

# Congress Manual

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## INSTRUCTIONS

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1. Please read this contract carefully and print or type all information requested.
2. Complete and sign original copy and remit with 50% deposit of total Exhibit Space rental to: **MAKE CHECKS PAYABLE TO:**
3. Confirmation of your booth assignment will be sent to you in the form of one signed copy of this contract.

## BOOTH SPACE SELECTION

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Please refer to the accompanying Exhibit Hall Floor Plan and select desired space in order of preference.  
BOOTH CHARGES ARE BASED ON A COST OF 760 EUR / m<sup>2</sup> BOOTH.

**Order of preference:**

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**Companies from which you desire separation:**

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**Companies you wish to be near:**

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## SPONSORSHIP

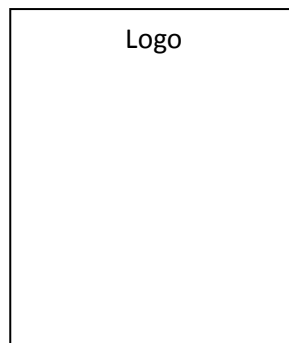
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**A.**

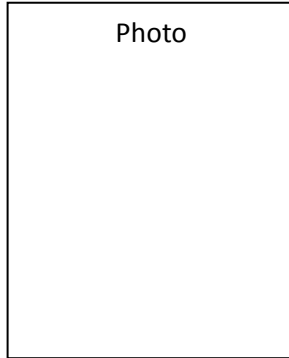
... **Gold – COST 4500 EUR**

Sponsors logo with **Gold medal**, company's chief photograph with no more than **70 words** of company's explanation will be added to the Congress website

Sponsors logo:



Company's chief photographs:



Company's Explanation (No more than 70 words):

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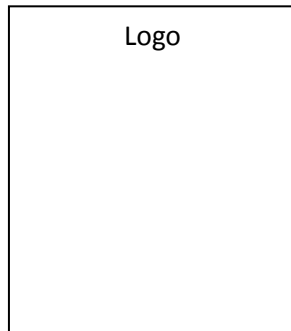
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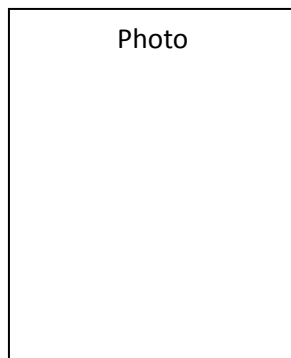
... **Silver – COST 3600 EUR**

Sponsors logos with **Silver medal**, company's chief photograph with no more than **35 words** of company's explanation will be added to the Congress website

Sponsors logo:



Company's chief photographs:



Company's Explanation (No more than 35 words):

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... **Bronze - COST 2700 EUR**

Sponsors logos with **Bronze medal**, company's chief photographs will be added to the Congress website

Sponsors logo:

Logo

Company's chief photographs:

Photo

**B. Company's Oral Presentation and Promotion:**

For 1 min talking cost is 360 EUR and should be no more than 5 min

**DISPLAY DESCRIPTION**

The following items/information will be displayed in our booth(s) and should appear as written below:

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Address and telephone number to be listed. If different from information listed below:

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## COMPANY LIAISON

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Name of person in charge of exhibit, and to whom instructions should be sent (include address and telephone if different from below):

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Congress, in its sole discretion, reserves the right to make changes in space assignment that it deems are in the overall best interest of the Exhibit.

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Enclosed herewith is a 50% deposit of the total Exhibit Space Rental. In accordance, the undersigned agrees to the following provisions: Space will be assigned by Congress on the basis of the order in which the Application/Contracts are received. If Exhibitor fails to pay the balance of space rental on or before Exhibitor's right to exhibit may be cancelled without further notice or refund of any deposit. If Exhibitors cancels its participation in the Exhibit, such cancellation shall be considered a default on its part, and any monies paid hereunder shall be retained by Congress as liquidated damages. EXHIBITOR AND CONGRESS SHALL BE BOUND BY THE TERMS, CONDITIONS AND RULES for exhibiting in a Congress Exhibit which has been received and considered as part of this agreement.

