

EXHIBITOR/SPONSOR CONTRACT: HFES 52nd ANNUAL MEETING

We hereby contract with the Human Factors and Ergonomics Society for exhibit space as described below in conjunction with the HFES 52nd Annual Meeting, to be held at the New York Marriott Marquis Times Square in New York City.. Official opening is at 3:00 p.m. on **Tuesday, September 23, 2008**. The undersigned has read the enclosed rules and regulations of the HFES 52nd Annual Meeting established by HFES and agrees to abide and be bound by said rules. Spaces confirmed are not transferable; a service charge of \$350 applies if exhibitor cancels prior to August 22, 2008. Cancellations between August 23 and September 5 are subject to a \$500 service charge. (No refund given for tabletop displays.) **No refunds after September 6, 2008**. Detailed exhibitor decorator kits will be sent in May. **NEW!** Reserve your booth, ad, or sponsorship online at <https://www.signup4.net/Public/ap.aspx?EID=HFES12E>.

EXHIBIT BOOTH RENTAL INFORMATION

Rental of booth space includes standard drapery equipment, table, two chairs, and an identification sign. Tabletop displays include one skirted table, one chair, and an identification sign.

DEPOSIT: The minimum deposit is \$850 per booth. Payment in full is required for reserving tabletop displays. Booths are assigned on a first-come, first-served basis.

CHECK ONE:

- ___ Single booth (10 x 10') \$2640
___ Double booth (10 x 20') \$3960
___ Triple booth (10 x 30') \$6000
___ Tabletop display \$1020
___ Other booth size Call for availability and price

BOOTH SELECTION: List first, second, and third choice:

1. _____ 2. _____ 3. _____

TABLETOP SELECTION: List first, second, and third choice:

1. _____ 2. _____ 3. _____

SIGN WORDING: Please type or print clearly:

LOCATION: Please specify companies and/or types of companies you wish to be near: _____

do not wish to be near: _____
HFES will make reasonable efforts to but cannot guarantee that it will accommodate exhibitors' requests.

PRODUCTS/SERVICES TO BE DISPLAYED: This item must be completed in order to reserve exhibit space (use separate sheet if necessary). Exhibitors will be limited to the display described below. Any changes to this item are subject to the written approval of HFES.

EXHIBITOR INFORMATION

Contact name: _____

Company: _____

Address: _____

City/state/zip: _____

Phone: _____ Fax: _____

E-mail: _____

Signature: _____

Date contract signed: _____

EXHIBITOR BADGES: Each paid exhibitor will receive four badges and may purchase additional exhibitor-only badges. There is a limit of five exhibit staff in the booth at any given time. See page 2.

WEB SITE LINK: HFES will provide a Web site link to your company's site from the HFES 52nd Annual Meeting site. Enter your Web URL here (please print):

GUEST PASSES: Each exhibitor may invite guests to view the exhibit hall only for one day. Simply instruct your guests to go to the HFES 52nd Annual Meeting registration counter and request a free one-day exhibit pass.

ADVERTISING AND SPONSORSHIP

ADVERTISING: Exhibitors receive discounts on advertising in the *HFES Bulletin, Ergonomics in Design*, the Annual Meeting Program, and the daily on-site newsletter. See the attached form. **Ads must be paid in full;** payment is due on the art due date noted on the 52nd Annual Meeting Advertising Reservation Form or submitted with the exhibit deposit. Contact Lois Smith at HFES (lois@hfes.org, 310/394-1811) or Dick Bublitz (800/485-5029, dick-rcb@juno.com) if you have any questions.

SPONSORSHIPS: Sponsorship opportunities are described on the Sponsorships Invitation page (<http://www.hfes.org/web/HFESMeetings/08AMsponsorships.html>) and include the Plenary Session, e-mail stations, coffee breaks, and portfolios. Reservations are accepted on a first-come, first-served basis and must be accompanied by payment in full. **Due dates vary; please see the Sponsorship page.** For details, contact Dick Bublitz, 800/485-5029, 818/992-0366, dick-rcb@juno.com.

EXHIBITOR DESCRIPTION: HFES will publish a 35-word description of your products or services in the daily on-site newsletter. Send your description as soon as possible to Lois Smith (lois@hfes.org).

REMITTANCE INFORMATION

Booth space fee enclosed \$ _____

Tabletop fee enclosed _____

Sponsorship fee enclosed _____

Activity sponsored: _____

Advertising space enclosed _____

TOTAL AMOUNT ENCLOSED \$ _____

Credit Card Information (check one): ___ VISA ___ MC ___ AMEX

Name on card: _____

Card number: _____

Expiration: _____ Signature: _____

Please send completed form with payment (checks payable to **Human Factors and Ergonomics Society**) to the following address. Thank you!

