GEOTECHNICAL & STRUCTURAL ENGINEERING CONGRESS
Phoenix, Arizona | February 14-17, 2016

EXHIBIT SPACE APPLICATION – CONTRACT

Return signed contract along with payment to: EXHIBITS@ASCE.ORG
c/o ASCE P.O. Box 79668, Baltimore, MD 21279-0668 ● Tel: (703) 295-6300 ● Fax: (703) 295-6460

Make checks payable (*in U.S. $$*) to ASCE/G-I&SEI EXHIBITS. ***Are you a first-time exhibitor?*** ❑ YES ❑ No

Company _____ Company's website _____

Contact Name _____ Contact's Job Title _____

Street Address / P.O. Box # _____

City, State & Zip Code _____ Country _____

Contact's Direct Phone _____ Fax _____

Email _____ 800 Phone # _____

P.R. Contact / Firm _____ P.R. Contact Phone _____

EXPOSITION FEE PAYMENT SCHEDULE

The 50% deposit of the total Exhibit fee and the contract are due on or BEFORE Monday, October 1, 2015.
All space must be paid in full by **Tuesday, November 17, 2015.**

RATE: BY MONDAY, MAY 18, 2015
RATE: *INLINE BOOTH*: $2,095 – 10' x 10' BOOTH

RATE: UNTIL SUNDAY, NOVEMBER 1, 2015
RATE: ■ ***Inline Booth:* $2,395 – 10' x 10' Booth**

RATE: AFTER SUNDAY, NOVEMBER 1, 2015
RATE: ■ *Inline Booth:* $2,695 – 10' x 10' Booth

Payment: Payment may be remitted by check, money order, wire transfer, or credit card.

❑ Check Enclosed

❑ Credit Card Payment

❑ Visa ❑ MC ❑ AMEX ❑ Discover Total Cost $_____ Deposit Amt. $_____

Card No. ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ Exp. Date ☐☐-☐☐ Security Code ☐☐☐☐

Authorized Signature _____ Cardholder's Name **(print)** _____

- Booth Size:_____ x _____ • Corner? ❑ Yes ❑ No • Booth Selection: 1. _____ 2. _____ 3. _____ 4. _____
- Please assign the booth here if possible: _____
- Do not assign the booth near this if possible: _____
- Do you plan to sell products in the exhibit hall? ❑ **YES** ❑ No (*Exhibitor responsible for securing & collecting all local /state licenses & taxes)*
- Product Description & Logo: *(25 words or less)* *Send an e-mail with your logo and description of your product exactly as it should appear in the final program to exhibits@asce.org by **Wednesday, December 9, 2015**.*
- **Special Requirements** *(carpet aisles, hanging banners, archways, etc.):* _____

BY SUBMISSION OF THIS CONTRACT, THE EXHIBITOR AGREES TO ABIDE BY ALL EXHIBIT TERMS, CONDITIONS AND REGULATIONS SET FORTH IN THIS CONTRACT.

Authorized Exhibitor Signature _____ Date _____

Print Name _____

Accepted by Exhibit Management _____ Date _____

FOR SHOW OFFICE ONLY

Date Received	_____	Total Square Feet	_____	Amount Paid	$_____
Booth #	_____	Cost of Booth	$_____	Amount Retained	$_____
#of Corners	_____	Deposit Paid	$_____	Refund Due	$_____
Dimension	_____ X _____	Balance Due	$_____	Cancellation Date	_____
Number of Years	_____	Company ID:	_____		

ASCE Exhibit Rules and Regulations

1. Contract for Space: This application for space assignment by the American Society of Civil Engineers (ASCE), hereinafter referred to as Show Management, becomes a contract when signed by the exhibiting company and accepted by ASCE.

2. Cancellation of Exposition: Should the exposition be canceled, postponed, or abandoned thirty days (30) or more prior to the opening date, the Exhibitor shall be refunded the amount paid for rental space. However, if the exposition is canceled, postponed, or abandoned within thirty (30) days prior to the opening date of such exposition, 50% of the money paid for rental will be refunded.

