

**PRIMARY COMPANY INFORMATION:**

The "Exhibiting As" company name, city, state, toll-free phone and URL listed below will be displayed in the on-site Expo Guide and the online exhibitor list at www.abexpo.com.

Legal Company Name: \_\_\_\_\_  
 Exhibiting As: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 Country\*: \_\_\_\_\_ Web Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**PRIMARY CONTACT INFORMATION:**

If show contact is not responsible for the overall health and safety at the event then please email the appropriate contact information to bkeefe@architects.org".

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**INVOICE/ACCOUNTING CONTACT INFORMATION:** (For all Invoice and Accounting correspondence. If different address than above, please complete below.)

Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**BOOTH CONTACT INFORMATION:** (For all booth specific correspondence, if different than primary contact above, please complete below.)

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**EXHIBIT BOOTH SELECTIONS**

List all preferred booth space(s). All space is allocated in 100 sq. ft. increments. Please provide 4 options.

1st Choice \_\_\_\_\_  
 2nd Choice \_\_\_\_\_  
 3rd Choice \_\_\_\_\_  
 4th Choice \_\_\_\_\_

Please reserve exhibit space in ABX 2018. We request the exhibit space(s) listed above. (If our space choice has been allocated, we request that show management assign what it considers to be the best space available.)

List **specific companies** (not product lines) you do not wish to be next to, limit of four companies. (See item #4 on reverse side.)

1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_  
 4. \_\_\_\_\_

## EXHIBIT SPACE COST AND SPONSORSHIP OPPORTUNITIES

RATES (per square foot) Early Space Rates (10/9/17-3/1/18)	SHOW PROGRAM / ADVERTISING	SHOW PROGRAM ENHANCEMENTS	NEW & GREEN PRODUCTS
Standard Booth \$36.95	<input type="checkbox"/> Full Page, Color \$4,300	<input type="checkbox"/> Bold Face Type \$275	<input type="checkbox"/> New Product \$500
Corner \$40.65	<input type="checkbox"/> Full Page, Back Cover \$5,418	<input type="checkbox"/> Company Logo \$275	<input type="checkbox"/> Green Product \$500
Peninsula \$42.50	<input type="checkbox"/> Half Page, Color \$2,786	<input type="checkbox"/> Bold Face Type / Logo Combo \$385	<input type="checkbox"/> Combination of Both \$750
Island \$44.35	<input type="checkbox"/> Quarter Page, Color \$1,597	<input type="checkbox"/> "See our Ad on Page xx" \$275	

**INSURANCE (INTERNATIONAL EXHIBITOR REQUIREMENT) ..... \$115\*\***

Insurance coverage will be added for International Exhibitors but any exhibitor can purchase a policy. All exhibitors are required to obtain the coverages outlined in Clause 25. Insurance regardless of geographic location. International insurance policies often are not valid in the United States; Informa negotiated the necessary coverages at a discounted rate to ensure the appropriate coverages are in place. Coverage will be opted in and included when contracting. International is defined as outside the United States or Canada. This fee will be waived/refunded if a valid Certificate of Insurance with the necessary coverages is provided. Coverage is subject to underwriting review; see clause 25. Insurance and your booth confirmation for additional information.

**ATTENDEE BROCHURE ADVERTISING**

<input type="checkbox"/> Half Page, Back Cover	\$5,000
<input type="checkbox"/> Full Page, Color	\$4,000

**DEPOSIT PAYMENT SCHEDULE**

January 16, 2018  
**25% of total balance due**  
 April 16, 2018  
**75% of total balance due**  
 July 16, 2018  
**100% of total balance due**

TOTAL SQUARE FEET	EXHIBIT SPACE COST/SQFT	SPONSORSHIP OPPORTUNITY	TOTAL
_____	\$ _____	\$ _____	\$ _____

**METHOD OF PAYMENT:** U.S. funds only, please check one:

Check made payable to: ArchitectureBoston Expo  Wire / ACH\*  Credit Card

MAILING ADDRESS: 6191 N. HIGHWAY 161, SUITE 500 IRVING, TX 75038

QUESTIONS? Please contact Show Management at 617-391-4029 or bkeefe@architects.org with any questions. All payments should be in U.S. funds. Exhibitors are responsible for all bank collection fees and/or discounts associated with their payments.

PCI compliance requires credit card information must only be received via our secure fax line 972.550.5390 or through our online contract portal.

