



## 2017 Exhibitor Reservation Form & Agreement

**July 19-21, 2017 | Oregon Convention Center, Portland, Oregon**

### Company Information

Your name: \_\_\_\_\_ Title: \_\_\_\_\_

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Company website: \_\_\_\_\_

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### Exhibit Space Reservation

Booth space size:     10'x10': \$1,995     10'x20': \$3,990     20'x20': \$7,980

Other space size: \_\_\_\_\_

Preferred booth location: \_\_\_\_\_

Please do not locate me near these companies: \_\_\_\_\_

\_\_\_\_\_

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### Primary Product or Service to be Displayed

\_\_\_\_\_

\_\_\_\_\_

Please share information about how we can get involved in the Expo Micro-Class Sessions.

## Authorized Company Representative

Name: \_\_\_\_\_  
*Please print.*

Authorized signature: \_\_\_\_\_ Date: \_\_\_\_\_

Method of payment (All payments must be made in U.S. funds, drawn on a U.S. bank.)

**Check**

Payable to ASCEND Expo, Kalmbach Publishing Co., 21027 Crossroads Circle, P.O. Box 1612, Waukesha, WI 53187-1612

**Wire** (Contact [exhibitors@ascend-event.com](mailto:exhibitors@ascend-event.com) for instruction.)

**Credit card**

Name on card: \_\_\_\_\_

Card number: \_\_\_\_\_

Expiration date: \_\_\_\_\_ Security code: \_\_\_\_\_ Signature: \_\_\_\_\_

Total amount to pay: \_\_\_\_\_

Terms: A 50% non-refundable deposit is due upon receipt of invoice Final payment is due by April 5, 2017.

All agreements received after this deadline must include full payment.

Please return all agreements by mail to ASCEND Expo, Kalmbach Publishing Co., 21027 Crossroads Circle, P.O. Box 1612, Waukesha, WI 53187-1612; or by fax to 262-798-6640.

### ASCEND Conference & Expo 2017 Terms and Conditions

1. Eligibility to become an Exhibitor at the Event is at the sole discretion of Kalmbach Publishing Co., hereinafter Event Management.
2. Assignment of booth space is for the duration of the Expo hours of the Event. Exhibitor must occupy assigned booth space with the agreed products or services displayed for the duration of the Expo hours. All display materials must remain inside the parameters of the assigned space. Installation and dismantling must be complete according to the rules of the Expo. Failure of Exhibitor to remove any materials may result in additional fees to be charged to Exhibitor for any storage or removal.
3. Exhibitor may not sublet or share any portion of the assigned space. Relocation of assigned space is at the sole discretion of Event Management.
4. If Exhibitor fails to occupy assigned space as agreed, or fails to make full payment, Event Management may cancel this Agreement and is under no requirement to refund any fees. Exhibitor still remains liable for all fees in this Agreement.
5. The Event is a professional environment. Exhibitor, and all representatives, agree to conduct themselves in a manner in accordance with decency and safety. Event Management can determine at any time to prohibit, discontinue or eject any exhibit or action, with or without given cause. No refund for any fees will be returned to Exhibitor for any of the above actions taken by Event Management.
6. Exhibitor may cancel this Agreement only through written notice to Event Management. A \$250 cancellation fee is required for any cancellation. These fees represent agreed damages to Event Management and are not a penalty. If cancellation takes place on or before April 5, 2017, fees previously collected minus the cancellation fee will be returned to Exhibitor. After April 5, 2017, Exhibitor may not cancel or change any portion of booth space, and no fees will be refunded.
7. Exhibitor must abide by all laws and regulations of the facility and the Event, including terms of this Agreement and of those in the Exhibitor Manual. Exhibitor is responsible for obtaining and providing proof of all necessary licenses, permits or approvals, tax identification numbers, paying all taxes, license fees and all other necessary regulatory or governmental permits and fees.
8. The performance of this Agreement is subject to termination without liability upon the occurrence of any circumstance beyond control of Event Management, such as government regulations, disaster, strikes, civil disorder, acts of God or nature, unavailability of facility or any other circumstance or impairment.
9. The Exhibitor may not photograph or video any part of the Event without consent from Event Management. Exhibitor may not violate any copyright laws and has sole liability for any infraction.
10. Exhibitor agrees to indemnify, hold harmless and defend Event Management, and all representatives, from and against any and all liabilities, damages, actions, costs, losses, claims and loss of property or profit arising out of or resulting in whole or part from any act, omission, negligence, fault or violation of Law or ordinance by Exhibitor or any representative. Such indemnification shall apply except in willful misconduct of Event Management. Exhibitor must provide evidence of liability insurance covering Exhibitor's liability and property. Security personnel will be on duty during Expo hours and overnight. Event Management assumes no responsibility or liability for Exhibitor loss or damage of property.
11. Exhibitor agrees to indemnify, hold harmless and defend the Facility, and all representatives, from and against any and all liabilities, damages, actions, costs, losses, claims and loss of property or profit arising out of or resulting in whole or part from any act, omission, negligence, fault or violation of Law or ordinance by Exhibitor or any representative. Such indemnification shall apply except in willful misconduct of Facility.
12. Exhibitor is responsible and liable for any defacement, alteration or damage to Facility or other's property determined by the sole discretion of Event Management.
13. Exhibitor agrees to all rules, terms and conditions of this Agreement. This Agreement represents the final and complete Agreement between the Exhibitor and the Event.