



# IEEE Radio & Wireless Symposium

22 - 24 January, 2008, Orlando, FL, USA

incorporating



IEEE



IEEE COMMUNICATIONS SOCIETY

## CONTRACT FOR EXHIBIT SPACE

We hereby contract for exhibit space at the 2008 Radio and Wireless Symposium in Orlando, Florida, 22 January 2008 – 24 January 2008. We hereby agree to abide by show rules and regulations, and with the Basic Terms and Conditions on page two of this form.

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: (please do not use P.O. Box #) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ WebSite: \_\_\_\_\_

### BOOTH LOCATION PREFERENCE

First Choice: \_\_\_\_\_ Second Choice: \_\_\_\_\_ Third Choice: \_\_\_\_\_

	Cost	Quantity	Total Cost
6' Table in 8 x 10	\$1000		
10 x 10 Space for Pop-Up Booth	\$1500		

We wish to be located as close as possible to the following companies: \_\_\_\_\_

If possible, please do not locate our space adjacent to or directly across from the following companies: \_\_\_\_\_

Product/Services to be exhibited: \_\_\_\_\_

We are: \_\_\_\_\_ Manufacturers \_\_\_\_\_ Manufactures Rep \_\_\_\_\_ Resellers \_\_\_\_\_ Industrial Distributors  
\_\_\_\_\_ Publishers \_\_\_\_\_ Government Agency \_\_\_\_\_ Testing/Certification \_\_\_\_\_ Other

Full price of space-contracted must be received by 08/31/07 with your signed application in order to assign booth space number.

All checks must be made in US Funds  
Exhibitors are responsible for bank collection fees  
Make all checks Payable to: Fly Events LLC

### AUTHORIZATION

I am authorized by my company to contract for exhibit space at the 2008 IEEE Radio and Wireless Symposium as indicated above. I have carefully read and accept the information and conditions contained herein.

Print Name: \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

PLEASE RETURN COMPLETED FORM AND PAYMENT TO:  
Fly Events LLC, P.O. Box 29, Milltown, NJ 08850 or e-mail to  
[RWwexhibits@flyevents.net](mailto:RWwexhibits@flyevents.net) or fax to 732-297-0878

## Basic Terms and Conditions

### 1. Contract

This application, properly executed by Applicant (Exhibitor) shall, upon written acceptance and notification of booths assigned by 2008 IEEE MTT-S Radio and Wireless Symposium hereby referred to as RWS 2008, constitute a valid and binding contract.

### 2. Assignment of Space

Assignment of space to exhibitors and those making application will be made in the order of postmark, fax or email date.

RWS 2008 will continue to receive applications and assign exhibit space, as it remains available, until shortly before the show opening date. In all cases, total booth payment must be received prior to show opening. Conference Name and Year assignment of booths is final and shall constitute an acceptance of the Exhibitor's offer to occupy space. After assignment, space location may not be changed, transferred or canceled by the Exhibitor **except** upon written request and with the subsequent written approval of RWS 2008 management. RWS 2008 management *reserves the right to reassign Exhibitor space or to modify floor plan for overall benefit of the show.*

### 3. Subletting Space

No exhibitor will assign, sublet, or apportion the whole or any part of the space allotted to him, nor exhibit therein, nor permit any other person or party to exhibit therein, any other goods, apparatus, etc. not manufactured or distributed by the Exhibitor in the regular course of his business except upon prior written consent of Fly Events LLC.

### 4. Exhibit Space Rental Rates

Exhibit space rental includes materials and services described herein.

Show Price per 6' booth in an 8x10 or 10x10 space for pop-up booth includes: Exhibit space draped table with chair. Pop-Up booths are not permitted in 8x10 booths. Ballroom will be carpeted and cleaned daily

### 5. Payment Requirements and Cancellation Charges

Applications require full payment before final booth assignment is confirmed in writing. All applicants who contract after 09/01/2007 must be paid in full. All applications received after 09/01/2007 must be accompanied by full payment.