\* Refer to Clause 7 on page 2

FOR SHOW MANAGEMENT USE ONLY

Date Received: \_\_\_\_\_  
 Booths Assigned: \_\_\_\_\_  
 TSF: \_\_\_\_\_  
 Deposit Received: \_\_\_\_\_  
 AE: \_\_\_\_\_  
 CO ID#: \_\_\_\_\_

We understand this application becomes a binding contract when accepted by Informa Exhibitions U.S. Construction & Real Estate, Inc. We agree to abide by the General Information, Exhibitor Contract Terms and Conditions, rules listed in the Exhibitor Service Manual and regulations adopted by Informa Exhibitions U.S. Construction & Real Estate, Inc. in accordance with the terms herein. We understand that all deposits/final payments are non-refundable.

**Required**

Signature: x \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

By providing your contact information and signature, you are authorizing Informa Exhibitions U.S. Construction & Real Estate, Inc. to send you promotional materials via mail, fax, SMS or email.

# ABX 2018 EXHIBITOR CONTRACT TERMS AND CONDITIONS

## 1. Defined Terms

The term "Event" means ABX 2018 (ArchitectureBoston Expo), currently scheduled to be held on November 28-29 (the "Event Dates") at the Boston Convention & Exhibition Center in Boston, MA USA, (the "Exhibit Facility"). The Event is owned, produced and managed by Informa Exhibitions U.S. Construction & Real Estate, Inc. As used hereinafter, the term "IE" means, collectively, Informa Exhibitions U.S. Construction & Real Estate, Inc. and each of its officers, directors, shareholders, agents, subsidiaries, affiliates, representatives, employees and assigns, unless the context requires otherwise. The term "Exhibitor" means, collectively, the entity or person that executes this Contract as the "Exhibitor" and each of its officers, directors, shareholders, employees, contractors, agents, representatives, assigns and/or invitees, as applicable. The term "Contract" means this agreement, all amendments and modifications thereto, and all other materials, documents, rules and regulations expressly incorporated herein by reference.

## 2. Contract Acceptance

This Contract shall become binding and effective only when it has been signed by Exhibitor, and accepted as valid by a duly authorized representative of IE. The final exhibit space specifics and/or location may be different from the Exhibitor's original requests. IE reserves the right to deny access to any company.

## 3. Qualifications of Exhibitor

IE, in its sole discretion, determines whether a prospective exhibitor is eligible to participate in the Event. Eligibility is generally limited to persons or firms who manufacture, remanufacture, or supply products, tools, equipment, supplies or services used for the building industry. IE reserves the right to restrict or remove any exhibit which IE, in its sole discretion, believes is objectionable or inappropriate.

## 4. Assignment of Space

Initial space assignments will take place on-site at ABX 2017 in Boston, Nov. 8-10, 2017. After these dates, space will be available on a first-come, first-served basis. Deposits must be received by January 16, 2018, or your space will be released. Any such assignment does not imply that similar space will be assigned for future Events. IE may change the date of the space draw without notice. IE reserves the right to change the floor plan or the location of an Exhibitor's booth if IE in its sole discretion determines that to do so is in the best interest of the Event. IE will consider requests to keep certain companies from being next to each other; however there is no guarantee that by making this request you will not be located next to one of these companies. IE assumes no responsibility in such instances.

## 5. Use of Space

The space contracted for is to be used solely by and for the Exhibitor whose name appears on the Contract, and it is agreed the Exhibitor will not sublet nor assign any portion of same without the prior written consent of IE.

## 6. Cancellation by Exhibitor

If Exhibitor desires to cancel this Contract, Exhibitor may only do so by giving notice thereof in writing sent to IE with evidence of receipt. If such written notice is received at least 180 days prior to the opening date of the Event (November 28, 2018), then Exhibitor will remain liable for 100% of the total exhibit fee. Otherwise, Exhibitor will remain liable for 100% of the total exhibit fee, regardless of when this Contract is executed by Exhibitor. In addition, Exhibitor will remain liable for 100% of all fees paid or payable in respect of sponsorships, regardless of when this Contract is executed or cancelled by Exhibitor. These amounts are considered liquidated and agreed upon damages, for the injuries IE will suffer as a result of Exhibitor's cancellation. This provision for liquidated and agreed upon damages is a bona fide provision and not a penalty. The parties understand that the withdrawal of the space reserved from availability and, if applicable, the cancellation of sponsorships, in each case at a time when other parties would be interested in such space and/or products, will cause IE to sustain substantial damages that will not be capable of determination with mathematical precision. Therefore, the provisions for liquidated and agreed upon damages have been incorporated into this Contract as a valid pre-estimate of these damages. The date of cancellation shall be the date IE receives written notice. IE reserves the right to treat Exhibitor's downsizing of both space as cancellation of the original space and purchase of new booth space, and Exhibitor may be required to move to a new location.

