

EXHIBITOR CONTRACT.

Sponsored by
SPIE.

For inquiries, contact SPIE Sales:

In America, Asia, and majority of world

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Tel: +1 360 685 5445
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teresar@spie.org

In Europe excluding UK, Ireland, and France

Hermann Doster
Tel: +49 (0)7025/841 806
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hermann@spieeurope.org

Please mail or fax original, signed contract and required payment to:

SPIE Sales
PO Box 10
Bellingham, WA 98227
United States
Tel: +1 360 676 3290
Fax: +1 360 647 1445
spiesales@spie.org
www.SPIE.org

For Office Use Only

Date _____
Amt Rec'd _____
 CC Cash Check
Check# _____
Reg# _____
IDN# _____

21178-XPW18BPW

SPIE. PHOTONICS WEST BIOS EXPO

Exhibition Dates: 27-28 January 2018
Conference Dates: 27 January 2018-1 February 2018
The Moscone Center
San Francisco, California, USA

COMPANY INFORMATION (Please type or print clearly. This is how your information will appear in promotional materials.)

Exhibitor Name _____
SPIE Corporate Member No Yes Corporate ID# _____
 University Company Government Publisher Association Other _____
Address _____
City _____ State/Prov. _____
Zip/Postal Code _____ Country _____
General Tel _____ General Fax _____
General Email _____ Web Address _____
Parent Company or Publisher Name _____
Company's Main Product Line _____

The Technical Exhibition is limited to organizations with products or services related to the industry served by the event. See Exhibition Policy #11 for details.

CONTACT INFORMATION

Exhibitor Liaison _____ Job Title _____
Address (if different from above) _____
Tel _____ Fax _____ Email _____
Advertising Contact _____ Email _____

EXHIBITION SPACE SPIE Corporate Member rates reflect a 15% discount. For information visit spie.org/membership.

Space Type	Quantity	Non Member Fee	Corp Member Fee
6 ft. Table	_____ x	<input type="checkbox"/> \$1,610	<input type="checkbox"/> \$1,368.50 = \$ _____
10 ft. x 10 ft. Booth*	_____ x	<input type="checkbox"/> \$3,065	<input type="checkbox"/> \$2,605.25 = \$ _____
Island**	_____ sq. ft. x _____ (dimensions of _____ x _____ ft.)	<input type="checkbox"/> \$38.25 per sq. ft.	<input type="checkbox"/> \$32.51 per sq. ft. = \$ _____

*Optional corner _____ x **\$475** per corner (applies to booths only) = \$ _____
**Increments of 10ft., 400 sq. ft. minimum
Exhibition Subtotal = \$ _____

OPTICS.ORG BUYERS GUIDE (Online) Generate leads year round with a discounted Corporate Partner listing on *optics.org*. Includes company logo in *optics.org* buyers guide, one job posting SPIE Career Center, and logo in all product postings for 12 months.

Special Price for SPIE Exhibitors \$195 (\$725 value). *optics.org* Buyers Guide Subtotal = \$ _____

SPONSORSHIPS Sponsorships not only extend your brand image, but also drive traffic to your booth.

Featured Exhibitor Package \$1,070 = \$ _____
 General Sponsor \$750 = \$ _____
Sponsorship Subtotal = \$ _____

Exhibition Subtotal + Buyers Guide Subtotal + Sponsorship Subtotal = **Contract Total = \$ _____**

ADDITIONAL ADVERTISING AND SPONSORSHIP OPPORTUNITIES

I would like a SPIE Sales Consultant to contact me regarding **Advertising** and **Sponsorship** opportunities.

SPACE ASSIGNMENTS

Space will be assigned according to a priority point system. Space assignments will be completed by **August 2017**.

List your top four competitors:

1) _____ 2) _____ 3) _____ 4) _____

We would like to participate in the following Cluster Group: _____
Clusters are organized by state or country economic development groups.
Space is limited and participation is not guaranteed.

Please complete next page.



SHARED EXHIBIT SPACE

Yes, my company is planning to share space with one or more companies/divisions.

A Co-Exhibitor Form will be included in your contract confirmation. A \$475 nonrefundable administrative fee is charged to the main contracted company for each co-exhibitor.

PAYMENT INFORMATION Contracts submitted after 30 July 2017 require 100% payment.

- A minimum deposit of 25% on Exhibition Space and Sponsorships must accompany contract.
On 29 September 2017, defaults in payment will result in space cancellation.
Please contact SPIE Sales at spiesales@spie.org if contract confirmation is not received within 7 business days.

Please check the following appropriate options:

- Check/Money Order enclosed (payable to SPIE) for entire amount in Contract Total.
Check/Money Order enclosed (payable to SPIE) for 25% deposit (.25 X Contract Total).
Charge entire amount in Contract Total to credit card.
Charge deposit only (.25 X Contract Total) to credit card (applicable before 30 July 2017).

Card Number: [] Security Code [] [] [] []

I authorize SPIE to charge the payment fee (as indicated on the form) to my credit card.

Expiration Date ____/____/____ Signature _____

- Wire transfer for deposit only (.25 x Contract Total).
Wire transfer for entire amount in Contract Total.

Bank wire transfer information will be sent to you upon receipt of this contract.

AGREEMENT The signers of this contract warrant they are authorized to sign on behalf of the contracted company and hereby authorize SPIE to reserve exhibition space or sponsorships for use by this company during the 2018 SPIE BiOS Exhibition.



