

EXHIBITOR SPONSORSHIP CONTRACT.

SPIE. OPTICS+ OPTOELECTRONICS

Exhibition Dates: 25-26 April 2023
 Conference Dates: 24-27 April 2023
 Clarion Congress Hotel
 Prague, Czech Republic

Sponsored by
SPIE.EUROPE

For enquiries, contact
SPIE Sales:

In Europe
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 kima@spie.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

For Office Use Only

Date _____

Amt Rec'd _____

CC Cash Cheque

Cheque# _____

Reg# _____

IDN# _____

31126-XSCEOO23ST

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 organisations with products or services related to the industry served by the event. See Exhibition Policy #15 for details.

CONTACT INFORMATION

Exhibitor Liaison Contact _____ Job Title _____

Address (if different from above) _____

Tel _____ 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 Corporate Member rates reflect a 15% discount. For more information visit spie.org/membership.

Space Type	Quantity	Non-Member Fee	Corporate Member Fee
Tabletop Display	_____ x	<input type="checkbox"/> €1,500	<input type="checkbox"/> €1,275 = € _____
Shell Stand (6 sqm)	_____ x	<input type="checkbox"/> €2,430	<input type="checkbox"/> €2,065.50 = € _____
Shell Stand (8 sqm)	_____ x	<input type="checkbox"/> €2,675	<input type="checkbox"/> €2,273.75 = € _____

Content of exhibit packages are described in the Exhibition Space Specifications on page 4.

Exhibition Fee = € _____

VAT 20% = € _____

Exhibition Subtotal = € _____

20% VAT will be charged to UK companies only. For further information, please see our Exhibition Policies, 2a, on page 4 of this contract. SPIE Events Europe Ltd.'s VAT number is GB840 296 332. If you have a VAT exemption certificate, please include a copy with your contract.

If your Company is registered for VAT in United Kingdom, please indicate your United Kingdom VAT number:

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 €250 (€850 value) optics.org Buyers Guide Fee = € _____

VAT 20% = € _____

optics.org Buyers Guide Subtotal = € _____

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

SPIE.org Enhanced Exhibitor Listing €995 = € _____

General Sponsor €220 = € _____

Sponsorship Subtotal = € _____

VAT 20% = € _____

Exhibition Subtotal + Buyers Guide Subtotal + Sponsorship Subtotal = Contract Total = € _____

LOCATION ON EXHIBITION FLOOR

Space will be assigned according to date contract and payment received, size of contracted space, and exhibiting history at **SPIE Optics+Optoelectronics**.

Stand preferences:

1st _____ 2nd _____ 3rd _____ 4th _____



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 **€375** nonrefundable administrative fee is charged to the main contracted company for each co-exhibitor.

SPONSORSHIP SELECTION All requests will be accepted on a first-come, first-served basis. See Sponsorships on page 3 for full descriptions.

Name	Cost
<input type="checkbox"/> Coffee Break	€395
<input type="checkbox"/> Conference Bags (Exclusive)	€750
<input type="checkbox"/> Conference Give-a-Way (Limited Availability)	€570
<input type="checkbox"/> Conference and Exhibition App Sponsorship (Exclusive)	€1,800
<input type="checkbox"/> Conference Notepad (Exclusive)	€250
<input type="checkbox"/> Conference Pens (Exclusive)	€250
<input type="checkbox"/> General Sponsor (Unlimited)	€220
<input type="checkbox"/> Lanyards (Exclusive)	€925
<input type="checkbox"/> Online Browse Conference Banner Ad (Limited Availability)	€2,500
<input type="checkbox"/> Online Browse Conference – Exhibitor Logo Tray (Limited Availability)	€1,500
<input type="checkbox"/> Online Exhibitor Logo Banner – Main Event Landing Page (Exclusive)	€3,500
<input type="checkbox"/> Online Exhibitor Logo Banner – Focused Event Landing Page (Limited Availability)	€2,500
<input type="checkbox"/> Online Exhibitor Logo Tray – Main Event Landing Page (Limited Availability)	€1,500
<input type="checkbox"/> Online Exhibitor Logo Tray – Focused Event Landing Page (Limited Availability)	€995
<input type="checkbox"/> Poster Reception (Exclusive)	€1,590
<input type="checkbox"/> SPIE.org Enhanced Exhibitor Listing	€995
<input type="checkbox"/> Welcome Reception (Exclusive)	€6,350
<input type="checkbox"/> Welcome Reception Co-Sponsor (Limited Availability)	€2,120

+ Indicates additional costs may apply to sponsorship price.

