



Advanced IR Training  
Conference & Symposium

Technology Showcase  
& Exhibitor Contract

# TECHNOLOGY SHOWCASE CONTRACT

## IR/INFO 2021

The following information should be provided to the person arranging your exhibit:

### Standard Booth Equipment

- Dividers 3' side dividers with drapes
- Other 6' skirted table, 1 wastebasket and 1 chair

### Set Up

- Sunday, January 17, 11:00 a.m. to 3:00 p.m.
- Note: Booth set-ups must be completed by 3:00 p.m. on Sunday, January 17.

### Showcase Hours

- 6 p.m. to 9 p.m. Sunday, January 17
- 7 a.m. to 5 p.m. Monday, January 18
- 7 a.m. to 3 p.m. Tuesday, January 19

Exhibitor breakdown begins at 3 p.m. on Tuesday, January 19.

All materials and booths must be removed from the exhibit space by 5 p.m.

### Communications

- You must make your own arrangements for phone and/or internet access.

### Deliveries

- Infraspection Institute will not accept any deliveries.
- Information regarding advance deliveries will be sent prior to the Conference.

### Miscellaneous

- No drains or running water are available.
- A block of rooms is being held for IR/INFO Conference attendees at \$159 per night.
- Register for the hotel before December 31, 2020 to receive this rate, subject to availability.

**USE OF SPACE:** No exhibitor may sublet, assign or apportion any portion of the allotted space, nor represent, advertise, or distribute literature for the product or services of any other firm or individual, except as approved in advance by Infraspection Institute.

**CLAIMS AND LIABILITIES:** Exhibitor assumes all responsibility for any and all loss, theft or damage to exhibitor's displays, equipment and other property while on Rosen Plaza Hotel premises, and hereby waives any claim or demand it may have against Infraspection

Institute, Rosen Plaza Hotel or their affiliates arising from such loss, theft or damage. The exhibitor agrees, for the benefit of Infraspection Institute, Rosen Plaza Hotel or their affiliates, to comply with all policies and procedures for exhibitors and all applicable laws, codes and regulations. In addition, the exhibitor agrees to defend (if requested by and with counsel satisfactory to Infraspection Institute and Rosen Plaza Hotel), indemnify and hold harmless Infraspection Institute and Rosen Plaza Hotel and their respective parent, subsidiary and other affiliated or related companies from and against any liabilities, obligations, claims, damages, suits, costs and expenses, including, without limitation, attorneys' fees and costs up through and including appeal, arising from or in connection with the exhibitor's occupancy and use of the exhibition premises or any part thereof or any negligent act, error or omission or willful misconduct of the exhibitor or its employees, contractors, subcontractors or agents.

**INSURANCE:** Proof of the following insurance is to be supplied: Commercial General Liability Insurance (including without limitation products liability and contractual coverage, and automobile liability coverage for all vehicles) with minimum limits of \$2,000,000.00 combined single limit per occurrence, covering any loss or liability resulting from personal injury, death or property damage arising from or in connection with your exhibits (including, without limitation, the use of any exhibit space or any negligent act or omission of the exhibitor, its respective officers, directors, employees, agents, contractors or subcontractors in connection therewith); Worker's Compensation Insurance as required by applicable law; and Employer's Liability Insurance with minimum limits of \$1,000,000.00 per occurrence. The policies shall be issued by responsible companies reasonably acceptable to Infraspection Institute and Rosen Plaza Hotel with a BEST guide rating of at least B+VII; provide that the coverage under such policies may not be reduced or canceled unless 30 days unrestricted prior written notice thereof is furnished to us; be primary and not contributory; and be on an occurrence basis. Infraspection Institute and Rosen Plaza Hotel, their parent companies, subsidiary and other affiliated or related companies shall be named as additional insureds, and a waiver of subrogation shall be included with respect to the additional insureds. The additional insured requirements shall not apply to the Worker's Compensation or Employer's Liability Insurance.

Please forward your Certificate of Insurance as outlined above to:

Mary Molle  
Infraspection Institute  
425 Ellis Street, Burlington, NJ 08016

Fax: 609-239-4766  
E-Mail: mary@infraspection.com

**SAMPLES AND SOUVENIRS:** Distribution of samples and souvenirs in a professional manner is permitted, provided there is no interference with other exhibits or aisle movement, and the samples or souvenirs pertain to or contribute to the exhibits or trade show. Infraspection Institute may withhold or withdraw permission to distribute souvenirs, advertising or other materials it considers objectionable.

**REFUND FOR CANCELLATIONS:** 100% refund for cancellations more than 120 days prior to the start of the show; 50% refund for cancellations 30 to 119 days prior to the show; no refund less than 30 days prior to the start of the show.

Infraspection Institute reserves the right in the event of a national disaster, emergency or upon other reasonable cause, to cancel the Technology Showcase upon reasonable notification to exhibitors and to potential attendees. Infraspection Institute shall only be liable to refund any money collected from exhibitors in the event of cancellation of event by Infraspection Institute.

This contract is not valid unless signed by a duly authorized official of Infraspection Institute and is subject to cancellation if, for any reason, said application is not approved. Infraspection Institute reserves the right to reject any application and/or contract.

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

SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_

NAME (PRINTED): \_\_\_\_\_ DATE: \_\_\_\_\_

## Technology Showcase Information

**COMPANY NAME:** \_\_\_\_\_  
(Please print name as it should appear in promotional advertising)

**WEB SITE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**CONTACT NAME (for preshow details):** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

### COMPANY ATTENDEES:

1<sup>st</sup> Included with Booth: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Cell Phone: \_\_\_\_\_

Additional Attendees: \_\_\_\_\_ Email: \_\_\_\_\_

**PRODUCTS OR SERVICES TO BE EXHIBITED:** \_\_\_\_\_

## Technology Showcase Options & Payment

**Standard Booth** # booths \_\_\_\_\_ x \$1600.00 \_\_\_\_\_

Booth includes full conference attendance (events, presentations, meals, and proceedings) for 1 person; advertising on IR/INFO Conference website and social media; and guest passes for Technology Showcase.

**Additional Booth Attendees** # persons \_\_\_\_\_ x \$595.00 \_\_\_\_\_

Additional attendees receive a full conference package including attendance (events, presentations, meals, and proceedings).

**TOTAL** \$ \_\_\_\_\_

### Payment Options – Please choose one

- Full Payment** today and receive a **free** banner ad at IRINFO.org
  
- Installment Payment:** 50% deposit is due at the time of registration. Balance will be charged to your credit card on January 3, 2021.

### Credit Card Payments:

Name on card: \_\_\_\_\_

Credit Card number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

CVV2: \_\_\_\_\_ Expiration Date: \_\_\_\_/\_\_\_\_

### Check Payments:

Please remit: Infraspection Institute, 425 Ellis Street, Burlington, NJ 08016

# EARLY REGISTRATION BONUS

**Second company attendee at  
NO ADDITIONAL CHARGE**

Register & pay for your booth by July 1, 2020  
and register your second company attendee  
at no additional charge – a \$595 value!

Contact us for details – 609-239-4788