## 7. Cancellation by Informa Exhibitions / Payments

If Exhibitor fails to timely make any payment required by this Contract or otherwise breaches any of its obligations under this Contract, IE may immediately terminate this Contract (and Exhibitor's participation in the Event) by providing written notice (or, if appropriate under the circumstances, oral notice with written notice to follow) to Exhibitor of such termination. IE shall have no obligation to refund monies previously paid. IE reserves the right to refuse Exhibitor permission to move in and set up if Exhibitor is in arrears of any payment due to IE. IE is expressly authorized (but has no obligation) to occupy, cause to be occupied or dispose of any space vacated or made available by reason of action taken under this paragraph in such manner as it may deem best, and without releasing Exhibitor from any liability hereunder. IE reserves the right to terminate this contract at any time. IE is a PCI DSS compliant company and as such we are prohibited from receiving card holder data via email or any other unsecured method where card holder data can be stored. At a minimum, cardholder data consists of the full PAN. Cardholder data may also appear in the form of the full PAN plus any of the following: cardholder name, expiration date and/or service code. Please use alternate channels for payment. \*WIRE/ACH: IE is not responsible for any losses suffered due to third party fraud or misdeemeanor, including, without limitation, false change of bank account communications, identity theft and other scams. Payments into IE's designated bank account only shall satisfy Exhibitor's payment obligations under this Contract. If you receive any communication notifying of a change in IE's designated bank account, you should verify the authenticity of the change with IE. If IE does not receive payment by the established due dates IE may immediately terminate this Contract.

## 8. Cancellation of the Event

If IE cancels the Event due to circumstances beyond the reasonable control of IE (such as acts of God, acts of war, governmental emergency, labor strike or unavailability of the Exhibit Facility), IE shall refund to each Exhibitor its exhibit space rental payment previously paid, minus a share of costs and expenses incurred by IE, in full satisfaction of all liabilities of IE to Exhibitor. IE reserves the right to cancel, re-name or re-locate the Event or change the dates on which it is held. If IE changes the name of the Event, re-locates the Event to another event facility within the same city, or changes the dates for the Event to dates that are not more than 30 days earlier or 30 days later than the dates on which the Event originally was scheduled to be held, no refund will be due to Exhibitor, but IE shall assign to Exhibitor, in lieu of the original space, such other space as IE deems appropriate and Exhibitor agrees to use such space under the terms of this Contract. If IE elects to cancel the Event other than for a reason previously described in this paragraph, IE shall refund to each Exhibitor its entire exhibit space rental payment previously paid, in full satisfaction of all liabilities of IE to Exhibitor. Exhibitor agrees that, except as expressly provided in this paragraph, it shall and hereby does waive any and all claims for damages or compensation resulting from or relating to the cancellation, renaming, relocation or rescheduling of the Event.

## 9. Exhibit Space Occupancy

Hours and dates for installing, occupying and dismantling exhibits shall be those specified by IE. If Exhibitor fails to install its display in its assigned space by 5:00 pm, on Tuesday, November 27, 2018, or leaves its space unattended during the Exhibit hours, IE shall have the right to take possession of the space, without releasing Exhibitor from any liability or obligation hereunder, and no refund will be due to Exhibitor. All exhibits must be open and manned for business during the Event hours. Exhibitor may not dismantle the display until the Event is officially closed by IE.

## 10. Listings and Promotional Materials

By exhibiting at the Event, Exhibitor grants to IE a fully-paid, perpetual non-exclusive license to use, display and reproduce the name, trade names and product names of Exhibitor in any directory (print, electronic or other media) listing the exhibiting companies at the Event and to use such names in IE promotional materials. IE shall not be liable for any errors in any listing or descriptions or for omitting any Exhibitor from the directory or other lists or materials. IE may also take photographs of Exhibitor's booth

space, exhibit and personnel during, before or after the open hours of the Event and use such photographs for any IE promotional purpose. Exhibitor warrants that it owns, or has right to use pursuant to a valid license, all intellectual property (copyright, trade mark, etc.) to be used by Exhibitor for promotion or exhibition at the Event.

