 18 June 2007.

*(Please print or type)*

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
E-Mail \_\_\_\_\_

## Exhibit Contact

Please list the individual who will serve as your company's liaison, receiving pertinent information prior to the show and one complimentary conference registration.

*(Please print or type)*

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
E-Mail \_\_\_\_\_

**35-word description of products or services to be exhibited (This will be published in the Final Program/Exhibit Guide):**

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

The undersigned party warrants that he/she has authority to bind contractually the organization he/she represents to the terms and conditions set forth in this document.

**Authorized Signature**

x \_\_\_\_\_ Title \_\_\_\_\_

## Deposit

Deposit submitted (50% minimum - \$300.00) \$ \_\_\_\_\_

TOTAL ENCLOSED \$ \_\_\_\_\_

## Payment

Method of payment:  Visa  Mastercard  American Express  Cash  Check  Other \_\_\_\_\_

Name on Card \_\_\_\_\_

Credit Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ Total \_\_\_\_\_

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

**IEEE/LEOS 445 Hoes Lane, Piscataway, NJ 08854 USA**  
Phone: +1 732 562 3897 Fax: +1 732 562 8434 Email: [m.hendrickx@ieee.org](mailto:m.hendrickx@ieee.org)

# Rules and Regulations

**1. CONTRACT:** This application, properly executed by applicant (Exhibitor) shall upon written acceptance and notification of space assigned by Exhibit Management constitute a valid and binding contract.

**2. PURPOSE:** The exhibit will serve to introduce new products and services to the market and to educate individuals in these areas with regard to these technologies. Only Exhibitors whose materials are related to those purposes will be allowed to maintain displays. Exhibit Management reserves the right to determine, in its sole discretion, whether Exhibitor's materials relate to the purpose of the exhibit.

**3. ASSIGNMENT OF SPACE:** Space assignments will be based on the requests of the Exhibitors listed on the Exhibit Reservation Contract and the date the contract is received. Every effort will be made to comply with those requests; however, assignment of space is final and shall constitute an acceptance of the Exhibitor's offer to occupy space.

**4. SUBLETTING OF SPACE:** Exhibitor agrees not to assign, sublet or apportion the whole or any part of the space allowed without the knowledge of and written consent of Exhibit Management.

**5. SPACE RENTAL FEES:** Display includes one 6' draped table, two chairs, sign showing Exhibitor's name, and one technical registration per booth, including a publication.

**One Tabletop . . . . . \$600.00**

**6. ARRANGEMENTS OF EXHIBITS:** Exhibitor agrees to arrange exhibits so as not to obstruct the general view nor to hide other exhibits. No display material exposing an unfinished surface to neighboring exhibits or aisles will be permitted.

**7. ADVERTISING MATTER:** Exhibit Management reserves the right to refuse to permit distribution of souvenirs, advertising matter or anything else which it may consider objectionable. Distribution elsewhere than from Exhibitor's booth is forbidden.

**8. SAFETY PRECAUTIONS:** Exhibitor agrees to take the necessary measures to safeguard visitors in the exhibit area from any hazards associated with exhibit equipment.

**9. PAYMENT & CANCELLATION:** Payment of 50% of the space rental fee (\$300.00) is required with this application. The balance of the fee is due on or before **18 June 2007**. The space contract agreement may be cancelled by the Exhibitor by written notice to the address set forth in this contract. Additionally, in the event of cancellation, Exhibit Management shall have the right to use said space to suit its own convenience, including selling the space to another Exhibitor, without any rebate or allowance to the defaulting Exhibitor except as provided above.

**10. OCCUPANCY OF EXHIBIT AREA:** Exhibit Management may terminate this contract in the event the Exhibit Area is destroyed or damaged, or if the exhibit fails to take place as scheduled, is interrupted, discontinued or access is prevented due to

any of the following causes; strike, lockout, injunction, emergency, act of God, act of war of any other cause beyond control of the Exhibit Management. In such event, Exhibitor agrees to waive any and all damages and claims for damages and agrees that the sole liability of Exhibit Management and Sponsoring Societies shall be to refund the Exhibitor all payments made for exhibit space, less a proportionate share of all expenses incurred and committed by Exhibit Management and Sponsoring Societies.