* All sponsorships require SPIE approval.

Sponsorship Fee = € _____

VAT 20% = € _____

Sponsorship Subtotal = € _____

Exhibition Subtotal + Buyers Guide Subtotal + Sponsorship Subtotal = **Contract Total** = € _____

20% VAT will be charged to UK companies only. For further information, please see our Exhibition Policies, 2a, on page 4 of this contract. SPIE Events Europe Ltd.'s VAT number is GB840 296 332. If you have a VAT exemption certificate, please include a copy with your contract.

If your Company is registered for VAT in United Kingdom, please indicate your United Kingdom VAT number:

PAYMENT INFORMATION Contracts submitted after 26 October 2022, require 100% payment.

- A minimum deposit of 25% on Exhibition Space and Sponsorships (including VAT) must accompany contract.
- Payments are due in full on 26 November 2022.
- On 27 November 2022, defaults in payment will result in space cancellation.
- See Exhibition and Sponsorship Policies regarding cancellations and space reduction.
- Please contact your SPIE Sales Consultant if your contract confirmation is not received within 7 business days.
- If you require an invoice before you pay, please contact SPIE at info@spieurope.org.

Please check the following appropriate options:

- Cheque/Money Order enclosed (payable to SPIE Events Europe Ltd.) for **entire amount** in Contract Total = € _____
- Cheque/Money Order enclosed (payable to SPIE Events Europe Ltd.) 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 26 October 2022) = € _____

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 <https://www.xe.com> to convert your total fees).

- Wire transfer for **25% deposit** (.25 X Contract Total) = € _____
- Wire transfer for **entire amount** in Contract Total = € _____

AGREEMENT The signers of this contract warrant they are authorised to sign on behalf of the contracted company and hereby authorises SPIE to reserve exhibition space, sponsorships, or advertising for use by this company during the **2023 Optics+Optoelectronics** Exhibition. The undersigned acknowledges receipt of and agrees to make payment at the rates listed and to abide by the Policies attached to this Exhibitor Contract. The undersigned also acknowledges that SPIE may share contact information with event service providers for the sole purpose of soliciting orders relevant to the exhibition.



Signature: _____ Date: _____

Please Print Full Legal Name Here: _____

SPONSORSHIPS

Sponsorships extend your brand image, plus drive traffic to your booth. As a sponsor, your company is listed in: Pre-show promotions · The Online Exhibition · The Technical Program and Exhibition Guide · Onsite signage

Sponsored by

SPIE EUROPE

For enquiries, contact
SPIE Sales:

In Europe

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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@spieurope.org
www.SPIE.org

**Let us help you
make the most of
your marketing
investment.**

Call us to learn more about
maximising your exhibit
impact.

Ask us about other
promotional ideas to gain
visibility in the community.

*+Indicates additional costs
apply to sponsorship price.*

All sponsorships require SPIE
approval.

COFFEE BREAK - 2 AVAILABLE

€395

Treat attendees to a refreshing "pick me up" that will carry them throughout their day.

Sponsorship includes:

- Company logo featured on signage at coffee break station
- Recognition in printed materials and online
- Sponsor may provide 250mL cups and napkins with company logo

CONFERENCE BAG - EXCLUSIVE

€750+

Conference Bags are a favorite with all conference attendees. This sponsorship creates a marketing impact that continues even after the conference is over.

Sponsorship includes:

- Distribution to conference attendees
- Recognition in printed materials and online
- Company logo on one side and Event Logo on other
- Sponsor provides bags

CONFERENCE GIVE-A-WAY - LIMITED AVAILABILITY

€570+

- Item can be one A4 sheet or smaller, or one item approved by SPIE
- Cost of item is **not included** in price of sponsorship
- Item is produced and supplied by sponsor

CONFERENCE AND EXHIBITON APP SPONSORSHIP - EXCLUSIVE

€1,800

- Company name, tagline, booth number or logo displayed in opening splash page
- Ad runs eight weeks prior to conference

