



Exhibitor Contract

Please fill out the contract completing all sections.
Retain a copy for your files.

Email or scan to tiffany.v@rna-associates.com; and/or mail to:
304 E Hawthorne Blvd, Wheaton IL 60187.

PLEASE PRINT

1. COMPANY INFORMATION (AS IT SHOULD APPEAR IN PRINT)

Company: _____

Street: _____

City: _____ State: _____

Country: _____ Zip Code: _____

Website: _____

2. COMPANY CONTACT

Name: _____

Work Phone: _____

Cell Phone: _____

Email: _____

3. CONTACT (PERSON HANDLING PROMOTION/SPONSORSHIP, IF DIFFERENT)

Name: _____

Work Phone: _____

Cell Phone: _____

Email: _____

4. BOOTH SELECTION

To identify booth preferences for the meeting, please refer to the floorplan you received with your application, or you can visit www.ieee-ecce.org to download in PDF format. Booth Choices:

1. _____ 2. _____ 3. _____ 4. _____

Please list any companies you do not wish to be assigned near:

ECCE 2022 reserves the right to assign space(s) other than the choice requested.

PAYMENT TERMS

50% payment due by August 1, 2022 • 100% due by September 15, 2022

5. ECCE 2022 Exhibitor Booth Pricing

10' x 30' Exhibit Spaces	\$7,500
10' x 20' Exhibit Spaces	\$4,275
10' x 10' Exhibit Corner/End Spaces	\$2,500
10' x 10' Exhibit Spaces	\$2,250
University Tabletop	\$1,000

6. ADDITIONAL OPPORTUNITIES (U.S. FUNDS ONLY)

- Platinum Level Partner | \$9,000:
- Gold Level Partner | \$6,000:
- Silver Level Partner | \$3,000:
- NEW! Conference Proceedings | \$10,000:
- Exhibit Hall Welcome Reception | \$7,500:
- Hotel Key Cards and Envelopes | \$6,000:
- Women in Engineering (WIE) Program | \$5,000:
- ECCE Lounge | \$5,000:
- Opening Welcome Reception | \$5,000:
- Attendee Lanyards | \$5,000:
- Attendee Registration Bag | \$5,000:
- Coffee Station | \$3,000:
- Exhibit Hall Lunch Station | \$2,000:
- Conference Bag Insert | \$1,000:
- Push Notifications | \$1,000:

7. TOTAL EXHIBIT FEES (U.S. FUNDS ONLY)

Booth choice.: _____ (Size of Booth)

Booth Rate: _____

Sponsorship Total: _____

= Total Exhibit Cost: \$ _____

8. PAYMENT

Check: (Payable to ECCE 2022)

Check # _____

Credit Card:

Credit card payments will be completed on the secure ECCE 2022 Payment Portal. A statement will be sent containing a link to complete your payment.

Mail to:

ECCE 2022 - Exhibits
c/o Shanelle N. Foster
P.O. Box 4533
East Lansing, Michigan 48826

8. CONTRACT EXECUTION

This exhibit space application will become a contract upon acceptance with authorized signature and is based upon the exhibit floorplan, exhibit space fees and rules and regulations governing the exposition and general information that is included within this document. All applications are contingent upon ECCE 2022 approval. By signing you indicate you are authorized and have read and agree to the rule and regulations on the reverse side of this application and the cancellation and reduction of space terms.

Signature of authorized exhibitor agent: _____

Date: _____

Printed Name: _____

Rules and Regulations

Schedule/Eligibility

ECCE 2022 reserves the right to review applications based on established policies. Published schedule is subject to change.

Exhibitor Registration and Badges

Exhibitors are encouraged to register in advance. Each 10' x 10' booth is entitled to one complimentary badge. Additional badges (max 10 per booth) may be purchased at \$150 each (non-refundable), not to exceed your original allotment. Exhibitor badges are personal and non-transferable. Each representative of an exhibiting company must wear the official badge at all times during the meeting. Badges are required for entry into the exhibit hall at all times. Badges are not transferable and will be confiscated if worn by others than the person to whom issued. The clear view of the official ECCE 2022 badge shall not be obstructed. Therefore, business cards or any other materials are not to be used in ECCE 2022 badge holders.

