

'Quality from End to End'

March 2-6, 2015

Hilton St. Petersburg Bayfront | St. Petersburg, Florida

Each exhibitor must complete the Workshop Registration Form and pay the applicable fees **in advance**. Exhibitor's fee is for the **exhibit space only**. BOTH the completed *Application for Exhibitor Space* and a signed copy of *Exhibitor Terms and Conditions* are to be submitted to pspain@teledyne.com by **January 15, 2015**.

APPLICATION FOR EXHIBIT SPACE

Firm: _____

Exhibit Contact: _____ IEEE Membership #: _____

Booth Attendee's Badge Name _____ Email: _____

Address _____ City _____ State _____ Zip _____ Country _____

Phone _____ Fax _____

Web site _____

- We will exhibit the following products, services, and/or technologies: Please fill in if you wish to stage an in-water demonstration (at the University of Southern Florida).
-
- Location preferences or conditions (Proximity to other exhibitors, etc.):
-
- Logistical preferences or conditions (internet, electrical power, phone line, etc.):
-
- Please attach a Company Backgrounder (**80-100 words**) in an MS Word file.

Payment Information [*due with application*]: Payments are to be by check, Visa, Master Card, or Discover. Fee schedule is found in the section titled **EXHIBIT TERMS AND CONDITIONS**. Checks are payable to: IEEE/OES/CWTM 2015 [in U.S. funds only]. For credit card payment, once we receive your application, we will send you an email with link for posting payment through our secure credit card gateway.

Mail forms, and if applicable, check payment to:

Dr. Peter Spain
IEEE/OES/CWTM 2015
Teledyne RD Instruments
14020 Stowe Dr.
Poway, CA 92064, USA

Shipping and Handling: Please ship all boxes for arrival NOT earlier than (7) business days prior to the conference start date. Boxes should be labeled:

Hilton St. Petersburg Bayfront

Attn: Ywende Rominiyi | Conference Services Manager | CWTM 2015 Conference – (EXHIBITOR NAME)
 333 1st Street South | St. Petersburg FL 33701 | USA
 ph: +1 727 825 7018 | fax +1 727 823 4797

There is a \$12 per box fee (payable to hotel) for moving boxes to your exhibit space. An additional charge will apply for return shipping. Please come prepared with your UPS or Fed-Ex account number for any return boxes.

EXHIBIT TERMS AND CONDITIONS

- 1. Contract.** This application properly executed by the applicant (Exhibitor) shall, upon written acceptance and notification of space assigned by the IEEE/OES/CWTM Eleventh Workshop Committee (“Exhibits Committee), constitute a valid and binding contract.
- 2. Assignment of Space.** Exhibits Committee will assign booth spaces in the order of applications received with fee. Both before and after initial space allocations, we will try to satisfy requests re booth assignment; however, the Exhibits Committee reserves the right to make final assignments.
- 3. Exhibit Space and Registration Fees.** **Booths are 6 ft. deep by 10 ft. wide** in an exhibit hall adjacent to the conference hall. Ample time is allocated for attendees to visit exhibits. Paper presentations are in a single forum so we encourage exhibitors to attend and we request booths being vacated during the papers.

Exhibit Booth Fee**

	<u>Before 15 January</u>	<u>After 15 January</u>
Exhibit Booth space	\$1100	\$1600
First-time Exhibitors	\$ 950	\$1200
Lunch Guests	\$ 45	\$ 45

***Booth fee includes in-hall and on-water space only -- ALL booth staff must be paid registrants of conference*

Workshop Registration fee includes one admission to the technical sessions, exhibit area, and all social events, as well as a CD copy of the Conference Proceedings.

<u>Full Workshop</u>	<u>Before 2 February</u>	<u>After 2 February</u>	<u>Advance 1 Day*</u>	<u>On Site (per day*)</u>
IEEE Member	\$600	\$675	\$200	\$225
Non-Member	\$735	\$810	\$245	\$270
Life Member	\$525	\$600	\$175	\$200

4. Cancellations. In the event of a booth cancellation prior to February 1, 2015, the Exhibitor will be assessed a 10% cancellation fee. Thereafter the cancellation fee will be 20% until two weeks prior to the conference, after which no monies will be refunded.

5. Exhibitor Services. The following will be provided without charge:

- Electrical service
- Wireless internet
- Daily janitorial service to booth

Please note: The exhibit area will be locked overnight

6. Exhibit Setup and Breakdown

Setup: Monday, March 2: 3-10pm

Breakdown: Thursday, March 5, after 4:30pm or Friday am

7. Nature of Exhibits. The Exhibits Committee retains the right to maintain standards of appearance and exhibit conduct in the best interest of the conference and exhibitors. Exhibitor agrees to limit distribution of material to the spaces agreed under this contract. Exhibitor agrees to not conduct business in entrances, exits, and walkways.

8. Compliance. Installation, maintenance, and operation of exhibits are the sole responsibility of the Exhibitor. Exhibitors shall comply with all State, Federal, and Local laws concerning fire, safety, and health, as well as rules and regulations at the Hilton St. Petersburg.

9. Loss or Damage Exhibitor agrees with IEEE/OES/CWTM and the *Hilton St. Petersburg Bayfront Hotel* that neither IEEE/OES/CWTM nor the *Hilton St. Petersburg Bayfront Hotel* shall be liable for any damage or liability of any kind during the term of this agreement. This includes damage or injury to persons or property from any cause whatsoever by reason of use, occupation, and enjoyment of exhibit space by Exhibitor or any person thereon with consent of Exhibitor. Exhibitor will hold harmless both IEEE/OES/CWTM and the *Hilton St. Petersburg Bayfront Hotel* from all liability whatsoever on account of such damage, or injury, whether or not caused by negligence of or breach of an obligation by Exhibitor or its employees or representative.

10. Management. Exhibitor agrees that the conditions, rules, and regulations (“rules”), herein stated are made a part of this contract. Exhibitor agrees to be bound by each and all “rules” and that the Conference Committee shall have the full power to interpret, amend, and enforce all “rules” in the best interest of the conference, provided any amendments shall not substantially diminish rights or increase liability of an Exhibitor and are provided in written notice to Exhibitors.

Company: _____

Official: _____ **Date:** _____