CONFERENCE NOTEPAD - EXCLUSIVE

€250+

- Notepads are produced and supplied by sponsor
- Cost of notepads is **not included** in price of sponsorship
- Notepads distributed to all attendees
- Company logo online and in printed materials

CONFERENCE PEN - EXCLUSIVE

€250+

- Pens pre-inserted into conference attendee bags
- Cost of pens is **not included** in price of sponsorship
- Pens are produced and supplied by sponsor
- Logo on Sponsor page (online and printed programme)

GENERAL SPONSOR - UNLIMITED AVAILABILITY

€220

Sponsorship includes:

- Company name featured with other sponsors on signage
- Recognition in printed materials and online

LANYARDS - EXCLUSIVE

€925+

- Company provides lanyards printed with name and logo worn by attendees
- Available to every attendee at registration

ONLINE BROWSE CONFERENCE BANNER AD - LIMITED AVAILABILITY

€2,500

- Banner to be at top of Conference, Special Events, Technical Events, or Industry Program
- Ad to be created by sponsor
- Banner links to Exhibitor listing on spie.org

ONLINE BROWSE CONFERENCE - EXHIBITOR LOGO TRAY - LIMITED AVAILABILITY

€1,500

- Logos located at the bottom of the landing page for browsing the conference program
- Logo links to Exhibitor listing on spie.org

ONLINE EXHIBITOR LOGO BANNER - FOCUSED EVENT LANDING PAGE - LIMITED AVAILABILITY

€2,500

- Towards top of landing page of choice
- Logo links to Exhibitor listing on spie.org
- Choose one of the following pages: *How to Participate, Registration Page, Courses, Exhibition*

ONLINE EXHIBITOR LOGO BANNER - MAIN EVENT LANDING PAGE - EXCLUSIVE

€3,500

- Towards top of Event Main landing page
- Logo links to Exhibitor listing on spie.org

ONLINE EXHIBITOR LOGO TRAY - MAIN EVENT LANDING PAGE - LIMITED AVAILABILITY

€1,500

- Tray of 4 logos on main event landing page
- Logo links to Exhibitor listing on spie.org

ONLINE EXHIBITOR LOGO TRAY - FOCUSED EVENT LANDING PAGE - LIMITED AVAILABILITY

€995

- Tray of 4 logos on focused event landing page
- Logo links to Exhibitor listing on spie.org
- Choose one of the following pages: *How to Participate, Registration Page, Conference, Courses, Exhibition*

POSTER RECEPTION - EXCLUSIVE

€1,590

- Table tents/signage in area
- Recognition in printed materials and online
- Sponsor may supply wine glasses, beer steins, napkins, etc. with company logo

SPIE.ORG ENHANCED EXHIBITOR LISTING

€995

- Multiple Video links feature
- Links to social media option
- Company onsite giveaway promotion
- Company logo on rotating banner on Floorplan

WELCOME RECEPTION - EXCLUSIVE

€6,350

- Onsite signage
- Option to provide give-a-way – SPIE to approve (at sponsor's expense)
- Option to provide napkins with company logo (at sponsor's expense)

WELCOME RECEPTION CO-SPONSOR - LIMITED AVAILABILITY

€2,120

- Onsite signage co-shared with other sponsors
- Option to provide give-a-way – SPIE to approve (at sponsor's expense)
- Option to provide napkins with company logo (at sponsor's expense)

POLICY INFORMATION

Exhibitor and Sponsor (CLIENT) Policies

1) SPACE ASSIGNMENT AND PAYMENT: SPIE reserves the right to determine final placement of the CLIENT. 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 CLIENTS as necessary. SPIE is not obligated to reimburse the exhibiting company for any costs stemming from relocation.

2) PAYMENT SCHEDULE:

- A minimum 25% deposit of the total contracted amount (including VAT) must accompany contract. Contracts submitted after 26 October 2022 require 100% payment.
- All contracted charges must be paid in full by 26 November 2022. On 27 November 2022, a 5% late fee will be added to all unpaid balances.
- On 26 December 2022 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 Events Europe Ltd. Office at Alexandra Gate, Ffordd Pengam, Cardiff, CF242SA UK. Account delinquency will result in CLIENT'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.

2a) VAT: Local VAT at 20% is due to be paid by UK exhibitors only. 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.

