

# EXHIBITOR CONTRACT.



For enquiries, contact  
SPIE Sales:

**Laurence Devereux**  
Tel: +44 (0)1372 750555  
laurence@spieeurope.org

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

**SPIE Events Europe Ltd.**  
2 Alexandra Gate  
Ffordd Pengam  
Cardiff CF24 2SA UK  
Tel: +44 29 2089 4747  
Fax: +44 29 2089 4750  
info@spieeurope.org  
www.SPIE.org

# SPIE. PHOTONEX+ VACUUM TECHNOLOGIES

Exhibition Dates: 29-30 September 2021  
Conference Dates: 28-30 September 2021  
Scottish Events Campus (SEC)  
Glasgow, United Kingdom

## 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

Exhibit Liaison\* \_\_\_\_\_ Job Title \_\_\_\_\_  
 Address (if different from above) \_\_\_\_\_  
 Tel \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
 \*If Liaison is not directly employed by exhibiting company, I authorise the person above as our exhibit liaison. *Additional SPIE 3rd party agreement form, to be sent upon receipt of contract, is required.*  
 Name \_\_\_\_\_ Title \_\_\_\_\_ Email \_\_\_\_\_

## EXHIBITION SPACE

SPIE Corporate Member rates reflect a 15% discount. For information visit [spie.org/membership](http://spie.org/membership).

- I would like to be placed in **Photonex**  
 I would like to be placed in **Vacuum Expo**

Space Type	Quantity	Non Member Fee	SPIE Corp Member Fee
Tabletop Display	_____	<input type="checkbox"/> £1,065	<input type="checkbox"/> £905.25 ..... = £ _____
Shell Stand (4-8 sqm)	_____ sqm x	<input type="checkbox"/> £355 per sqm	<input type="checkbox"/> £301.75 per sqm ..... = £ _____
Shell Stand (≥9 sqm)	_____ sqm x	<input type="checkbox"/> £335 per sqm	<input type="checkbox"/> £284.75 per sqm ..... = £ _____
Raw Space (≥12 sqm)	_____ sqm x	<input type="checkbox"/> £255 per sqm	<input type="checkbox"/> £216.75 per sqm ..... = £ _____
			Exhibition Fee = £ _____
			VAT 20% = £ _____
			Exhibition Subtotal = £ _____

Local VAT at 20% is due to be paid by all exhibitors. SPIE Events Europe Ltd.'s VAT number in the United Kingdom is GB840 296 332. If you have a VAT exemption certificate, please e-mail a copy with your contract.

**If your Company is registered for VAT in the EU, please indicate your EU VAT number here including the country abbreviation:**

\_\_\_\_\_

## 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 on SPIE Career Center, and logo in all product postings for 12 months.

Special Price for SPIE Exhibitors £170 (£875 value) VAT 20% ..... *optics.org* Buyers Guide Subtotal = £ \_\_\_\_\_

## SPONSORSHIPS

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

General Refreshment ..... £300 = £ \_\_\_\_\_  
 Sponsorship Subtotal = £ \_\_\_\_\_

## ADVERTISING

Photonex+Vacuum Technologies Review incl. 20% discount. For more details please request media pack.

Front Cover Strip ..... £850.00 = £ \_\_\_\_\_  Full Page ..... £2,095.00 = £ \_\_\_\_\_  
 Half Island (Junior Ad) ..... £1,310.00 = £ \_\_\_\_\_  Half Page Horizontal/Vertical ... £1,150.00 = £ \_\_\_\_\_  
 Third Page Horizontal/Vertical ... £805.00 = £ \_\_\_\_\_  Quarter Page ..... £630.00 = £ \_\_\_\_\_  
 Exhibition Subtotal + Buyers Guide Subtotal + Sponsorship Subtotal + Advertising = **Contract Total = £ \_\_\_\_\_**

## ADDITIONAL ADVERTISING AND SPONSORSHIP OPPORTUNITIES

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

For Office Use Only  
 Date \_\_\_\_\_  
 Amt Rec'd \_\_\_\_\_  
 CC  Cash  Check  
 Check# \_\_\_\_\_  
 Reg# \_\_\_\_\_  
 IDN# \_\_\_\_\_  
**26551-XPX21ST**

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 £200 nonrefundable administrative fee is charged for each co-exhibitor.

PAYMENT INFORMATION

Payments are due in full on 1 May 2021.

- On 31 May 2021, 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.
A minimum deposit of 25% on Exhibition Space and Sponsorships must accompany contract.
Payments due in full on 1 May 2021. On 2 May 2021, a 5% late fee will be added to all unpaid balances.
See Exhibition and Sponsorship Policies regarding cancellations and space reduction.

Please check the following appropriate options:

- Cheque/Money Order enclosed (payable to SPIE) for entire amount in Contract Total = £
Cheque/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 only before 31 May 2021) = £

CREDIT CARD - Please contact SPIE to make credit card payments. SPIE accepts VISA, MasterCard, American Express, Diners Club, and Discover cards. Credit card payments will be converted to your local currency by your card company or bank (see http://www.xe.net/ucc/ to convert your total fees).

- 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 signer of this contract is directly employed by the exhibiting company and warrant they are authorised to sign on behalf of the contracted company and hereby authorise SPIE to reserve exhibition space or sponsorships for use by this company during the 2021 SPIE Photonex+ Vacuum Technologies. The undersigned acknowledges receipt of and agrees to make payments at the rates listed, abide by all terms, policies, and other provisions of this contract. No reselling and/or subletting of exhibit space is allowed.