## 11. Care of Exhibit Facility

Exhibitor shall promptly pay for any and all damages to the Exhibit Facility or associated facilities, both equipment or the property of others caused by Exhibitor. Exhibitors are responsible for removing all displays, product, flooring and trash. IE will charge the Exhibitor the cost to remove any items left post show.

## 12. Taxes and Licenses

Exhibitor shall be solely responsible for obtaining any licenses, permits or approvals under federal, state or local law applicable to its activities at the Event. Exhibitor shall be solely responsible for obtaining any necessary tax identification numbers and permits and for paying all taxes, license fees, use fees, or other fees, charges, levies or penalties that become due to any governmental authority in connection with its activities at the Event. Exhibitor will not permit the delivery of merchandise at the Event Facility without the express permission of IE.

## 13. Copyrighted Materials

Exhibitor shall not play or permit the playing or performance of, or distribution of any copyrighted material at the Event unless it has obtained all necessary rights and paid all required royalties, fees or other payments.

## 14. Observance of Laws

Exhibitor shall abide by and observe all federal, state and local laws, codes, ordinances, rules and regulations, and all rules and regulations of the Exhibit Facility (including any union labor work rules). Without limiting the foregoing, Exhibitor shall comply with all applicable requirements of the Americans with Disabilities Act, including with respect to the construction of its exhibits.

## 15. Exhibitor Updates

IE will provide Exhibitor information and updates to the designated representative of the Exhibitor, including an Exhibitor Service Manual. The designated representative of the Exhibitor will also receive updates about the Event via fax, mail, email and/or SMS.

## 16. Authorization to Contact

Exhibitor acknowledges that IE shall be permitted to share Exhibitor's name and contact information with, and Exhibitor consents to being contacted directly by, vendors, sponsors and partners authorized by IE.

## 17. Incorporation of Rules and Regulations

Any and all matters pertaining to the Event and not specifically covered by the terms and conditions of this Contract shall be subject to determination by IE in its sole discretion. IE may adopt rules or regulations from time to time governing such matters and may amend or revoke them at any time, upon reasonable notice to Exhibitor. Any such rules and regulations (whether or not included in an Exhibitor Service Manual or similar document) are an integral part of this Contract and are incorporated herein by reference. Exhibitor shall observe and abide by additional regulations made by IE as soon as they are communicated to Exhibitor. This Contract (including the Exhibitor Service Manual and any additional rules or regulations adopted by IE from time to time) states the entire agreement of the parties with respect to the subject matter hereof.

## 18. Installation and Dismantling

Exhibitors must comply with the move-in and move-out times indicated in the Exhibitor Service Manual. If an Exhibitor fails to remove an exhibit in the allowed time, IE shall be permitted (at Exhibitor's sole expense) to remove and place same in a warehouse subject to the Exhibitor's disposition, and/or to ship to Exhibitor via common carrier with all charges to follow at no liability to IE. All exhibits must remain intact until the Event is officially closed.

## 19. Contractor Services

In the interest of making available the best qualified craftsmen in numbers sufficient to handle all of the services necessary for the operation of the Event, IE has contracted on an exclusive basis official contractors to provide certain services. Service companies other than the official contractors will not be allowed to perform any of these exclusive services. Non-exclusive services may be performed by exhibitor-appointed contractors (EAC) within certain guidelines. A complete listing of exclusive services and EAC guidelines will be provided in Exhibitor Service Manual.

## 20. Exhibit Guidelines

Distribution of samples and printed matter of any kind, and any promotional material, is restricted to the exhibit booth. Exhibitor agrees to exhibit only products which it manufactures, represents or distributes. All exhibits shall display products or services in a tasteful manner. The aisles, passageways and overhead spaces remain strictly under control of IE and no signs, decorations, banners, advertising material or special exhibits will be permitted in the aisles except by written permission of IE. Uniformed attendants, models and other employees must remain within the booths occupied by their employers. Any and all advertising distribution must be made from Exhibitor's booth space. Balloons and stickers (including handouts with gummed backing that adhere or cause adhesion) are prohibited in the exhibit area. Equipment must be arranged so that show visitors do not stand in the aisle while examining equipment or watching demonstrations. Strolling entertainment or moving advertisements outside of an Exhibitor's exhibit space is prohibited. The use of Segway's or Segway-type units is prohibited on the show floor. Complex booth structures are defined as multi-story or those with a ceiling or canopy covering. Complex structures must submit a Certificate of Insurance with the coverages outlined in clause 25. Insurance and provide structural engineer approved plans. Photography or videography is permitted only with prior approval of the exhibiting company. Failure to obtain prior consent may result in removal from the exhibit hall.

