ICASSP-99 EXHIBITOR INVITATION

IEEE Signal Processing Society

1999 IEEE International Conference on Acoustics, Speech, and Signal Processing (ICASSP)

March 15-19, 1999 • Civic Plaza, Hyatt Regency • Phoenix, Arizona, USA

EXHIBITOR APPLICATION & CONTRACT FOR EXHIBIT SPACE

We hereby apply for exhibit space in the 1999 IEEE International Conference on Acoustics, Speech, and Signal Processing in Phoenix, Arizona, March 15-19, 1999. We agree to the EXHIBITOR BASIC TERMS & CONDITIONS and EXHIBIT RULES forming part of this application. Priority and booth selection space will be made according to application date, exhibit payment, individual applicant requirements, and available space. Exhibit Management reserves the right to rearrange the floor plan and/or relocate exhibits in the best interest of the total exhibit. I**MPORTANT: Closing date for initial space assignment is December 14, 1998.**

A deposit of 50% of the booth rental accompanies this application. We understand that, if accepted by ICASSP-99, this deposit will be retained by ICASSP-99 and that a written confirmation of this application will be returned to us. In the event the application is denied, ICASSP-99 will promptly advise us and return the deposit.

Firm Name _____

Contact Name & Title _____

Address _____

City/State/Zip _____

Phone/Fax/Email _____

The following types of products and/or services will be exhibited: _____

_____

Please reserve ___ booths at $2000, $3000, $3750, $4250 (per discount schedule). A deposit of 50% of the total booth price is submitted herewith. Checks should be made payable to "ICASSP-99". In acceptance of this agreement, the parties thereto affix their signature:

Exhibitor Signature _____

Title _____ Date _____

ICASSP-99 Signature _____

Title _____ Date _____

Booth Preference:

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

Send this Application to:

ICASSP-99 Exhibits
Conference Management Services
3109 Westchester Ave
College Station, TX 77845-7919

EXHIBITOR BASIC TERMS & CONDITIONS

1. Display space will be assigned by the Conference in accordance with the conditions outlined in the DISPLAY SPACE ASSIGNMENT which forms part of this agreement. In the event of a duplicate application for the same space, the assignment priorities stated in the EXHIBIT RULES shall apply.
2. The Exhibitor shall remit, as a deposit with this agreement, 50% of the total booth rental, as determined elsewhere in this agreement.
3. The balance of the total booth rental shall fall due, and shall be payable, no later than 8 January 1999, in default of which the Conference shall consider this agreement null and void, and shall reassign the space; the deposit shall be retained as damages.
4. In the event of cancellation of this agreement by the Exhibitor prior to the date of the Conference, the Conference will assess a cancellation charge according to the following schedule:
   Cancellation after 8 January 1999 ..... 100% of booth rental
   Cancellation after 9 October 1998 and before 8 January 1999 ..... 50% of booth rental
   Cancellation after Application and before 9 October 1998 ..... 25% of booth rental.
   The Conference reserves the right to reassign space, withstanding the cancellation fee.
5. In the event the Conference does not accept this agreement, the Exhibitor will be promptly notified and the deposit returned.
6. The Exhibitor agrees to accept from the Conference billing for any charges rendered during the Conference in conjunction with services performed or administered by the Conference and requested by the Exhibitor. These charges may include, but are not limited to, surcharges for materials or services requested by the Exhibitor through the Conference. All such charges are due and payable in full within thirty (30) days of receipt of an invoice from the Conference.
7. The Exhibitor agrees that the Conference or its sponsor(s) shall not be liable for any damages, whether to person or property, for any reason whatsoever by reason of use, occupation, or enjoyment of the space by the Exhibitor or any person therein with the consent of the Exhibitor, and that the Exhibitor shall indemnify and keep harmless the Conference and its sponsor(s) from all liability on account of such damage or injury, regardless of cause, by the Exhibitor, its representatives, agents, or contractors.
8. In the event the site of the conference shall, in the sole discretion of the Conference, be unfit for occupancy or substantially interfered with by reason of any cause(s) not within the control of the Conference, this agreement may be terminated by the Conference. "Cause" or "causes" may include, but shall not be limited to: fire, flood, epidemic, earthquake, explosion, accident, blockage, embargo, weather, governmental restraint or orders of restraint from local or national civil or military authorities, act of public enemy, riot or civil disturbance, inability to secure appropriate labor, impairment of transportation or facilities, or inability to obtain, for whatever reason, necessary supplies, equipment, or clearances, or by rule of federal or local law, or any circumstances deemed as act of God.

   Should the Conference terminate this agreement pursuant to the provisions of this section, the Exhibitor waives any and all claims for damage arising therefrom. The Exhibitor further agrees that the Conference liability is limited to a refund of monies paid prior to the termination. Should the conference be underway, the Exhibitor shall expect the Conference to adjust the refund to reflect a pro rata adjustment based on the number of hours the Conference shall have been in operation prior to the termination. This provision shall not relieve the Exhibitor of any liability arising from the provisions of Section 6 above, and all monies due to the Conference in regard shall be paid notwithstanding.

EXHIBIT RULES

These rules and regulations governing the 1999 International Conference on Acoustics, Speech, and Signal Processing (ICASSP-99) are supplemental to the EXHIBITOR BASIC TERMS AND AGREEMENTS, and they have been established for the protection of everyone. (The word "management" as used herein shall mean officers, committee members, or employees acting with authority from ICASSP-99).