Union Labor

Exhibitors shall be bound by all contracts in effect between service contractors, the Huntington Place Convention Center, and labor organizations.

Character and Construction of Exhibits

ECCE 2022 follows IAEE guidelines related to booth construction. Specific details are outlined in the Exhibitor Service Kit or available from ECCE upon request. The general rule of the exhibit floor is "be a good neighbor." No exhibits will be permitted that interfere with the use of other exhibits or impede access to them or impede the free use of the aisle. Booth personnel, including demonstrators, are required to confine their activities within the exhibitor's booth space. Apart from the specific display space for which an exhibiting company has contracted with ECCE, no part of the convention center, hotels, and its grounds may be used by any organization other than ECCE for display purposes of any kind or nature. Within the convention center property, exhibitor brand or company logos, signs, and trademark displays will be limited to the official exhibit area only. The exterior of any display cabinet or structure facing a side aisle or adjacent exhibitor's booth must be suitably decorated at the exhibitor's expense. In fairness to all exhibitors, no noisy or obstructive activity will be permitted during show hours, nor will noisily operating, display, nor exhibits producing objectionable odors be allowed. Booths two stories or higher must submit plans to ECCE for approval. Display material (including show case displays or storage cabinets, electrical fixtures, wire, conduits, etc.) must adhere to the Exhibit Construction Guidelines outlined in the Exhibitor Service Kit.

Booth Accessibility/ADA Compliance

Exhibitors shall be responsible for compliance with the Americans with Disabilities Act of 1992 with regards to their booth space, including, but not limited to wheelchair access. Further information regarding ADA compliance is available via phone at (800) 514-0301 or at www.usdoj.gov/crt/ada/infoline.htm.

Security

Professional security guard service is provided throughout the exhibitor installation and dismantle periods. ECCE arranges to provide hall security after hours during the exposition. However, ECCE, security service, and the Huntington Center are not responsible for any loss or damage to exhibitor property.

Advertising

ECCE does not endorse or promote any products or services related to an exhibit. The use of the ECCE logo, name, ECCE artwork or any representations thereof shall be only at the express written consent of show management. To prepare for the meeting in a timely and efficient manner, third parties acting on behalf of or representing the exhibitor must adhere to and abide by all ECCE rules and regulations. It is the exhibiting company's responsibility to make its agencies and/or contractors aware of all guidelines and deadline dates and to forward promotional materials, service manuals, and forms that are the responsibility of the third party.

Distribution of Advertising Material

Canvassing any part of the exhibit hall or meeting rooms by anyone is strictly forbidden. Anyone doing so will be escorted from the ECCE Annual Meeting. Canvassing or distributing of advertising material by an exhibitor will not be permitted outside of the exhibitor's allotted booth space. Distribution of any literature through the official ECCE hotels is not permitted. Exhibitors may not use ECCE logos in connection with any product or advertising materials.

Solicitation

No exhibitor may call or invite a visitor out of one exhibit and into their own. Exhibitors must remain within their own exhibit space in demonstrating products, distributing literature, product samples, or other materials; other areas of the hotel and convention center or the aisles may not be used for this purpose.

A/V Usage

Audio relating to exhibitor's equipment is permitted, provided projection equipment and screen are located in the rear one-third of the booth, and all viewers stand or sit within the booth. Sound movies may be permitted only if the sound is not audible in the aisle or neighboring booths. Sound systems may be permitted if tuned to a conversational level and if not objectionable to neighboring exhibitors. Videotaping and streaming is not allowed by exhibitors without approval from ECCE.

Lighting

In the best interest of the exposition, ECCE 2022 reserves the right to restrict the use of glaring lights or objectionable light effects.