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 25 October 2022 – Eligible for full refund less a €500 administrative fee.
- Between 26 October – 25 December 2022 – Deposit forfeited; excess of deposit paid will be refunded in full.
- After 25 December 2022 – 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 CLIENT, cancel requested affiliate space, and reduce priority points by 50%* for non-participation. Non-participation over two consecutive years results in complete loss of priority points*. (*if applicable.)

4) CONTRACTED SPACE: Must have staff and exhibit materials present at booth during all open exhibition hours. Exhibition space must remain intact until the final closing of the exhibit hall. Failure to do so will result in 50% loss of priority points* and a \$100 fee. (*if applicable.)

5) 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 CLIENT pricing reverts to the nonmember rates and the contracted CLIENT will be liable for the balance due SPIE Europe.

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

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 unfavourable 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 CLIENT other than for a prorated refund of such CLIENT'S space price payment less a proportionate share of all Exhibition expenses incurred and committed by Show Management of actual expenses, such as, but not limited to, advertising, convention center fees, etc., to the extent any monies remain after payment of such expenses and there shall be no further liability on the part of either party. 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, pandemic, earthquake or inclement weather; explosion or accident; blockade or embargo; governmental restraints; restraints or orders of civil defence or military authorities; terrorism or threat of terrorism, act of public enemy, riot, or civil disturbance; strike, lockout, boycott, or other labour disturbance; inability to secure sufficient labour, 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) 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.

9) INSURANCE: Coverage is not optional. CLIENT 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 CLIENT and shall be written on per occurrence basis. Claims made policies are not acceptable and do not constitute compliance with CLIENT'S obligations under this paragraph. Required Coverages: (A) Comprehensive General Liability Insurance with limits not less than an equivalent of \$1,000,000 each occurrence, an equivalent of \$2,000,000 aggregate, combined single limit for bodily injury (including death), contractual, and operation of mobile equipment, products and liquor liability (if applicable); SPIE must be listed as an additional insured, as well as any other parties as required by the facility. (B) Worker's Compensation insurance.

Certificate of Insurance (COI); CLIENT shall provide SPIE with evidence thereof in the form of a COI from their carrier, 30 days prior to show dates. CLIENT acknowledges that SPIE has no obligations to maintain insurance on CLIENT'S behalf.

10) LIABILITY: Upon approval of this contract by an authorized CLIENT representative, it is expressly understood that the CLIENT has read and agrees to abide by the SPIE liability policies. SPIE Events Europe Ltd., and all organisations and individuals who are employed by/or associated with

it, in connection with this Exhibition/Sponsorship, will not assume responsibility and shall be held harmless by all CLIENTS for damage or loss resulting from fire, theft, terrorism or threat of terrorism, or any other cause whatsoever, including accident or injury to CLIENTS, their employees and agents, the public, or others. The CLIENT agrees to pay promptly for any and all damages to the exhibition building or its equipment incurred through carelessness, or otherwise, of CLIENT or its employees or agents.

11) LOSSES: SPIE is not responsible for damage to CLIENT'S property or lost shipments either inbound or outbound, nor for moving costs. Damage to inadequately packed property is CLIENT'S own responsibility. If CLIENT materials, fixtures or equipment fails to arrive, CLIENT is nevertheless responsible for the exhibit space reserved as per this contract. CLIENTS are advised to insure against these risks.

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

13) 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.

14) 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 CLIENT'S property. CLIENTS are advised to insure against these risks.

15) 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.

16) 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 CLIENT.

17. GRAPHIC DUE DATES: When applicable, all graphics are due to SPIE by 10 March 2023. All graphics received after 10 March 2023 will be subject to a 5% rush charge for production.

18) EXHIBITING BENEFITS:

- All exhibitors will receive a free, basic company listing in the Optics.org Buyers Guide
- Each contracted tabletop exhibiting company will receive one non-author technical pass. All other contracted exhibiting companies receive two non-author technical passes.

Exhibition Space Specifications

Tabletop Display. Table, 2 chairs. Maximum height of tabletop display from table surface is 1.50m. Companies are limited to only TWO of the following items (Not provided): 1x table-mounted display (maximum 1.50m [h]) or 1x floor-standing pop-up display (maximum 0.9m[w] x 2.4m[h]) or 1x easel positioned behind table or 1x literature stand or 1x bag stand.

Row/Corner Stands - Display space defined by hardwalls. Height restriction to 2.5m.