COMPANY/ORGANIZATION \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ TELEPHONE ( ) \_\_\_\_\_

BY \_\_\_\_\_ DATE \_\_\_\_\_

(authorized signature) (Please Print) NAME \_\_\_\_\_

TITLE \_\_\_\_\_

(authorized signature) (Please Print)

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### FOR CONGRESS USE ONLY

Total Booth Space Rental \_\_\_\_\_ Contract Received \_\_\_\_\_  
Amount of Deposit \_\_\_\_\_ Date Space Confirmed \_\_\_\_\_  
Balance Due on Space Rental \_\_\_\_\_ Booth Assigned \_\_\_\_\_  
Balance on Space Rental Received \_\_\_\_\_ By \_\_\_\_\_

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Terms, Conditions and Rules for Exhibiting in a Congress-Sponsored  
Exhibit

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## **1. PURPOSE OF EXHIBIT**

International Congress on Advanced Earthquake Resistant Structures 2016 (hereinafter AERS2016) is an educational, scientific and technical society organized to provide a mechanism for promoting interchange between the various disciplines represented within the information processing communities. As such, it sponsors Congress as one means of accomplishing this end. The main purpose of this Congress is educational and the exhibit staged in conjunction with the technical sessions is a vital element of this education's process. No selling, price posting or order taking will be permitted on the exhibit floor or other areas controlled by AERS during the exhibition.

## **2. INDEMNITY AND LIMITATION OF LIABILITY**

Neither AERS, Region or Chapter, nor the host Hotel/convention facility (hereinafter Exhibit Building, nor any of its officers, agents employees or other representatives shall be held liable for, and they are hereby released from liability for, any damage, loss, harm or injury to the person or property of the Exhibitor or any of its visitors, officers agents, employees or other representatives, resulting from their theft, fire, water or accident or any other cause. The Exhibitor shall indemnify, defend and protect AERS and the Exhibit Building and save AERS and the Exhibit Building, harmless from any and claims, demands, suits, liability damages, loss, costs, attorneys fees and expenses of any kind which might result from or arise of any action or failure to act on the part of the Exhibitor or its officers, agents, employees or other representatives. It is the responsibility of the Exhibitor to maintain proper insurance cover be for it's property and liability.

## **3. ASSIGNMENT OF EXHIBIT SPACE**

AERS shall assign the Exhibit Space to the Exhibitor for the period of the Exhibit (provided the Exhibit Building is made available to AERS) in priority order passed on receipt of enclosed contract Such assignment is made for the period of this Exhibit only and does not imply that the same or similar space be held or offered for future exhibits. Every effort will be made to respect the Exhibitor's space choices whenever possible, but AERS 's decision will be final. AERS reserves the right to transfer assignments when such action is deemed to be in the best interest of the total exhibition. AERS reserves the right to withdraw its acceptance of this Application/Contract if it determines in its sole discretion that the Exhibitor is not eligible to participate or the Exhibitor's product or services is not eligible to be displayed in this Exhibit.

## **4. USE OF EXHIBIT SPACE**

An exhibitor shall not assign to a third party its right hereunder to the Exhibit Space or any portion thereof without the prior written consent of AERS, which it may withhold at its sole discretion if such consent is given, the Exhibitor shall assume full responsibility for the conduct of the assignee and all its representatives, and the Exhibitor shall not charge its assignee more than a proportionate share of the exhibit fee based upon the amount of Exhibit Space assigned.

## **5. EXHIBIT HOURS**

AERS will establish exhibit hours and reserves the right to make choices, however, such changes will be made as far in advance of the exhibition as possible Each Exhibitor is required to keep at least one attendant in his booth during a11 exhibit hours; failure to do so may result in removal of his exhibit from the show at his expense.

## **6. INSTALLATION AND DISMANTLING**

The Exhibitor explicitly agrees that in the event he or she fails to install his or her products in assigned Exhibit Space or fails to remit payment for required space rental at time specified AERS shall have the right to take possession of said space and lease same or any part thereof to such parties and upon such terms and conditions as it may deem proper in addition the Exhibitor shall not dismantle or otherwise interfere with the orderly conduct and display of the exhibits until the Exhibit Floor is finally closed to the public.

## **7. DISPLAYS AND DECORATIONS**

Merchandise, signs, decorations or display fixtures shall not be pasted, taped, nailed or tacked to walls. No Exhibit, merchandise or equipment shall be left in any aisle, but shall be confined to Exhibit Space No signs or advertising devices shall be displayed outside Exhibit Space or protecting beyond limits of Exhibit Space as to interfere with any neighboring Exhibit.

## **8. UNION LABOR**

Exhibitor must comply with all union regulations applicable to installation, dismantling and display of the exhibits.