3. Payments for Space: Payment must accompany applications. Checks should be made payable to ASCE/G-I&SEI Exhibits. 50% payment is accepted if received between **Monday, May 18, 2015** and **Thursday, October 1, 2015**. All space must be paid in full by **Tuesday, November 17, 2015**. After that date, all reserved booth space not paid in full will be released for resale. Contracts submitted after **Thursday, October 1, 2015** must be accompanied by payment in full.

4. Cancellation of Space: Cancellation notification must be submitted in writing to ASCE Show Management. Refund of the total amount paid less a $100 processing fee per 10' x 10' reserved space will be made if cancellation is received **before Tuesday, November 17, 2015**. No refunds will be made for cancellations received on or **after Tuesday, November 17, 2015**.

5. Forfeiture: If an Exhibitor does not follow the rules and regulations set by Show Management, the Exhibitor shall forfeit the amount paid for space, regardless of whether or not the exhibit space is subsequently leased.

6. Rejection of Application: Show Management reserves the right to cancel or refuse rental of display space to any person or company whose conduct or display of goods is, in the opinion of Show Management, incompatible with the general character and objectives of the exposition.

7. Subletting Space: The exhibitor shall not reassign, sublease or share assigned exhibit space with any person, firm, or other entity and agrees not to exhibit, advertise, or offer for sale goods other than those manufactured or sold by him in the regular course of business, without notification to and approval of ASCE Show Management.

8. Exhibit Hours, Installation, and Dismantling: The hours during which the exposition will be open are: ***(*Hours subject to change)***

Sunday, February 14, 2016	
*Decorator Set-Up	7:00 a.m. – 12:00 p.m.
*Exhibitor Move-in	1:00 – 5:00 p.m.
Exhibit Hall Hours	6:30 – 8:00 p.m.
Monday, February 15, 2016	
Exhibit Hall Hours	7:00 a.m. – 4:00 p.m.
Tuesday, February 16, 2016	
Exhibit Hall Hours	7:00 a.m. – 4:00 p.m.
* Exhibitor Move-out	3:15 – 8:00 p.m.

CARPETING is a requirement of the show; the hall is not carpeted**.** All booths must be carpeted in order to participate. Exhibitors may purchase carpeting through the official decorator, or provide their own and be responsible for all labor & equipment costs associated with its installation. Uncarpeted booths will be carpeted by show decorator at Exhibitor's expense.

No materials can be accepted in exhibit hall prior to **1:00 p.m.** on **Sunday, February 14, 2016**. All exhibits must be completely set-up by **5:00 p.m.** on **Sunday, February 14, 2016**. Any space not claimed and occupied or for which no special arrangements have been made prior to **5:00 p.m.** on **Monday, February 15, 2016**, may be resold or reassigned by ASCE without any obligation on the part of ASCE for any refund whatsoever. Special arrangements may be made for late set-up with prior approval from ASCE Show Management.

Dismantling of exhibits **must not** begin before hall closing (**3:15 p.m.**) on **Tuesday, February 16, 2016**. Exhibitors agree by signing this contract that they will remain on the exhibit hall floor until official close of the show. All exhibits must be packed and ready for shipment no later than **8:00 p.m.** on **Tuesday, February 16, 2016**.

9. Relocation: Show Management reserves the right to relocate an Exhibitor's booth space due to modifications of the exhibit facility, fire marshal restrictions, or any other reason in the best interest of the overall exposition.

10. Fire Protection: Booth decorations must be flameproof and all hangings must clear the floor. Electrical wiring must conform with all local and state government requirements and to National Electrical Code Safety Rules. If inspection indicates that any Exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazards, Show Management has the right to cancel all or such part of this exhibit as may be irregular.

