

SFPE 2019 ANNUAL CONFERENCE

OCTOBER 13-15, 2019 | CHANDLER, AZ



EXHIBITOR/SPONSOR APPLICATION & CONTRACT

Please read Exhibitor Guidelines on all pages before completing this contract. Please Type or Print and submit via email to brian.marks@mci-group.com.

EXHIBITION TABLE SPACE

1 Table: \$3,000 \$ _____

2 Tables: \$6,000 \$ _____

SPONSOR PACKAGE (PACKAGES INCLUDE 1 TABLE SPACE)

Platinum \$12,000 \$ _____

Gold \$9,000 \$ _____

Silver \$7,000 \$ _____

Bronze \$5,000 \$ _____

A La Carte/Custom Sponsorship \$ _____

Table location request (please list top table numbers from the floor plan):

1: _____ 2: _____ 3: _____

TOTAL (USD): \$ _____

Company Name: _____

Event Contact: _____ Title: _____

Address: _____

City: _____ State/Province: _____

Country: _____ Postal Code: _____

Phone: _____ Fax: _____

Email Address: _____ Company Website: _____

Payment Method (Choose One)

Check or ACH/Wire. Invoice us at the above address. Payment is due upon receipt of invoice.

Credit Card. Email a secure online Credit Card Authorization form to this
Email address: _____

Upon invoicing per the Agreement billing terms, charge the Credit Card and Email us a receipt with the invoice.

By supplying the above information, you agree that SFPE may contact you as needed.

X Signature: _____ Date: _____

Print Name and Title: _____

Company Authorization: By signing this Exhibitor/Sponsor Application & Contract the contracting company agrees to the terms and conditions stated on all pages of Contract, the post-sale communication email and any other directives or regulations issued prior to the SFPE 2019 Annual Conference or its representative MCI USA. The individual signing this document represents and warrants that he/she is duly authorized to execute this Contract on behalf of the Company.

Please submit this form to
Brian Marks, SFPE Media and Event Sales • 410-316-9855 • brian.marks@mci-group.com

Parties

The Society of Fire Protection Engineers ("SFPE") through its agent and representative Network Media Partners, LLC dba MCI USA ("MCI USA") agrees to sell a sponsorship and/or lease exhibit space as described in this contract to the individual(s) or company named in this contract ("Exhibitor"). MCI USA is working on behalf of SFPE as an agent of and independent contractor to SFPE.

Payment, Cancellation and/or Reduction Schedule

Payments for exhibition space and sponsorships are due, in full, at the time of contracting. Exhibitor is liable for the full cost of the contracted amount upon signing this agreement. This contract is non-cancellable from the moment signed and the Exhibitor will be liable for the full agreement price and terms of said agreement. No refunds will be made. Terms are enforced regardless if Exhibitor does not attend the conference or the exhibit space is resold. Should the agreement be referred to a collection agency/attorney for any reason, Exhibitor is responsible to pay a 25% attorney fee plus costs associated with any and all collection efforts.

Payment Method

Payment must be in USD. Payment is accepted via check, credit card, Wire Transfer, or ACH.

Payment must be received at time of contract if signed after August 15, 2019

Bank Name: PNC Bank
Bank Address: 11139 York Road
Hunt Valley, MD 21030
USA

Name on Account:
MCI USA
Address: 307 International Circle, Suite 190
Hunt Valley, Maryland 21030
USA

Swift number: PNCCUS33
Routing number: 054000030
Account number: 5500342464

Please e-mail notice of Wire/EFT transfer to ar@mci-group.com
Subject Line: SFPE Annual Conference Payment

Note: To ensure your payment is for the full invoice amount, Exhibitor is responsible for any wire or payment fees. Please gross up the transferred amount to cover any fee that will be deducted from the wire by your bank . (i.e. - Amount of invoice is \$4,000 and wire/ EFT fee is \$18.00 then the total amount of the wire/ EFT should be \$4,018.)

Any and all applicable fees including but not limited to taxes, VAT, wire transfers etc., are the sole responsibility of Exhibitor.

*Exhibit space referenced in this contract refers to a 6' x 30" table.

Sales Contact:

Brian Marks, SFPE Media and Event Sales
410-316-9855 • brian.marks@mci-group.com

Exhibitor and Sponsor Guidelines

RULES AND REGULATIONS FOR EXHIBITING AND SPONSORING

Please read these guidelines and contract carefully. Upon the submission of your application for sponsorship and exhibition space at SFPE 2019 Annual Conference (hereafter referred to as SFPE Annual), these guidelines and rules will be part of your agreement and contract with SFPE concerning the purchase and use of stand space and sponsorship. Applications are processed and space is assigned based on receipt of a fully executed application and contract which is accompanied by the required payment.

SFPE reserves the right to determine the eligibility of any Exhibitor. SFPE reserves sole control over admission policies. SFPE reserves the right to make such changes in the time, schedule or in the general plan of the event as may be deemed by SFPE to be in the best interests of exhibitors/sponsors and the event generally. All matters and questions not covered by these Contract terms are subject to the decision of SFPE.