**11. INSTALLATION AND DISMANTLING:** Exhibitor agrees to abide by all rules and regulations set forth for installation and dismantling of materials. This information will be provided after the contract is completed. There will be no security available during the exhibit. Please make sure all items left after exhibit hours are properly stored.

**12. REJECTIONS AND PENALTIES:** Exhibit Management reserves the right to restrict, reject, prohibit or eject any exhibit, in whole or in part, which because of noise, safety hazards or for other prudent reason, becomes objectionable. If an exhibit or Exhibitor is rejected for violation of these rules and regulations, no return of rental fee shall be made.

**13. INSURANCE AND LIABILITY:** Exhibit Management and Exhibit Area will use reasonable care to protect Exhibitor against loss. However, they will not be liable to damage or loss to property of injury to Exhibitor, his/her agents or employees, through theft, damage for fire, accident or other causes. Exhibitor should insure his/her property against such loss. Exhibitor agrees to make no claim against and to protect, indemnify and hold harmless Exhibit Management, Sponsoring Societies and Exhibit Area against loss, theft or damage to Exhibitor's property or for any injury to persons in Exhibitor's area. In the event that Exhibit Management or Sponsoring Societies shall be held liable resulting from Exhibitor's act of failure to act, Exhibitor agrees to indemnify them and hold them harmless.

**14. EXHIBIT MANAGEMENT:** The words "Exhibit Management" and "Sponsoring Societies" as used herein refer to the sponsoring societies and the IEEE Lasers and Electro-Optics Society. Exhibitor further agrees that the conditions, rules and regulations of Exhibit Management are made a part of this contract and that said Exhibitor agrees to be bound by each and all of these rules and regulations, and agrees that Exhibit Management shall have full power to interpret, amend and enforce all rules and regulations in the best interest of the show.

**IEEE/LEOS**  
2007 Summer Topicals  
445 Hoes Lane  
Piscataway, NJ 08854

# *2007 IEEE/LEOS Summer Topical Meetings*

## **Marketing and Sponsorship Opportunities**

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Fulfil your goals through sponsorship: promote company awareness; promote brand image and visibility; enter a new market or region; introduce a new product; or generate sales leads.

### **GENERAL**

General Sponsorship contributions will be used for travel expense assistance, publication costs, and costs of operating the conference. All sponsors will be given an acknowledgement in the Advance Program, Exhibitors' Guide Book and Signage at the particular Sponsored Activity mounted prominently at the entrance. In addition, priority will be given to sponsors when determining the assignment of Booth Space.

### **CONTINENTAL BREAKFAST**

There is an opportunity to sponsor the continental breakfasts (3 in total). The continental breakfast includes coffee, tea, juice and an assortment of breakfast breads. They are held from 8:30am – 9:00am each day of the conference. The continental breakfast will be held in the registration/exhibit area.

Full Sponsorship (per continental breakfast)      \$1,700.00

### **REFRESHMENTS BREAKS**

There is an opportunity to sponsor the refreshment breaks (5 in total). The refreshment breaks consist of coffee, tea, soft drinks and a light snack. They are generally held from 10:00am – 10:30am and 3:00pm – 3:30pm each day of the conference. The refreshment breaks will be held with the exhibitions or immediately outside the exhibit area. The specific space will be assigned after the Conference Program has been determined.

Full Sponsorship (per coffee break)      \$1,500.00

### **WELCOME RECEPTION**

One of the main social events during the conference will be the Welcome Reception. There will be a welcome reception held on Monday night for the attendees. The Exhibition will be open during the Reception.

Full Sponsorship      \$6,000.00  
(Partial sponsorship is also welcome.)

### **EXHIBIT GUIDE**

Your company may place an Advertisement in the Summer Topical Exhibitors' Guide Book, which will be distributed with the Conference Registration Packet.

Full Page Advertisement      \$175.00

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**For more information on sponsorship opportunities,  
please contact Mary Hendrickx at  
+1 732 562 3897 or by email at [m.hendrickx@eee.org](mailto:m.hendrickx@eee.org).**