1. BOOTH IDENTIFICATION
   Absolutely NO company identification may be placed outside the area of the booth. No identification may be placed on posts or pillars adjacent to booths occupied by exhibitors, or on carpeted areas of the aisles beyond the 10' x 10' standard booth limits.
2. DISTRIBUTION OF SOUVENIRS AND SAMPLES
   To achieve greater exposure and attention exhibitors may donate items to be given away in a daily door prize drawing if one is established by the conference management. Souvenirs or samples which have no resale or negotiable value may also be given away. Any distribution must be conducted within the exhibitor's designated booth space. In all cases, exhibitors planning giveaways of any nature should make arrangement well in advance with the conference management, which reserves the right to prohibit the distribution of anything which, in its opinion, is not in keeping with the character of ICASSP-99.
3. DISPLAY REQUIREMENTS AND RESTRICTIONS
   All displays or exhibited materials must be fireproof to conform to Federal, State, and City fire laws. Displays must be self-supporting and nails or screws are not permitted in building floors or walls. Displays must be wholly confined within exhibitor's booth and must not obstruct the clear view of nearby exits or other exhibits.
   ALL WIRING ON BOOTHS OR DISPLAY FIXTURES MUST CONFORM TO ASSOCIATION OF UNDERWRITERS AND LOCAL FIRE DEPARTMENT REGULATIONS. (3-WIRE ONLY).
   The side of any display cabinet or structure facing a side aisle, or adjacent exhibitor's booth, must be finished or suitably decorated at the expense of the exhibitor erecting or installing such display.
   No exhibit may exceed eight feet high and that only within the area extending three feet from the back wall. Maximum height of the displays in the balance of the area is four feet, except that products to stand on the floor may extend higher than this limit, but must be positioned as close to the back wall as possible, to avoid blocking the view of adjoining exhibitors. NOTE PARTICULARLY THAT NO PART OF A SIGN OR SOLID DISPLAY MAY EXTEND HIGHER THAN EIGHT FEET ABOVE THE FLOOR. NOTE: ANY DISPLAYS NOT CONFORMING TO THE EXHIBIT SPECIFICATIONS OUTLINED IN THESE RULES MUST BE APPROVED BY THE ICASSP-99 MANAGEMENT IN WRITING PRIOR TO THE MOVE-IN DATE.
4. BOOTH PERSONNEL & ACTIVITIES
   With the exception of convenience help, such as secretaries or professional product demonstrators, all booth personnel must be engineers or other REGULAR EMPLOYEES of the company, or its representatives, who are fully capable of explaining the technical aspects of products or processes on display on an appropriate level at the Conference. No exhibitor may advertise or promote any outside activity, such as an open house or separate exhibits wherever located, occurring during the hours ICASSP-99 exhibits are open, or which detracts from the exhibit or convention operations.
   Only registered exhibitors may publicly advertise hospitality rooms and only on those bulletin boards provided in the exhibit area.
5. LIABILITY AND THEFT
   Conference and hotel management will not be responsible nor liable for injury to the person or property, nor loss of property of exhibitors, their guests, invitees, employees, or agents. Furthermore, the exhibitor agrees to defend or hold harmless ICASSP-99, its directors, employees, and agents from any liability of personal injury and loss or damage to property. EXHIBITORS SHOULD INSURE AGAINST SUCH CONTINGENCIES. Damage to inadequately packed property is exhibitor's own responsibility. If the exhibit fails to arrive, exhibitor is nevertheless responsible for the booth rental.
   Exhibitors should be on hand to supervise during set-up and dismantling of products, projection equipment, and other items of high value. A person assigned booth duty should be required to remain with the exhibit until visitors have left the premises at the closing hour each day.
   At move-out, specific arrangement should be made to package or place under lock any items of extremely high value and especially items of general interest such as small instruments, walkie-talkies, high fidelity equipment, projectors, etc.
6. SUB-LETTING EXHIBIT SPACE
   No exhibitor may assign, sublet, or apportion any of the space contracted for by him/her or their company.
7. MATERIALS HANDLING
   The handling of exhibitor's material into and out of and within the exhibit buildings shall be at exhibitor's expense. Exhibitor's empty crates, boxes, and cartons will be removed from the show area before the exhibit opening time.
8. A 24-hour watchman service, supplied by ICASSP-99, will prevent entry to exhibit areas by anyone not authorized by the building management or ICASSP-99 management, or not wearing proper badge for admission to such areas. A WATCHMAN SERVICE DOES NOT GUARANTEE EXHIBITORS AGAINST LOSS; NEITHER DOES IT IMPLY AN ASSUMPTION OF LIABILITY FOR EXHIBITOR'S PROPERTY BY ICASSP-99.
   Any equipment to be removed from the exhibit area during the Conference must be authorized by the Exhibit Manager in conjunction with the specific exhibitor.
9. INTERPRETATION OF RULES
   ICASSP-99 management shall have final authority as to the interpretation of these rules and their applications and shall have the authority to establish penalties in the event of violations.
10. AMENDMENTS TO RULES AND REGULATIONS
    ICASSP-99 management reserves the right to amend these rules and regulations or to make additions thereto.
11. BOOTH ASSIGNMENT PRIORITY
    In the event of duplicate application for the same space, priorities will be based on the application postmark date.