EXHIBITION TABLE SPACE

Subject to approval by SFPE, Exhibitor may purchase as many exhibition spaces as they wish. Space includes one 6' x 30" table, 2 chairs and a wastebasket. Sponsorship deliverables are referenced in the SPONSORSHIP PACKAGES document.

SPACE LAYOUTS, CONSTRUCTION, AND LIMITATIONS

SFPE reserves the sole and exclusive right to insist on a properly conducted and operated display in the interest of all participating exhibitors. All exhibition booths must be confined to the spatial limits of their respective exhibit space as indicated on the floor plan and in accordance with the guidelines. All exhibition booths must be free standing and self-supporting; linear configurations may not be designed to obstruct the view of nearby stands or to block exits or doorways.

Exhibition booths shall not project beyond the space allotted nor obstruct the light, view or space of others. Exhibitors shall be responsible for damage to property. Displays not conforming to SFPE specifications and limitations may be dismantled or modified, at Exhibitor's expense, based on the sole judgment and discretion of SFPE.

HOTEL ACCOMMODATIONS AND EXHIBITOR BADGE REGISTRATION

Information will be shared with Exhibitor after their contract is received.

EXHIBITION REGULATIONS

Installation of Exhibition Booths: Exhibitor move-in dates and times will be provided in the post-sale communication email. It is expected that Exhibitor will be moved into its exhibit space prior to the opening of the hall. Any space where installation has not been completed may be installed by the official decorator at Exhibitor's expense or may be removed from the exhibition floor at the sole and exclusive discretion of SFPE. If removed, the space can be resold or reassigned by SFPE without obligation on the part of SFPE for any reason whatsoever. No exhibition booth may be erected after the hall opens.

Staffing of Exhibition Booths: Exhibition booths must be staffed and operational during exhibition hours. Exhibition booths must remain intact and staffed until the exhibition hall closes. Exhibitor move out information will be included in the post-sale communication email.

Dismantling of Exhibition Booths: No packing of equipment or materials will be permitted until the exhibition area has closed. Exhibitor must remove materials they want to keep immediately before stands are dismantled and vacate the premises immediately. Materials left at stand after break down hours will be considered as waste and removed by the decorator.

Floors: Exhibitor is responsible for marks left on floor of the venue.

Booth Activities: Exhibitor may not operate in a way that violates the rights of another exhibitor. Exhibition booths must not project beyond the space allotted, and may not obstruct the view or interfere with the traffic of other exhibition booths. All exhibition booth personnel are to conduct themselves in a dignified manner. No obscene, lewd or otherwise appropriate materials may be exhibited or sold. No illegal, harassing or otherwise inappropriate conduct will be permitted. No soliciting of attendees in the aisle or high-pressure sales pitches of any kind is permitted. Demonstrations and the distribution of literature and samples should take place inside the assigned stand. Stands are to be kept clean and in good order. No part of any exhibition booth, or signs relating thereto, shall be posted, nailed or otherwise attached to columns, walls, floors or other parts of the facility, in any way. Damage arising from failure to observe these rules shall be payable by Exhibitor.

Photography/Videotaping: Activities involving photography or videotaping (including camera-enabled cell phones), within Exhibitor's stand must be approved by SFPE. Photography (including camera enabled cell phones), videotaping or examining another exhibitors equipment or display, or in any areas of the event without permission is prohibited.

Subletting of Space: Subletting of space is not permitted. Two or more companies may not exhibit in a single space. Exhibitor may not assign, sublet or apportion its space to or with another business entity or individual. Exhibitor may not show or demonstrate products or services other than those manufactured or handled in the normal course of his business. Should any item from a non-exhibiting entity be required for operation of a display, identification of such item shall be limited to regular name plate or trademark under which same is sold in the general course of business. Sharing space with individuals or companies not officially represented by the contracting Exhibitor is strictly prohibited, and may result in eviction. In fairness to other exhibitors, each company must have their own stand space. SFPE will make every effort to assign stand space to companies that wish to be located together or near each other within the guidelines for space assignments. Exhibitor may display another company's product if they are a reseller/distributor for the product, but may not have a representative of that company in their exhibit area.

Solicitation: Non-exhibitors or representatives of non-exhibiting companies may not canvass or solicit business in any part of the exhibition hall, convention center or congress hotel.

Age Restrictions: For safety and liability reasons, children under the age of 18 are not permitted in the exhibition area at any time. Persons under the legal drinking age are not permitted to consume alcoholic beverages during event receptions or any other SFPE function.

Exhibitor and Sponsor Guidelines (continued)

SFPE Private Social Function policy: Hosted parties or meetings held by any company/sponsor/entity that invites SFPE Annual attendees are not permitted to occur during any official SFPE activity. SFPE reserves the right to postpone or delay any function conflicting with SFPE functions.

Meeting Space Request: Exhibitors/sponsors requiring meeting space for corporate meetings or special functions must first request approval from SFPE. Space will not be released for functions that will conflict with any official SFPE activity.