## **9. FIRE REGULATIONS**

Exhibitor shall not pack merchandise in paper, straw, excelsior or any other readily inflammable materials. All cartons stored in the Exhibit Building shall be emptied of contents Exhibitor shall use no inflammable decorations or covering for display fixtures and all fabrics or other material used for decoration or covering shall be flameproof. If required by local law or ordinances, Exhibitor shall have on hand in its Exhibit Space a notarized affidavit establishing that its display material has been treated during the last year by an approved chemical. All wiring devices and sockets shall be in good condition and meet the requirements of local law.

## **10. BOOTH EQUIPMENT AND SERVICES**

Space rental includes those terms listed in the accompanying exhibit brochure or letter.

## **11. STORAGE AND PACKING CRATES AND BOXES**

Exhibitor will not be permitted to store packing crates and boxes in the booth or the Exhibit Hall during the Exhibit but these, when properly marked will be stored and returned to the booth by service contractors. It is the Exhibitor's responsibility to mark and identify all crates and boxes. Crates and boxes not properly labeled may be destroyed. No trunks, cases or packing material shall be brought into or out of the Exhibit Space during exhibit hours.

## **12. CONTRACTOR SERVICES AND INFORMATION**

AERS has in the best interest of the Exhibitor, selected certain firms to serve as the official contractors to provide necessary services to Exhibitors Complete information, instructions and schedule of prices regarding drayage, labor for set-up and dismantling, electric work, furniture, special cleaning services, etc. will be included in the Exhibitor Service Kit to be forwarded after space has been confirmed. An Exhibitor Service Center will be maintained on the Exhibit Floor to facilitate service requests from the Exhibitor. AERS assumes no responsibility or liability for any of the services performed or materials delivered by the foregoing persons and parties.

## **13. OBSERVANCE OF LAWS**

Exhibitor shall abide by and observe all laws, rules regulations and ordinances of any applicable government authority and all rules of the Exhibit Building.

## **14. CANCELLATION OR TERMINATION OF EXHIBIT**

If because of war, fire, strike, Exhibit facility construction or renovation project, government regulation, public catastrophe, Act of God, or the public enemy or other CAUSE beyond the control of AERS, the Exhibit or any part thereof is prevented from being held, is canceled by AERS or, the Exhibit Space becomes unavailable, AERS, in its sole discretion, shall determine and refund to the Exhibitor its proportionate share of the balance of the aggregate exhibit fees received which remains after deducting expenses incurred by AERS and reasonable compensation to AERS. In no case shall the amount of refund to Exhibitor exceed the amount of the exhibit fee paid.

## **15. EXHIBITOR CANCELLATION**

Cancellation of any portion of this Application/Contract by the Exhibitor will be accepted upon the following refund schedule: At least 90 days-50% of contract. Less than 90 days-no refund Except as the Exhibitor's rental obligation may be reduced as set forth in the preceding sentence, the Exhibitor is responsible for total

booth rental irrespective of the reason for the cancellation by the Exhibitor because of the failure of an Exhibit to arrive for any reason.

## **16. EXHIBITOR CONDUCT**

Exhibitor and its representatives shall not congregate or solicit trade in the aisles. The prior written consent of AERS is required for the employment or use of any live model, demonstrator, solicitor or device for the mechanism reproduction of sound. Such employment or use shall be confined to the Exhibit Space. AERS, in its sole and absolute discretion, may withdraw its consent at any time, in which event Exhibitor shall terminate such activity immediately. All promotional plans must be submitted to AERS for approved. Distribution of pamphlets, brochures or any advertising matter must be confined to the Exhibit Space. Exhibitors are prohibited from bringing alcoholic beverages into the Exhibit Area. Exhibitor shall refrain from any action that will distract attendees from attendance at the Exhibit during open hours. Exhibitor shall not lead attendees from one Exhibit Space to another or to elevators or escalators. Exhibitors or any of its representatives shall not conduct itself in a manner offensive to standards of decency or good taste.

## **17. PHOTOGRAPHS**

No photographs shall be taken without prior consent of AERS or the Exhibitors involved.

## **18. AGREEMENT TO TERMS CONDITIONS AND RULES**

Exhibitor agrees to observe and abide by the foregoing Terms, Conditions and Rules and by such additions Terms, Conditions and Rules made by AERS from time to time for the efficient or sale operation of the Exhibit, including but not limited to, those contained in this contract. In addition to AERS's right to close an Exhibit and withdraw its acceptance of this Application/Contract AERS in its sole judgment, may refuse to consider for participation in future Exhibits an Exhibitor who violates or fails to abide by all such Terms, Conditions and Rules. There is no other agreement or warranty between the Exhibitor and AERS except as set forth in this document. The rights of AERS under this contract shall not be deemed waived except as specifically stated in writing and signed by an authorized representative of AERS.