## 21. General Terms and Conditions

IE has sole control over show policies. Except as expressly provided in this contract, all monies paid by Exhibitor shall be deemed fully earned and non-refundable at the time of payment. Exhibitor shall conduct itself at all times in accordance with normal standards of decorum and good taste. In addition to its right to close an exhibit and withdraw acceptance of the contract, IE in its sole judgment may refuse to consider for participation in future Events an Exhibitor who violates or fails to abide by the contract and any of the accompanying rules and regulations. Any amendment to this Contract must be in writing and signed by an authorized representative of IE.

## 22. Assumption of Risks; Releases

Exhibitor expressly assumes all risks associated with, resulting from or arising in connection with Exhibitor's participation or presence at the Event, including, without limitation, all risks of theft, loss, harm, damage or injury to the person (including death), property, business or profits of Exhibitor, whether caused by negligence, intentional act, accident, act of God or otherwise. Exhibitor has sole responsibility for its property or any theft, damage or other loss to such property (whether or not stored in any courtesy storage area), including any subrogation claims by its insurer. Neither IE nor the Exhibit Facility accepts responsibility, nor is a bailment created, for property delivered by or to Exhibitor. Neither IE nor the Exhibit Facility shall be liable for, and Exhibitor hereby releases all of them from, and covenants not to sue any of them with respect to, and to all risks, losses, damages and liabilities described in this paragraph.

## 23. Indemnification

Exhibitor shall on a current basis indemnify, defend (with legal counsel satisfactory to IE), and hold IE and the Exhibit Facility harmless from any and all claims, demands, suits, liabilities, damages, losses, costs, reasonable attorneys' fees and expenses which result from or arise out of or in connection with: (a) Exhibitor's participation or presence at the Event, (b) any breach by Exhibitor of any agreements, covenants, promises or other obligations under this contract; (c) any matter for which Exhibitor is otherwise responsible under the terms of this contract; (d) any violation or infringement (or claim of violation or infringement) of any law or ordinance or the rights of any party under any patent, copyright, trademark, trade secret or other proprietary right; (e) any libel,

slander, defamation or similar claims resulting from the actions of Exhibitor; (f) harm or injury (including death) to Exhibitor; (g) loss of or damage to property or the business or profits of Exhibitor, whether caused by negligence, intentional act, accident, act of God, theft, mysterious disappearance or otherwise and (h) any injury to any person (including an attendee) or property while in the Exhibitor's space or relating to Exhibitor's use of any exhibition space or services.

## 24. Limitation of Liability

Under no circumstances shall IE or the Exhibit Facility be liable for any lost profits or any incidental, special, indirect, punitive or consequential damages whatsoever for any of their acts or omissions, whether or not apprised of the possibility of any such lost profits or damages. In no event shall IE's maximum liability under any circumstance exceed the amount actually paid to IE by Exhibitor for exhibit space rental pursuant to this contract. IE makes no representations or warranties, express or implied, regarding the number and nature of exhibitors and/or attendees who will attend the Event or regarding any other matters.

## 25. Insurance

(A) Exhibitor shall, at its own expense, secure and maintain insurance for the entire duration of the Event (move-in through move-out), the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of Exhibitor and shall be written on an occurrence basis. Claims made policies are not acceptable and do not constitute compliance with Exhibitor's obligations under this paragraph.