Food Products: Food products or beverages to be distributed in any Exhibitor's area must be ordered from the official inhouse catering company at the host hotel. All food product requests must be approved by SFPE in advance. Serving or distribution of alcoholic beverages by exhibitors or their representatives within the Exposition is forbidden.

INTERPRETATIONS OF REGULATIONS

SFPE has the sole and exclusive right to make such changes, amendments and additions to these Exhibitor and Sponsor Guidelines as it deems necessary for the proper conduct of the exhibitors/sponsors and thereupon, the Exhibitor and Sponsor Guidelines, as amended, shall govern the actions or all exhibitors/sponsors. Interpretation of the Exhibitor and Sponsor Guidelines and operational rules shall rest solely with SFPE and the decisions of SFPE shall be final. SFPE, within its sole discretion, may require Exhibitor to make such alterations to its displays or any other materials, demonstrations or other communications provided by Exhibitor as it deems necessary to the proper conduct of the exhibits and the event generally. This may include, without limitation, requiring Exhibitor to eliminate or modify any display, materials or communications that SFPE may deem inappropriate or contrary to the best interests of SFPE or the event attendees, including but not limited to information about competing standards and certifications. Failure to comply may result in immediate expulsion from the conference or the payment or reimbursement and compensation to SFPE by Exhibitor for all expenses related to the alteration of a stand display.

Residual Rights: All legal and equitable rights that are not expressly granted to an exhibit under this agreement, and specific exhibit rules are reserved by SFPE in their entirety.

Cancellation of Exhibits and Sponsorship: It is mutually agreed that in the event of cancellation of SFPE Annual due to circumstances beyond SFPE's control, including but not limited to, fire, strikes, government regulations or causes which would prevent the scheduled opening or continuance, then and there upon this agreement will be terminated, and SFPE, at its sole and exclusive discretion, shall determine an equitable basis for the refund or such portion of the exhibition fees as is possible, after due consideration of expenditures and commitments already made.

Liability and Security: Exhibitor must make provisions for safeguarding goods, materials, equipment, and displays at all times. Exhibitor should not leave any valuables in its exhibit space unattended. Neither SFPE, MCI USA, the general contractor, the host hotel nor the security service will be responsible for loss of any material or for any cause. Exhibitor assumes the sole and exclusive responsibility for all liability, losses, claims, suits and demands whatsoever related to, or on account of, any injury or death, or damage to property (including the exhibition area), however occurring, related to or arising from the acts or the Exhibitor, his or her employees, agents licensees or contractors. Exhibitor agrees to indemnify and hold harmless SFPE, MCI USA, the general contractor, and the host hotel from and against any and all liability, losses, claims, suits and demands which may arise from or be asserted in connection with the foregoing undertakings, activities, and responsibilities of Exhibitor.

Indemnification and Exhibitor/Sponsor

Responsibilities: Exhibitor assumes the entire, sole and exclusive responsibility for its activities related to exhibits and hereby agree to hold harmless, protect, indemnify, defend and save SFPE, MCI USA, the general contractor, and the host hotel, their employees and agents from all suites, claims losses, and damages of any kind to persons or property, government charges, fines or attorney fees arising out of or caused by exhibitor activities, including but not limited to, installation, removal, maintenance, occupancy, use of the exhibit premises or a part thereof, excluding any such liability caused by the sole negligence of the host hotel or its agents. SFPE, MCI USA, the general contractor, and the host hotel or its agents assume no responsibility for any loss to an Exhibitor, including but not limited to, bodily harm, loss of or damage to products, stands, equipment or decorations due to fire, water accident, theft, or any cause while they are on the premises or in any of its outbuildings.

Severability: The invalidity or unenforceability of any one or more of the provisions hereof shall not affect the validity and enforceability of the other provisions hereof.

Governing Law and Jurisdiction: Jurisdiction for any action, claim or proceeding arising out of this Agreement shall be limited to the State of Maryland and this Agreement shall be governed by and construed in accordance with Maryland law, without regard to its conflict of laws provisions.

Fire and Safety Regulations: All fabric, carpet, and plastic exhibition material must be fire retardant. Oil cloth, tarpaper, nylon, certain plastic or other materials that cannot be made flame retardant are prohibited. No open flames are permitted without a fire department permit. SFPE reserve the sole and exclusive right to alter the exhibition hall layout as it deems necessary to comply with local and building fire regulations.

EXHIBITOR SERVICES

Decorator/General Service Contractor: The host hotel will be the decorator/service contractor. Exhibitor is responsible for coordinating incoming and outgoing freight, electrical, internet and any extra AV needs with the hotel.

Post-Sale Communication Email: A post-sale communication email containing the necessary forms for ordering equipment and services, as well as other opportunities and services offered by SFPE, will be sent electronically to each exhibitor prior to the event.

Drayage and Shipping: Please refer to the post-sale communication email for all shipping instructions.

Union Jurisdiction and Guidelines: Union jurisdiction information for Decorators Union, Teamster Union, Freight Handling and Exhibition Booth Cleaning jurisdictions, if and where applicable, will be available in the post-sale communication email.