



# 2019 EXHIBIT SPACE CONTRACT

WEDNESDAY | NOVEMBER 13, 2019 | NAVY PIER | CHICAGO, IL | LEDSPECIFIERSUMMIT.COM

## EXHIBITOR INFORMATION

*Used for your exhibit identification, event directory, event website exhibitor listings, badges, etc.*

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_  
 Company Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Parent Company (if applicable): \_\_\_\_\_ Website: \_\_\_\_\_  
 Primary Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Billing Contact: \_\_\_\_\_ Email: \_\_\_\_\_  
 At-Show Contact: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Contact to Receive Exhibitor Kit: \_\_\_\_\_ Email: \_\_\_\_\_  
 Sponsoring Agency: \_\_\_\_\_  
 Company Twitter Handle: \_\_\_\_\_ Facebook: \_\_\_\_\_ Instagram: \_\_\_\_\_

I understand this application becomes a binding contract when accepted by Show Management. I understand that our deposit and payments are not refundable, and I agree to remit the balance according to the payment schedule below. I agree to abide by the Conditions/Rules & Regulations detailed on page 2 of this contract and published in the exhibitor kit. I also agree not to sublet my space or share it with non-exhibiting suppliers.

**Signature Required >**

Agreed to by \_\_\_\_\_ Date \_\_\_\_\_

## BOOTH REQUEST & FEES

*Booth will be assigned by Show Management.*

**AGENCY RATE: \$2,800 / 10'x10' space**

**NON-AGENCY RATE: \$3,200 / 10'x10' space**

Number of spaces: \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_ Total

### PACKAGE INCLUDES:

8-foot-high background curtain, a 33-inch-high side rail curtain divider and a two-line ID sign bearing the company name as it appears on the space rental agreement, a 6' X 2' draped table, 2 chairs, a wastebasket, and 2 food vouchers. *Carpet and electricity must be purchased separately by the exhibitor.*

### PAYMENT SCHEDULE & REMITTANCE

- 20% booth payment due upon contract signing
- Additional 40% booth payment due May 17, 2019 (exhibitors will be invoiced approximately 30 days prior)
- Final 40% booth payment due September 13, 2019 (exhibitors will be invoiced approximately 30 days prior)

**Make checks payable to Exponation LLC. Mail to 50 Glenlake Parkway, Suite 430 | Atlanta, GA 30328.**

For other payment options (credit card or wire transfer), contact:  
 Exhibitor Services Manager: Cassie Cantrell, t: 770-817-5913;  
 ccantrell@exponation.net

LED Specifier Summit(LEDSS) reserves the right, in its sole and absolute discretion, to determine who will be permitted to display products as an exhibitor, and the size, location and configuration of exhibition space for which application is made.

Exhibitors may use another company's products or technology to display their own products or technology. However, two rules apply for this practice:

1. If the product or technology you are using comes from another LEDSS exhibitor: Small static (max. 12" X 6") signage is allowed to identify the company's product(s) being used.
2. If the product or technology you are using comes from a company NOT EXHIBITING at LEDSS:
  - a. No form of promotion of that company's products or technology is permitted within your exhibit space, including distribution of their brochures or sales materials.
  - b. Personnel from that company ARE NOT permitted to work in your exhibit during the show.
  - c. Personnel from that company ARE NOT permitted to be badged as if they were employees of your company.

**COMPLETE CONTRACT - INCLUDING INITIALS**

**ON PAGE 2 - AND EMAIL TO:**

**Jeanne Phillips, Sales Director - [jphillips@exponation.net](mailto:jphillips@exponation.net)**

DO NOT COMPLETE BELOW THIS LINE—FOR EXPO MANAGEMENT USE ONLY

Application received by \_\_\_\_\_ Date \_\_\_\_\_

## EXPOSITION CONTRACT CONDITIONS/RULES & REGULATIONS

**The following terms and conditions shall apply to this agreement and are binding upon the parties hereto:**

1. Exhibit space assignments will be made on a first-come, first-served basis and only on receipt of the required advance deposit. The entire amount is due based on the payment schedule on the face of this contract. Deposit and subsequent payments are not refundable. Payments not received according to the payment schedule will result in exhibit cancellation with no refund of previous deposits. If the event is cancelled for any reason, exhibitor will receive a full refund.

2. Exhibit space is open for sale to manufacturers of architectural and commercial LED lighting products, controls and technologies. Event Management reserves the right to determine eligibility of exhibitor for inclusion in the Event, prior to or after execution of the agreement.

3. Cost of in-line space includes an 8-foot-high background curtain, a 33-inch-high side rail curtain divider and a two-line ID sign bearing the company name as it appears on the space rental agreement, a 6' X 2' draped table, 2 chairs, a wastebasket, and 2 food vouchers. **Carpet and electricity must be purchased separately by the exhibitor.** Bulk space (space greater than in-line) is supplied as an "island" and back wall/sidewall curtaining and ID sign is not supplied.

4. Exhibitors are not permitted to assign or sublet a space that is allotted to them by this agreement. Nor shall they exhibit, or permit to be exhibited in their space, any merchandise, logos or advertising materials which are not part of their company's regular products or services.

5. Installations of exhibits must be done between 12:00 PM and 8:00 PM on Tuesday, November 12, 2019 and 7:00 AM to 8:30 AM on Wednesday, November 13, 2019 (no freight deliveries allowed on Wednesday, November 13, 2019). If any exhibit is not set up and in order by 10:00 AM on Wednesday, November 13, 2019, Event Management reserves the right to assign that exhibit space to another company, or make such other use of the space as deemed necessary or appropriate with no refund eligible to the exhibitor. Set-up hours are subject to change by Event Management.