- Workers' compensation and employer's liability insurance complying with the laws of Massachusetts;
- Comprehensive General Liability insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products and liquor liability (if applicable); and
- Automobile Liability insurance (required if bringing automobiles into the show venue) with limits not less than \$500,000 each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned and hired vehicles, including loading and unloading operators

The Exhibitor's Comprehensive General Liability and Automobile Liability insurance policies shall name as additional insureds (i) Informa Exhibitions U.S. Construction & Real Estate, Inc. and each of its direct and indirect subsidiaries and other affiliates and (ii) the Event Facility. If requested, copies of additional insured endorsements, primary coverage endorsements and complete copies of policies, satisfactory to IE, shall be promptly furnished to IE. Certified copies of the Certificates of Insurance or policies shall provide that they may not be cancelled without 30 days' advance written notice to IE. The Exhibitor shall obtain a waiver of subrogation from the carrier of each policy described above and the carrier of each other policy that provides fire, explosion or any other risk coverage insuring the Exhibitor's property, in each case releasing in full such carrier's subrogation rights. (B) Certificate of Insurance forms must be submitted to IE by all international exhibitors, exhibitors with complex booth structures (defined as multi-story or displays with a canopy/ceiling) and exhibitors hosting attendee interactive demonstrations. (C) Since many international policies aren't valid in the United States, all international exhibitors are required to obtain insurance through ExhibitorInsurance.com, our designated insurance provider. The cost of the policy will be added to all international exhibitor contracts. Coverage is subject to underwriting review; review the Ineligible Risks to ensure coverage. Exhibitors can opt out of this coverage by providing a valid Certificate of Insurance satisfactory to IE with the necessary coverages.

## 26. Outside Exhibits/Hospitality Suites

Exhibitor is prohibited, without express written approval from IE, from displaying products/services and/or other advertising material in areas outside its booth space such as, but not limited to, parking lots, hotel lobbies, lounges, corridors, sleeping rooms, etc., as well as unauthorized facility tours. Exhibitor also agrees not to operate hospitality suites or host any hospitality functions during official Event hours or when any IE-sponsored activities are being held. Hospitality functions are permitted only upon payment by the Exhibitor of all fees due hereunder. All requests for a hospitality suite or public function space must be made through IE. If Exhibitor cancels or fails to occupy the exhibit space during official Event hours, IE reserves the right to notify the hotel to cancel any hospitality space and/or hotel guest rooms under Exhibitor's name. Exhibitor shall remain liable for the payments made to the hotel.

## 27. Sound, Lighting and/or Laser Devices

The use of devices for mechanical reproduction of sound or music; as well as lasers which are part of Exhibitor's display, are permitted, but must be controlled and maintained at a conversational level. Sound, lighting and/or laser beams must not be projected outside the exhibit booth. IE may immediately discontinue the use of any sound system, lighting or laser device that does not comply with this paragraph. Exhibitors are specifically prohibited from employing any carnival-type attraction, animal or human, or from operating such noise-creating devices as bells, horns or megaphones.

## 28. Fire and Safety Laws

Exhibitor shall comply with all state, city and local laws and ordinances relating to fire, safety and health. A description of these regulations will be found in the Exhibitor Service Manual; however IE will not be responsible for any errors or omissions contained therein.

## 29. Sponsorship

Sponsorship offerings are available to current-year Exhibitors. Should an Exhibitor, who is also a sponsor, cancel their exhibit space, their sponsorship will likewise be canceled. See Item 6. Cancellation by Exhibitor.

## 30. Violation of Rules and Regulations

Violation of this Contract or any rules and regulations governing the Event, including those published in the Exhibitor Service Manual, may result in one or more of the following actions taken against the Exhibitor: 1) the Exhibitor may be prohibited from exhibiting at the current year's Event and will forfeit all booth payments; 2) the Exhibitor's "points" for the following year's space draw may be taken away; and 3) the Exhibitor may be prohibited from exhibiting at future events. This list of actions is not exhaustive and does not in any way limit available remedies provided in other provisions of this Contract or by law or equity. No delay by IE in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall any single or partial exercise by IE of any other right, power or privilege hereunder preclude any other or further exercise of any other right, power or privilege hereunder.

## 31. Lead Retrieval

Exhibitor acknowledges that the exclusive service provider for lead retrieval services will be identified in the Exhibitor Services Manual. Exhibitor may use such service provider to collect contact information from persons who visit such Exhibitor's space ("Attendee Data"). Exhibitor acknowledges that any Attendee Data so collected shall be used solely by Exhibitor for its legitimate internal business purposes. Without limiting the foregoing, Exhibitor understands and agrees that (i) it will not sell, transfer or otherwise distribute to any third party all or any part of any Attendee Data, (ii) it will not make or attempt to make any compilation of the attendees and/or other participants of the Event or any other derivative work of any Attendee Data, (iii) it will not otherwise use any Attendee Data in connection with any illegal, distasteful, immoral, dishonest or fraudulent activity and (iv) the compilation of the attendees and/or other participants of the Event is the sole property of IE.