Authorised Signature from Exhibiting Company \_\_\_\_\_ Date \_\_\_\_\_
Name \_\_\_\_\_ Title \_\_\_\_\_ Email \_\_\_\_\_

POLICY INFORMATION

Exhibition and Sponsorship Policies

1) LIABILITY: Upon approval of this contract by an authorised Exhibitor representative, it is expressly understood that the Exhibitor has read and agrees to abide by the SPIE liability policies outlined below. SPIE, and all organisations and individuals who are employed by/or associated with it, in connection with this Exhibition, will not assume responsibility and shall be held harmless by all Exhibitors for damage or loss resulting from fire, theft, terrorism or threat of terrorism, or any other cause whatsoever, including accident or injury to exhibitors, their employees and agents, the public, or others. The Exhibitor agrees to pay promptly for any and all damages to the exhibition building or its equipment incurred through carelessness, or otherwise, of Exhibitor or its employees or agents.

2) PAYMENT SCHEDULE:

- A minimum 25% deposit of the total contracted amount must accompany contract.
All contracted charges must be paid in full by 1 May 2021. On 2 May 2021, a 5% late fee will be added to all unpaid balances.
On 31 May 2021, defaults in payment will result in cancellation of this contract (subject to the cancellation fee schedule).

No space or sponsorship will be reserved or assigned unless appropriate payment and signed contract are received at SPIE Events Europe Ltd., 2 Alexandra Gate, Ffordd Pengam, Cardiff CF24 2SA UK. Account delinquency will result in exhibitor's inability to exhibit or sponsor at contracted exhibition as well as book space in future exhibitions. For accounts with more than one unpaid invoice, all cash received will be paid to oldest invoice first.

3) CANCELLATION/SPACE REDUCTION: 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 30 March 2021 - Eligible for full refund.
Between 31 March 2021 - 30 May 2021 - Deposit forfeited; excess of deposit paid will be refunded in full.
After 30 May 2021 - 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.

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. If the membership expires prior to or dues are not fully paid at the time of the contracted exhibition, the exhibitor pricing reverts to the nonmember rates and the contracted exhibitor will be liable for the balance due SPIE. Payment made by credit card will be automatically adjusted.

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. SPIE retains the exclusive right to revise the exhibition floor plan and/or move assigned exhibitors as necessary. SPIE is not obligated to reimburse the exhibiting company for any costs stemming from relocation.

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. SPIE shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue of cause or causes not reasonably within the control of SPIE. If SPIE terminates said Contract and/or the Exhibition (or any part thereof) as aforesaid, then SPIE shall not be liable to the Exhibitor other than for a prorated refund of such Exhibitor's space price payment determined on the basis of the number of Exhibition days remaining. For purposes hereof, the phrase "cause or causes not reasonably within the control of SPIE" shall include, but not by way of limitation: fire, casualty, flood, epidemic, earthquake or inclement weather; explosion or accident; blockade or embargo; governmental restraints; restraints or orders of civil defense or military authorities; terrorism or threat of terrorism, act of public enemy, riot, or civil disturbance; strike, lockout, boycott, or other labor disturbance; inability to secure sufficient labor, technical, or other personnel; failure, impairment, or lack of adequate transportation facilities; inability to obtain, or condemnation, requisition, or commandeering of necessary supplies or equipment; local, state, or Federal law, ordinances, rule, order decree, or regulation, whether legislative, executive, or judicial, and whether constitutional or unconstitutional; or Acts of God.

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. Claims made policies are not acceptable and do not constitute compliance with Exhibitor's obligations under this paragraph. Required Coverages: (A) Comprehensive General Liability Insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury, contractual, and operation of mobile equipment, products and liquor liability (if applicable); (B) Worker's Compensation insurance. 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. Exhibitor acknowledges that SPIE has no obligations to maintain insurance on Exhibitor's behalf.

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. If exhibit materials, fixtures or equipment fails to arrive, Exhibitor is nevertheless responsible for the exhibit space reserved as per this contract. Exhibitors are advised to insure against these risks.

11) SELLING ON THE SHOW FLOOR: The Technical Exhibition is limited to organisations 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) HARASSMENT: SPIE promotes an environment that is free of inappropriate behavior and harassment by or towards employees, members, attendees, volunteers, contractors, supplies, or customers. Any form of harassment is unacceptable and will be promptly and thoroughly investigated. SPIE will not permit or condone any acts of retaliation against anyone who files harassment complaints or cooperates in an investigation of same. Individuals not complying with this policy may be asked to leave the event.

15) RECORDINGS/PHOTOS: Recording and photos of any kind is prohibited without explicit permission from on-site company representatives. Individuals not complying with this policy will be asked to surrender their recording media and to leave the exhibition hall. Refusal to comply with such request is grounds for expulsion from the event.

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

17) EXHIBITING BENEFITS:

- All exhibitors will be listed in the SPIE Exhibitor Database 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 tabletop exhibiting company will receive one non-author technical pass. All other contracted exhibiting companies receive two passes non-author technical passes.

Exhibition Space Specifications

Tabletop Displays includes a table & table drape, plus 2 chairs, name sign, cleaning of carpet. Maximum height of tabletop display from table surface is 1.50m and width can't exceed the width of the table. Companies are limited to (not provided) either 1x table mounted display maximum 1.50m [h] or up to two of the following items: floor-standing pop-up display (maximum 0.9m[w] x 2.4m[h]); easel positioned behind table; literature stand; bag stand.

Shell Stand includes Octanorm shell scheme systems—white infill panels, one 1.5m strip light, one single socket, carpet and name sign. FURNISHINGS ARE NOT INCLUDED.

Raw Space includes electrical connection. FURNISHINGS ARE NOT INCLUDED. Exhibitors are requested to carpet exhibit space.