6. Event hours are: Wednesday, November 13, 2019: 10:00 AM to 6:00 PM. Event hours are subject to change by Event Management.

7. Exhibits are to be kept intact until the closing of the event at 6:00 PM on Wednesday, November 13, 2019. It is also specifically noted that all exhibits must be removed by 12:00 PM on Thursday, November 14, 2019. It is also agreed that exhibit material not removed by this time and date will be declared abandoned and removed by Event Management at the exhibitor's expense and disposed of at Event Management's discretion.

8. Event Management reserves the right to decline to permit an exhibitor to conduct and maintain an exhibit if, in the sole judgment of Event Management, said exhibitor or exhibit, or proposed exhibit, shall in any respect be deemed unsuitable. This reservation relates to persons, conduct, articles of merchandise, printed matter, souvenirs, catalogs, and any other thing, without limitation, which affects the character of the exhibit and, therefore, the show. The use of loudspeakers, recording equipment, television sets and radios, or the use of lighting products or operating machinery which is sufficient brightness or volume to annoy neighboring exhibitors will not be permitted. Such equipment, if permitted, must be within the confines of the contracted exhibit space and facing inward (not toward the aisles).

As relates to in-line booths, no part of the display in the forward half of the booth may be above 4 ft. high. In the rear half of the booth, materials must be no higher than 8 feet. The reverse side of any wing panels (sides of the exhibits extending from the back exhibit wall) must be draped so as not to be objectionable to neighboring exhibitors or the main aisles and will not feature logos or product info.

As relates to bulk space or "island" installations, no portion of the exhibit may be above 16 feet in height without show management being provided a complete and detailed perspective drawing of the exhibit, with release absolving show management and sponsors of any responsibility for liability in the event of structure failure. Such release shall include a certificate of insurance naming show management and sponsors as additional insureds for liability in the amount of \$1,000,000. Cost of such insurance shall be borne by the individual exhibitor.

9. Serving of beverages or food by exhibitors is prohibited by the management during show installation or removal hours.

10. Distribution of literature and souvenirs from table to table or in the aisles is forbidden. Exhibitors must confine their exhibit activities to their contracted exhibit space.

11. It is specifically declared that all exhibitors will confine their activities to conform to specifications set out for the exhibit hall by the general agreements between LED Specifier Summit and exhibition hall management, and also for specifications for the exhibit hall and the directions of the Fire Marshal's office for exhibits within the hall.

12. Exhibitor agrees to protect, save and hold LED Specifier Summit, Exponation LLC, Navy Pier, Shepard Exposition Services and all agents and employees thereof (hereinafter collectively called Indemnitees) forever harmless for any damages or charges imposed for violation of any law or ordinance, whether occasioned by the negligence of the exhibitor or those holding under the exhibitor, and save, and hold harmless the Indemnitees against and from any and all losses, costs, or damage, from or out of or by reason of said exhibitor's occupancy and use of the event premises, or any part thereof. Watchmen will be furnished, but the furnishings of such watchmen will not be deemed to affect the non-liability of this section of agreement. If insurance is desired, it must be secured by the exhibitor. It is recommended that exhibitors take individual precautionary measures such as securing easily transportable articles of value and their removal to a place of safekeeping after exhibit hours or while the exhibit space is not manned. It is further agreed that all material brought by the exhibitor is the responsibility of the exhibitor and that event management hereby disclaims all responsibility for these articles. The parties hereto acknowledge that the foregoing disclaimer of liability has been negotiated between the parties and is reflected in the charges applicable to this agreement.

13. Exhibitor agrees to provide a current Certificate of Insurance evidencing at least \$1,000,000 in liability insurance in force and indicating Exponation LLC, LED Specifier Summit, Shepard Exposition Services and Navy Pier as additional insureds with the Certificate Holder indicated as Exhibitor Services Department, LED Specifier Summit, 50 Glenlake Parkway Suite 430, Atlanta, GA 30328 at least 60 days prior to the move-in date (September 13, 2019).

14. In the event of postponement of the event for any cause, it is agreed that event management shall have a period of 90 days from the postponement date to reschedule and reproduce the event. If the event is rescheduled and reproduced within this period, it is agreed that all aspects of this agreement remain intact and that the table exhibitor will reschedule their exhibit in order to participate in the rescheduled exposition.

15. It is specifically agreed that event management has the right to amend or alter the terms and conditions of this agreement from time to time as need arises provided event management gives adequate notice (10 days) to the exhibitor. Each exhibitor, for themselves, agents and employees, agrees to abide by the Contract Terms & Conditions as published by Event Management and noted herein and any future modifications as described by this paragraph and all rules and regulations published in the official Exhibitor Services Kit.

16. It is agreed that all disputes arising from this agreement or participation in the event described by this agreement shall be adjudicated under Georgia law in the courts of Fulton County, Georgia.

17. It is agreed that Exponation, LLC and its authorized vendors are permitted to contact exhibitor via email.

18. Exhibitor shall be solely responsible for all intellectual property, media and other content, in any and all formats (collectively, the "Content"), which is displayed, published, demonstrated, played, or otherwise found within its exhibit. Exhibitor warrants that it has the right to display, publish, demonstrate, play, or otherwise use the Content within its exhibit, and that such use does not infringe the intellectual property and other rights of third parties. Exhibitor further warrants that its use of the Content in its exhibit is and shall be compliant with all applicable laws, statutes, rules and regulations and contract regarding the use of the Content.

**Initial here to acknowledge agreement to contract conditions, rules and regulations.**