11. Repair of damages: The cost of repairing any damage by the Exhibitor, its employees, representatives, or agents will be billed to and paid by the Exhibitor. Nothing will be posted on, tacked, nailed, screwed, or otherwise attached to the columns, walls, floors, ceiling, furniture, or other property of the convention center.

12. Circularization and Solicitation: Distribution of circulars or promotion material may be made only within the booth assigned to the Exhibitor presenting such material. Promotional material may not be distributed or left for attendees to pick up in the aisles, registration area, or anywhere else in the convention facility. Non-exhibiting companies/organization will not be permitted to solicit business within the exhibit area or anywhere in the convention center.

13. Loss, Damage and Injury: Show Management will not be responsible for any injury, loss, or damage that may occur to an Exhibitor's employee or property from any cause whatsoever. Show Management will not be liable for any injury, loss, or damage which may be sustained by any person who may be on the premises leased to an Exhibitor, or watching, observing, or participating in any demonstration or exhibit of Exhibitors.

14. Insurance: The Exhibitor agrees to obtain the following insurance coverage during the dates of the ASCE Exposition, including move-in, move-out days, and be prepared to furnish a certificate of insurance to ASCE if requested; (**a**) comprehensive general liability insurance, including protective and contractual liability coverage of $250,000/$500,000 for bodily injury and $50,000 property damage (**b**) employers liability insurance with minimum limits of $100,000 per accident; (**c**) workers compensation/occupational disease coverage in full compliance with federal and state laws; (**d**) owned, non-owned, and hired vehicles, including loading/unloading hazards with bodily injury limits of $250,000/$500,000 and property damage limits of $100,000.

15. Restrictions in Operation of Exhibits: Show Management reserves the right to restrict or evict exhibits, which because of noise, method of operation, materials, or which detract from the general character of the exhibit hall, or any other reason, become objectionable. This reservation includes anything of a character deemed to be objectionable to the exhibit or that interferes with the activities of neighboring Exhibitors. In the event of such restriction or eviction, Show Management is not liable for any refunds or rentals or other exhibit expense.

16. Giveaways, Drawings, Distribution of Gifts & Food Sampling: All drawings or contests must be completed and all prizes presented to winners prior to closing of exposition. In the event that the display of the prize is not practical because of its size or other complication, Exhibitor must display a photo and complete details as to the prizes size, value, color, etc. It is the responsibility of Exhibitor to notify any winners. No sample food or beverage products may be distributed without prior authorization from Show Management.

17. Compliance with the Law: The Exhibitor or his representative or employees shall not engage in any display, publication, performance, or other activity which is in conflict with any federal, state, or local law, regulation, rule, or ordinance. Firearms may not be used as a part of an exhibit nor as a giveaway. Exhibitors cannot display or bring into the exhibit any animal, bird, fish, or other non-human creature without Show Management approval.

18. Music Licensing: Exhibitor agrees to pay all royalties, license fees or other charges for any music, either live or recorded, or other entertainment of any kind or nature, played, staged, or produced by the Exhibitor, it's agents or employees within the premises by this License Agreement including but not limited to royalties or licensing fees due to BMI, ASCAP, or SESAC. The Exhibitor agrees to hold Show Management harmless against any and all such claims or charges.

19. Interpretation and Amendment: The Exhibit Manager shall have full power to interpret or amend these rules. The Exhibitor agrees to abide by any rules or regulations that may hereafter be adopted by Show Management, which shall be as much a part hereof as though fully incorporated herein.

20. Attendee Listings: Exhibitors/Sponsors agree to a one-time use of attendee list provided at end of the Show solely for purposes of follow-up. A separate mailing list rental form is available for additional use. Neither the list nor any excerpts thereof may be duplicated, reproduced, reused, or transferred without prior written permission from Show Management. Lists are seeded with decoy names to detect unauthorized use.

21. Children Attendance Policy: No Children, under 18, are allowed unless accompanied by a responsible adult registered for the Show.