*All cancellations **must** be made in writing and will be based on the following schedule of refunds:*

Space reductions are considered cancellations and may be subject to cancellation fees.

On or before 08/31/2007...50% of total booth cost will be refunded after 08/31/2007. No Refund will be permitted. "No-show" exhibitors will receive no refund.

It is understood that RWS 2008 reserves the right, at its option, to reassign a cancelled booth regardless of the cancellation rate assessed.

In the event that the premise in which the RWS 2008 Show is conducted shall become, in the sole discretion of RWS 2008, unfit for occupancy, or substantially interfered with by reason of any cause or causes not reasonably within the control RWS 2008, this agreement may be terminated by RWS 2008. For this purpose, the term "cause or causes" shall include, but not by way of limitation, fire, flood, epidemic, earthquake, explosion or accident, blockage, embargo, inclement weather, governmental restraints, restraints or orders of civil defense, or military authorities, act of public enemy, riot or civil disturbance, strike, lockout, boycott or other labor disturbance, inability to secure sufficient labor, technical, or other personnel, failure,

impairment or lack of adequate transportation facilities, inability to obtain, or condemnation, requisition or commandeering of necessary supplies or equipment, local, state or federal law, ordinance, rule, order, decree or regulation, whether legislative, executive, or judicial, and whether constitutional, or act of God. Should RWS 2008 terminate this agreement pursuant to the provision of this paragraph the Exhibitor waives any and all claims for damages and agrees that RWS 2008 may, after computing the total amount of RWS 2008 cost and expenses in connection with its preparation for and conducting of the RWS 2008 Show, (including a reasonable reserve for claims and other contingencies Space reductions are considered cancellations and may be subject to cancellation fees.

### 6. Exhibit Booth Manning and Dismantling Schedule

A representative must man exhibit space during all times when Exhibition is officially open. Exhibit space must be maintained in a neat and orderly manner throughout the Exhibition. Exhibitors may begin dismantling **only** after Wednesday, 23 January 2008 at 5:00pm. Move-out **must** be completed by Tuesday, 22 January 2008 at 7:00am. Exhibitors are responsible for removal of all materials used in their display. Any exhibitor leaving materials after 24 January 2008 at 10:00am will be charged for the materials' removal. Failure to observe this rule, including early dismantling, will result in a \$500 (U.S. Currency) fine and may jeopardize the exhibitor's space assignments or right to exhibit at future conferences sponsored by the MTT Society.

### 7. Loss or Damage

Exhibitor agrees that RWS 2008 shall not be liable for any damage or liability of any kind or for any loss, damage or injury to persons or property during the term of this agreement, from any cause whatsoever by reason of use, occupation and enjoyment of exhibit space by Exhibitor or any person thereon with the consent of Exhibitor, and that Exhibitor will defend, indemnify and save harmless, RWS 2008 from all liability whatsoever, on account of any such damage, or injury, whether or not caused by negligence or breach of an obligation by Exhibitor or its employees or representatives.

Exhibitor will be liable for all damages or liability of any kind or for any loss, damage or injury to persons or any property during the show from any cause whatsoever by reason of use, occupation and enjoyment of exhibit space.

### 8. Demonstrations

No demonstrations or solicitations shall be permitted outside of the Exhibitor's assigned space, and no signs or placards may be displayed on persons or otherwise outside exhibit spaces.

### 9. Compliance

The Exhibitor assumes all responsibility for compliance with all pertinent ordinances, regulations and codes of duly authorized local, State and federal governing bodies concerning fire, safety and health, together with the rules and regulations of the operators and/or owners of the property wherein the Show is held.

### 10. Unions

It is further agreed that the Exhibitor will abide by and comply with rules and regulations concerning local unions having agreements with the Show Facility or with authorized contractors employed by RWS 2008.

### 11. Management

The Exhibitor further agrees that the conditions, rules and regulations of the RWS 2008 management are made a part of this contract and that said Exhibitor agrees to be bound by each and all of these rules and regulations, and that the management shall have the full power to interpret, amend and enforce all rules and regulations in the best interest of the Show.