Contractor's Signature: _____ Date: _____

POLICY INFORMATION

Exhibition and Sponsorship Policies

1) LIABILITY: Upon approval of this contract by an authorized Exhibitor representative, it is expressly understood that the Exhibitor has read and agrees to abide by the SPIE liability policies outlined below.

2) PAYMENT SCHEDULE:

- A minimum 25% deposit of the total contracted amount must accompany contract.
All contracted charges must be paid in full by 30 August 2017.
On 29 September 2017, defaults in payment will result in cancellation of this contract.

No space or sponsorship will be reserved or assigned unless appropriate payment and signed contract are received at SPIE Headquarters at PO Box 10, Bellingham, WA 98227.

3) CANCELLATION/SPACEREDUCTION: Any cancellation, space reductions, or requests for changes of this contract must be made in writing to SPIE, subject to the following fees:

- On or before 29 July 2017 - Eligible for full refund.
Between 30 July 2017 - 28 September 2017 - Deposit forfeited; excess of deposit paid will be refunded in full.
After 28 September 2017 - No refund.

In the event of cancellation or reduction of contracted space, and subject to the above schedule, SPIE shall retain the right to: resell cancelled space without rebate or allowance to the Exhibitor, cancel requested affiliate space, and reduce priority points by 50%* for non-participation.

4) CORPORATE MEMBERSHIP: Corporate membership pricing is valid only if the membership is in good standing and dues are fully paid prior to submission of exhibition contract and membership remains in good standing through the duration of the contracted exhibition.

5) SPACE ASSIGNMENT AND PAYMENT: SPIE reserves the right to determine final placement of the Exhibitor. A space may be revoked or changed by SPIE if payment is not in accordance with the payment schedule.

6) TRANSPORTATION/SETUP: All transportation costs, and any other costs related to exhibit setup not explicitly offered above by SPIE, are to be paid by the Exhibitor.

7) FORCE MAJEURE: In the event that the premises in which the Exhibition is or is to be conducted shall become, in the sole discretion of SPIE, unfit for occupancy, or in the event the holding of the Exhibition or the performance of SPIE under the Exhibit Reservation Contract (of which these Rules and Regulations are a part) are substantially or materially interfered with by virtue of any cause or causes not reasonably within the control of SPIE, said Contract and/or the Exhibition (or any part thereof) may be terminated by SPIE.

8) INSURANCE: Exhibitor shall, at its own expense, secure and maintain through the term of this contract, including move-in and move-out days, the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of Exhibitor and shall be written on per occurrence basis.

Exhibitor shall name SPIE as an additional insured on its general commercial liability insurance and provide SPIE with evidence thereof in the form of a certificate of insurance from their carrier, 30 days prior to show dates.

9) SECURITY: SPIE will provide general security service on a 24-hour basis to the Exhibition area from the beginning of setup

hours through the conclusion of the Exhibition. However, SPIE is not responsible for loss or damage to Exhibitor's property. Exhibitors are advised to insure against these risks.

10) LOSSES: SPIE is not responsible for damage to Exhibitor's property or lost shipments either coming in or going out, nor for moving costs. Damage to inadequately packed property is Exhibitor's own responsibility.

11) SELLING ON THE SHOW FLOOR: The Technical Exhibition is limited to organizations with products or services related to the industry served by the event. Direct sales and/or delivery of non-related, retail or consumer products are prohibited without prior written approval from Exhibition Management.

12) FOOD AND ALCOHOL: Food and alcohol must be supplied and served by facility catering services only. Exhibitors must obtain written permission from SPIE Exhibition Management along with a signed service agreement from the facility.

13) MUSIC LICENSING: No copyrighted music may be played in the exhibition area (including but not limited to: background music on video or audio presentations) without appropriate documented permissions and/or licensing, which is the responsibility of the exhibitor to obtain as well as pay any and all associated fees.

14) RULES OF PROFESSIONAL CONDUCT: Anyone indicating disorderly, threatening, or unprofessional conduct may be removed from the premises by exhibition management.

15) CONTRACTED SPACE: Must have staff and exhibit materials present at booth during all open exhibition hours.

16) EXHIBITING BENEFITS

- All exhibitors will be listed in the SPIE Exhibitor Directory for 11 months from exhibition date and receive a free, basic company listing in the Optics.org Buyers Guide - each at no charge.
Each contracted table-top exhibiting company will receive one non-author technical pass. All other contracted exhibiting companies receive two passes.

Exhibition Space Specifications

Tabletop Displays include a 2ft.x6ft.x30in. table. Maximum height of the display from table surface is 5ft. and width cannot exceed 6ft. No floor-standing backdrops. Space includes draped table, 2 chairs, carpeting, waste basket and company ID sign. UTILITIES ARE NOT INCLUDED.

Booth Areas include 10ft.x10ft. display space defined by 8ft. pipe and drape back- and 3ft. side-walls and company ID sign. Height restriction is 8ft. UTILITIES AND BOOTH FURNISHINGS ARE NOT INCLUDED. Exhibitors are required to carpet booth area.

Islands are groupings of at least four booths (see guidelines above) not divided by pipe and drape, to be used for unified large displays. Height restrictions of 20ft. UTILITIES AND BOOTH FURNISHINGS ARE NOT INCLUDED. Exhibitors are required to carpet exhibit space.