Safety Regulations

Fire regulations require that all display materials be fire resistant or treated with a flame-retardant solution to meet requirements of the standard flame test as provided in the Convention Center and its municipality for fire prevention. Electrical signs and equipment must be wired to meet the specifications of Underwriters Laboratories. No storage of any kind is allowed behind the back drapes or in the exhibit space. All cartons, crates, containers, and packaging materials will be stored by the official service contractor at the exhibitor's expense. Up to one day's supply of operational materials may be stored within the exhibit space. All aisles, corridors, exit areas, and exit stairways must be maintained at their required width at all times that the exposition is open. No obstruction, such as chairs, tables, displays, or other materials, will be allowed to protrude into the aisles. Each exhibitor is charged with knowledge of all laws, ordinances, and regulations pertaining to health, fire prevention, and public safety while participating in this exposition. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor.

Photography and Sketching

Cameras, camcorders, video recorders, and digital cameras may be carried in the exhibit area, but under no circumstances may photographs, drawings, audio or video taping be made and/or will be allowed without expressed authority of the exhibitor concerned in each case. ECCE reserves the right to allow its contracted photographer to take general photos of the exposition at select times during ECCE. The photographs will be retained by ECCE and used only for general promotion of future conferences.

Complaints and Amendments of Rules

This contract shall be governed by the laws of the State of MI, USA. Exhibitor agrees to abide by the rules and regulations of the Huntington Convention Center. Any claim or dispute related to or connected with this agreement shall reside in the courts of the State of Michigan.

Hanging Signs

Approval for use of hanging signs and graphics should be received from the exhibitor at least 60 days prior to installation. Variances may be issued at ECCE's discretion. Drawings should be available for inspection. For hanging signs within the exhibit hall a maximum height from floor to top of sign is 25ft.

Indemnification and Insurance

Exhibitors shall indemnify, hold harmless, and defend ECCE, the Huntington Convention Center, their directors, agents, and employees from any and all losses, claims, liability, damage, action, judgment recovered from or asserted against them, or other expense (including, without limitation, attorneys' fees and expenses) arising out of or relating to the exhibitor's use of the convention center or from the conduct of exhibitor's business or from any activity, work, or things that may be permitted or suffered by exhibitor in or about the exhibit and the convention center or from any breach or default in the performance or any obligation on the exhibitor's part to be performed under any provision of this agreement or arising from any negligence of exhibitor or any of its agents, contractors, employees, or invitees.

Demonstrations, Interviews, Subletting

Demonstrations by exhibitors should contribute to the attendee's knowledge in a professional way. Demonstrations and adequate space for interviews should be available within the confines of the individual exhibitor's booth. No interference with normal traffic flow and infringement on neighboring exhibits is permitted.

General

All matters and questions not covered in the contract to exhibit are subject to the express decision of ECCE. The terms of this contract and all other rules and regulations applicable to the Energy Conversion Congress and Expo and exhibitor's space may be amended at any time by the Conference, and all amendments so made shall be equally binding on the exhibitor and all other exhibitors affected by them. In the event of any amendment or additions to this contract and/or other rules and regulations applicable to the event and the exhibitor's exhibit space, written notice will be given by the Conference to the exhibitor and all other exhibitors that may be affected by them. Without limiting any other rights and legal remedies the Conference may have against exhibitor, in the event the exhibitor does not abide by this contract and/or any rules and regulations applicable to ECCE and the exhibitor's exhibit space, the exhibitor's privileges will be forfeited and, at the Conference's discretion, the exhibitor must immediately vacate the Exhibit Hall and remove all exhibitor property and exhibit materials.

Interruption or Prevention of ECCE 2022

In the event ECCE is interrupted or prevented to be held for any reason beyond the control of ECCE, then this exhibit space contract shall terminate and the exhibitor hereby waives any claim against ECCE for damages of any kind or nature by reason of such termination except that any unearned portion of the space rental due hereunder shall abate, or, if previously paid, shall be refunded by ECCE to the exhibitor.