HFES Exhibits, c/o R. C. Bublitz & Associates
22247 Burbank Blvd., Woodland Hills, CA 91367
Phone 800/485-5029 or 818/992-0366
Fax 818/992-0366
E-mail dick-rcb@juno.com

FOR OFFICE USE ONLY: Date received: _____

Amount received: _____ Check number: _____

Balance due: _____ Balance received: _____

HFES EXHIBIT REGULATIONS

1. **ASSIGNMENT OF SPACE:** Assignment of space will be made on a first-come, first-served basis. The Human Factors and Ergonomics Society reserves the right of final decision and the right to amend floor plans or relocate exhibits as necessary.
2. **PAYMENT FOR SPACE:** The rate per single booth is \$2640, double booth is \$3930, and triple booth is \$6000. Payment in full must accompany the exhibitor's application. In the event of withdrawal prior to **August 22, 2008**, all fees paid for exhibit space will be returned to the exhibitor less a \$350 service charge. Between August 23 and September 5, a service fee of \$500 will be made for cancellations. No refunds will be given for tabletop displays. Exhibitors who withdraw after September 6, 2008, are not eligible for any refund.
3. **LIABILITY:** Neither the sponsor nor its agents or representatives will be responsible for any injury, loss, or damage that may occur to the exhibitor or to the exhibitor's employees or property from any cause whatsoever. Under no circumstances will sponsor be liable for lost profits or other incidental or consequential damages. The sponsor shall not be liable for failure to perform its obligations under this contract as a result of terrorism, strikes, riots, acts of God, or any other cause beyond its control. Anyone visiting, viewing, or otherwise participating in the exhibitor's exhibit is deemed to be the invitee or licensee of the sponsor. The rights of the sponsor under this contract shall not be deemed waived except as specifically stated in writing and signed by an authorized officer of the sponsor. This contract shall be governed by California law.
4. **INSURANCE:** Sponsor shall provide guard service during the hours that the exhibit area is closed. In all cases, exhibitors wishing to insure their goods must do so at their own expense.
5. **RESPONSIBILITY OF THE EXHIBITORS:**
 - a. The exhibitor is responsible for damage to property. No signs or other articles may be attached to walls, doors, etc., in such a manner as to deface or damage them. Likewise, no attachments may be made to the floors by nails, screws, or any other device which would damage or mar them.
 - b. Exhibits must be self-contained within the booth area assigned, and no chairs, furniture, or exhibit materials are to be placed outside the booth area, nor set up in such a manner as to block any exits.
 - c. Exhibitors displaying equipment where there is a possibility of oil dripping or other foreign matter must provide a tarpaulin or other adequate protection to the floor or carpet.
6. **BOOTHS:** Backwall and sidewall draping, table, two chairs, and booth identification sign are provided without charge to the exhibitor. Any substitutions or special arrangements require prior approval by an HFES representative. Additional booth furnishings may be obtained at the exhibitor's expense from the official decorator. Labor to help exhibitors erect and dismantle their exhibits may also be obtained through the decorator's convention services department. A complete exhibitor's service kit will be sent to each exhibitor.
7. **TABLETOP DISPLAYS:** A 6' x 30" skirted table, chair, and identification sign are provided at no charge to the exhibitor. Any substitutions or special arrangements require prior approval by an HFES representative.
8. **OBJECTIONABLE DISPLAYS:** Displays shall not be obtrusive, noisy, or otherwise objectionable, nor shall they violate municipal, state, or federal laws, rules, or regulations, including safety codes.

9. **SHIPPING:** Exhibit shipping instructions will be included in the exhibitor's service kit. The drayage contractor for the Human Factors and Ergonomics Society meeting is:

Human Factors & Ergonomics Society
Company Name
Booth #
c/o Freeman
909 Newark Turnpike
Kearny, NJ 07032
201/998-6444

Shipments cannot be accepted more than three months prior to the show date. Discounted freight charges apply for shipments received by the date indicated in the decorator kit to be sent in June.

10. **AGREEMENT ON CONDITIONS:** Each exhibitor and employee agrees to abide by these conditions and by subsequent amendments and additions thereto; it being understood and agreed that the sole control of the exhibit hall rests with the Human Factors and Ergonomics Society.
11. **USE OF EXHIBIT:** All demonstrations or other promotional activities must be confined to the limits of the exhibit booth. Sufficient space must be provided within the exhibit booth for the comfort and safety of persons watching demonstrations and other promotional activities.

The sponsor provides one full registration to each exhibitor, as well as three exhibitor-only badges at no cost. Additional exhibitor-only badges may be purchased. No more than five exhibit staff persons may work in the booth at any given time. Exhibit badges may be turned in at the meeting registration desk at the end of each day, and picked up by new exhibit staff the following morning.

Exhibitor shall not assign, sublet, or share the space allotted without the knowledge and written consent of the sponsor. Exhibitors must display only the goods manufactured or dealt in by them in their regular course of business, and as described in the contract. No firm or organization not assigned exhibit space will be permitted to solicit business within the exhibit area.

The sponsor reserves the right to restrict exhibits that, because of noise, method of operation, materials, or for any other reason, become objectionable, and also to prohibit or to remove any exhibit that, in the opinion of the sponsor, may detract from the general character of the exposition. This reservation includes persons, things, conduct, printed matter, and anything of a character that the sponsor determines is objectionable. In the event of such restriction or removal, the sponsor shall not be liable for any refunds or other exhibit expenses.

The use of sound systems is permissible, provided that they are not audible more than 3 feet into the aisle or into neighboring booths, and that the sound is directed into the exhibitor's booth or vertically. The sponsor shall have absolute control over the implementation of this regulation, the intent of which is that sound systems shall not be audibly objectionable to neighboring exhibitors.

12. **EXHIBIT MATERIALS:** The decorator's shipping department is responsible for maintaining in an out traffic schedules at the show site. Even local exhibitors should clear all movements of exhibit materials through this department as it will have priority at the unloading area at all times.

Electrical installation must conform to all national, state, and local codes.