## 32. Governing Law

This contract is governed by the laws of the State of Delaware as applied to contracts entered into and entirely performed within such state. Exhibitor agrees that the courts located in the State of Delaware shall constitute the exclusive forum for the resolution of any and all disputes arising out of, connected with or related to this contract or the breach of any provision of this contract. Exhibitor waives any right to assert lack of personal or subject matter jurisdiction and agrees that venue properly lies in Wilmington, DE.

# ABX SUGGESTED EXHIBITION GREEN GUIDELINES



## ENERGY CONSERVATION

### Booth Lighting

- Incandescent bulbs are strongly discouraged for use in any medium screw-based lighting applications. LEDs or compact fluorescent light bulbs (CFLs) should be used instead.

**Booth lighting should meet one or more of the following additional requirements:**

- Exhibitor should not purchase new bulbs; bulbs should be reused from prior exhibitions. The organization should create a policy that would only replace bulbs upon burnout.
- LED, CFL, T-5 or T-8 tubular fluorescent lighting should be used exclusively in at least one of the following:
  - Accent lighting
  - Backlighting
  - Overhead signage

- General lighting
- Booth Lighting is not used.

### Electronic Display

- All displays, monitors and booth lighting should be completely powered down each night after show/set-up hours. Any equipment that cannot be shut down should be put into sleep mode during non-expo hours.

**Electronic display equipment (i.e. flat screen displays) should meet one of the following requirements:**

- Display is reused from previous shows.
- Display meets criteria for ENERGY STAR qualification or equivalent energy efficiency program.



## BOOTH MATERIALS

### Flooring

**Flooring should meet one or more of the suggested following requirements. Flooring that is utilized to demonstrate products that the booth is marketing are exempt from these suggestions.**

- All flooring is reused and has been in use for at least one year.
- New flooring should be comprised of one or more of the following:
  - Carpet and Rug Institute (CRI) Green Label Plus Certified Carpet
  - 25% post-consumer recycled material
  - 100% recyclable material
  - 100% rapidly renewable material(s). Rapidly renewable building materials and products are made from agricultural products that are typically harvested within a 10-year or shorter cycle.
  - Forest Stewardship Council certified wood flooring.

### Booth Graphics and Signage

**Graphics and signage should meet one or more of the following requirements:**

- Exhibitor should use graphics and signage that have been used or will be used multiple times.
- New graphics and signage should be produced on 100% recyclable substrate and will not be foam core or PVC materials.
- New graphics and signage should contain a minimum of 25% recycled material
- Graphics should be printed on fabric material and should be used at other shows (fabric should contain a minimum of at least 25% recycled content).

### Booth Structure

**Pop-up displays and booth structural support materials should meet one or more of the following requirements.**

- Display elements are reused from past exhibitions or the company has created a plan for reuse through future exhibitions for at least one year.
- New display elements should be 100% recyclable.
- New display elements should contain a minimum 25% recycled content.
- Booth structure is rented from the ABX general service contractor, using standard inventory materials used throughout the year.

### Communications & Collateral

**The exhibitor should meet the following suggested requirement:**

- All printed collateral, if used, should be on 100% recyclable paper and should contain 100% post-consumer recycled content or FSC-Certified content. Paper should be recyclable in a standard municipal recycling stream. Many laminated and coated papers are not recyclable and are strongly discouraged.

**In addition, exhibitor should meet one of the following requirements:**

- Exhibitor should eliminate print and promotional giveaways used for attendee distribution.
- Exhibitor should limit the quantity to less than 1,000 handouts and giveaways combined.
- Exhibitor should distribute handouts and giveaways that match the sustainability criteria below and quantity is limited to 2,000 pieces combined.
  - Paper Handouts: all paper handouts should contain 100% post-consumer recycled content or FSC-Certified content.
- Promotional giveaways should match one of the following options:
  - Giveaway material contains 30% post-consumer recycled content.
  - Giveaways are made from rapidly renewable materials (*Rapidly renewable building materials and products are made from agricultural products that are typically harvested within a 10-year or shorter cycle. -ie. Forest Stewardship Council certified wood flooring.*)
  - Promotional giveaways should be 100% compostable.