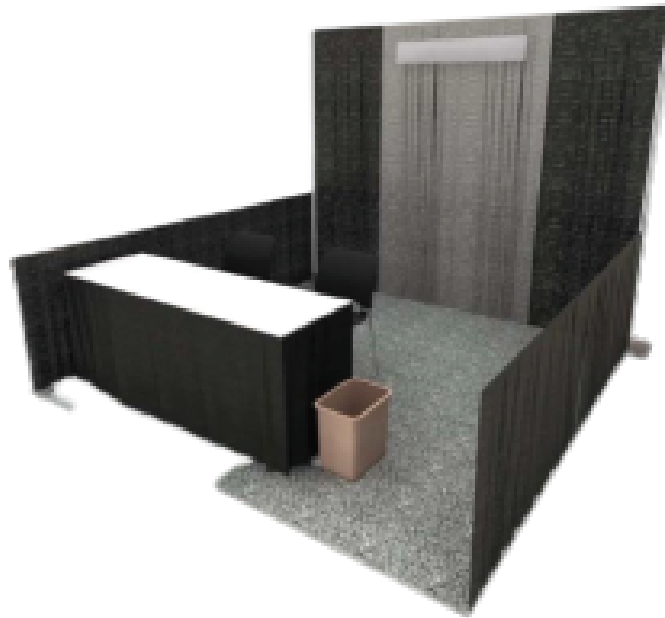
REFUND FOR CANCELLATION:

All cancellations by Exhibitors must be in writing and must be submitted to Energy Conversion Congress and Exposition Management office by October 1, 2022. A \$200.00 cancellation fee for each 10'x10' booth space is non-refundable regardless of date of notice of cancellation (i.e. if exhibitor contracted 10'x20' booth, exhibitor is responsible for \$200.00 x 2 10'x10' = \$400 cancellation fee). Persons whose written cancellations are received by the Energy Conversion Congress and Exposition Exhibit Management office after October 1, 2022 shall forfeit all payments made and be obligated in full for the total Exhibit rental fee. If the Exposition is cancelled for any reason beyond the control of the Energy Conversion Congress and Exposition, the Energy Conversion Congress and Exposition will refund each Exhibitor's rental payment and deposits in full, thereby canceling the rental charge and lease of space. The Exhibitor agrees that this refund shall release the exhibitor from its obligations under its contract with the Energy Conversion Congress and Exposition and shall release the Energy Conversion Congress and Exposition from any liability to the Exhibitor.

Sanctions for Violations

ECCE reserves the right to control or prohibit any exhibit that, in its opinion is objectionable, may detract from the general character of the exposition and is not in keeping with the policies of ECCE. This reservation refers to companies, persons, products, and printed matter. ECCE may impose appropriate sanctions regarding current or future participation in ECCE exhibit programs. In the event of such restrictions or eviction, the Energy Conversion Congress and Expo will not be liable for any refunds, rentals, or exhibit expenses.

10' x 10' Booth Package



- One (1) Complimentary Full Conference registration with each 10' x 10' (or larger) exhibit booth Exhibitor Reception and Tuesday Lunch held inside the Exhibit Hall
- Complimentary listing in the program materials
- Food and beverage areas inside the exhibit hall
- Standard back wall 8' drape and draped sidewalls 3' high
- One (1) 7" X 44" identification sign with company name
- 24-hour security in the exhibit hall from move-in through tear-down Priority Space Selection for future ECCE events
- 6' table, two chairs and wastebasket
- All exhibiting companies will be automatically given an online profile and access to the virtual platform. Every effort will be made for an in person exhibit and prompt refunds will be provided for cancellations due to the pandemic.
- Social Media highlight and newsletter

Checklist for Booth Contract

- Send completed Contract to tiffany.v@rna-associates.com
- Send most updated company logo in JPEG format to tiffany.v@rna-associates.com
- Indicate in email if your company would like to pay the full amount, the 50%, or the \$200 deposit