### Indoor Air Quality

**The booth construction and maintenance should meet one or more of the following requirements:**

- No paints, sealants, coatings or adhesives should be used to maintain the booth.
- All booth flooring, counters, and paneling should be reused from previous shows
- Booth materials are new and meet one of the following criteria:
  - Materials contain third-party certified low- or zero VOC paints, sealants, coatings or adhesives.
  - New flooring, counters and paneling is third-party certified low or zero VOC.

# ABX SUGGESTED EXHIBITION GREEN GUIDELINES, CONT.



## SHIPPING PRACTICES

### Energy Conservation Shipping Methods

Exhibitor should meet one or more of the following requirements:

- If the exhibitor ships booth materials, the exhibitor should choose a logistics partner that participates in the U.S. EPA's SmartWay Partnership Program or an equivalent program.
- Shipments should be consolidated into only one shipment
- The exhibitor should purchase carbon offsets to cover all emissions resulting from shipping booth materials to and from ABX.

### Shipping Materials

Exhibitor should meet the following requirements:

- No polystyrene should be used in booth shipment (i.e. packing peanuts, #6 or foam plastic).
- Exhibitor should meet one or more of the following:
- All padding materials and exhibit crate(s) should be reused for all exhibition shipping.
  - Exhibit crate(s) should meet one of the following options:
    - Made from rapidly renewable materials (*Rapidly renewable building materials and products are made from agricultural products that are typically harvested within a 10-year or shorter cycle.* - Forest Stewardship Council certified wood flooring.)
    - Contain 50% recycled content and can be easily recycled in the conference city.
    - Be comprised of FSC-certified wood



## WATER RECLAMATION

If using water for display purposes, the exhibitor should use water reclamation/recycling (i.e. holding tanks). After show, water should be recycled and not dumped down drain.



## ON-SITE OPERATIONS

### Exhibitor Responsibility

Each booth is responsible for all materials brought into their booth at ABX. It is the responsibility of the exhibitor to convey all Suggested Green Guidelines and the exhibitor's sustainable practices to all third-party vendors hired by the exhibitor for show set-up, tear-down and staffing.

### Staff Training

The exhibitor should discuss and make all on-site booth staff aware of the following, prior to the show opening:

- How the booth complied with each Suggested Green Guidelines category (including a printed or electronic copy of the booth's unique responses).
- Baseline knowledge of any other sustainable practices to be conducted within the exhibit booth, including plans for responsible waste management, food & beverage service, nightly shutdown and transportation.

### On-Site Transportation

The exhibitor should ask booth staff to do at least one of the following:

- Take the provided conference shuttles or public transit to/from the convention center
- Walk or bicycle to/from the convention center
- If cabs are absolutely necessary, use of shared cabs: no individual cab trips should be taken
- If public transit and/or walking are not an option, the exhibitor should offset travel to and from the convention center by purchasing carbon offsets.

### Waste Management

The Exhibitor will participate in ABX's Waste Management program, by properly disposing of all waste and utilizing all available recycling opportunities throughout the show, including set-up and move-out. Additional waste streams will be provided for special exhibition-related materials.

The exhibitor should not use individual waste containers in exhibit booths. The venue and show management will provide recycling stations throughout the exhibit area for attendee and exhibitor use during show hours. Each exhibitor is responsible for disposing of waste and recyclables at these stations.

### Waste Management, cont.

The exhibitor should meet one of the following requirements:

- If the exhibitor plans on leaving any items after the show, the exhibitor should donate material through the Exhibitor Donation Program using the appropriate forms and labels.
- The exhibitor should have in place a "pack in/pack out" policy to minimize any waste left behind at the end of the show. All materials brought to ABX, including booth components, giveaways and reusable packing materials will be shipped back to the exhibiting company after the event.
- The exhibitor should return materials back to local offices or partners after the show.

### Food and Beverage Service

Any food and beverage service conducted within the booth should be ordered to minimize disposable material use and properly handle waste in accordance of the requirements of the ABX Waste Management Program.

The exhibitor should meet the following mandatory requirement:

- The only food service ware used in the booth will be China service, compostable service ware, or recyclable service ware. The exhibitor should inform attendees of the compostability/recyclability of the products (if applicable), directing them to the proper disposal stream onsite.