



2019 ISI Trade Show

APPLICATION AND CONTRACT FOR EXHIBIT SPACE

June 5, 2019 2-8 p.m. • DoubleTree by Hilton • 1909 Spring Rd., Oak Brook, IL 60523

Hotel Group Rate \$129 Per Night (Available June 1-9) • Code: ACT • Deadline May 17 • 866-812-3959 or skateisi.org/hotel

Company _____

Street _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Email _____

Website _____

Contact person _____

Email _____

Address (if different) _____

Telephone _____ Cell _____

List preferred locations (specify booth numbers):

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

Yes, I would like the Exhibitor Furnishings Package @ \$100 per booth:

- One (1) 6' x 30" Skirted Table
- Two (2) Side Chairs
- One (1) Wastebasket

Booth Fee:	\$ _____
Furnishings Fee:	\$ _____
TOTAL	\$ _____

Brief description of the products, equipment or services you plan to display

Companies you prefer not to be next to _____

Exhibitors you wish to be near _____

Exhibitors are invited to attend the 60th Anniversary Awards Dinner, Thursday evening, at no additional cost. RSVP REQUIRED (2 complimentary dinner tickets per booth. Additional tickets \$90 per guest.)

60th Anniversary Dinner Yes No (If Yes, please fill out RSVP form attached)

60th Anniversary Commemorative Book \$35 (Deadline to order 4/1/19) _____ copies = \$ _____ TOTAL

I am an authorized representative of the company with the full power and authority to sign and deliver this application. The company listed on this application agrees to abide by all rules and regulations included in this brochure. Please return this agreement along with the appropriate booth space fee. Acceptance of this application by Management constitutes an official contract.

Exhibitor signature _____ Date _____ ISI Member: Y N

Title _____ Amount enclosed \$ _____

Credit card number _____ Exp. Date _____ Card security code _____

Name on card _____ Email _____ Billing zip code _____
(Required for receipt)

OFFICE USE ONLY

ISI Member number _____ Expiration _____ Booth number(s) _____ Assigned _____

Total cost _____ Application received _____ Credit card approval _____ Amount enclosed _____

Check#/Maker _____ Balance due _____ Accepted for ISI by: _____

Important Instructions

1. Please type or print.

2. Booth fees

*EARLY BIRD SPECIAL - \$200 discount on rates listed below. (Must be paid in full by 12/31/18)

Members:	\$1,300
Non-members:	\$2,000

Deposit option - due with application

Members:	\$500
Non-members:	\$750

Make check payable to Ice Sports Industry.

3. Balance is due April 1, 2019.

Applications submitted after April 1 must be accompanied by payment in full. Applications received without payment will not be processed nor will space assignment be made. No refunds will be made after April 15. Cancellations received prior to April 15 will incur a service fee of \$150 per booth. All cancellations must be made in writing and sent to ISI.

Complete in full and return to:
Ice Sports Industry
Trade Show
6000 Custer Road, Bldg. 9
Plano, TX 75023
Fax: 972-735-8815
Email: cjackson@skateisi.org

Booth assignments will be made after April 1, based on date application was received, with preference to returning exhibitors.

2019 ISI EXPOSITION RULES AND REGULATIONS

DoubleTree by Hilton Chicago - Oak Brook

1. Contract for Space: This application for exhibit space, the formal notice of space assignment by Management and full payment of rental charges for floor space, constitutes a contract for the right to use same. This application should be filed promptly with the Ice Sports Industry hereafter referred to as the ISI. The word "Management" used herein will mean agents or employees acting as Management of the ISI Trade Show.

2. Space Rental and Payment: An Application and Contract for Exhibit Space shall be considered accepted when countersigned by Management. A deposit must accompany this application in the following amount: Builder/Supplier member of ISI - a deposit of \$500 per booth; non-member - a deposit of \$750 per booth. Balance of space rental is due April 1, 2019. Applications submitted after April 1, 2019 must be accompanied by payment in full. Applications received without payment will not be processed nor will space assignment be made. Builder/Supplier must be in good standing.

3. Cancellation by Exhibitor: Exhibitors wishing to cancel their display space must inform Management of the Ice Sports Industry, of their intent in writing. A service fee of \$150 will be charged for cancellations received on or before April 15, 2019. No refunds will be made after April 15, 2019.

Any space not occupied by 11 a.m., Wednesday, June 5, 2019, nor paid for at the time specified, will be forfeited by the Exhibitor and this space may be resold and reassigned without refund unless arrangements for delayed occupancy have been approved by Management.

4. Location and Assignment of Space: All exhibits will be located in DoubleTree by Hilton. Dimensions shown on the floor plan are believed to be accurate, but are only warranted to be approximate. Space assignment will be made by Management in keeping with the booth(s) requested by exhibitor and according to the date application was received, with preference to returning exhibitors. The Management reserves the right to relocate display areas for the benefit of the exhibitor or for the betterment of the exposition. No contract shall be in force until signed by Management.

5. Use of Space: No exhibitor shall assign, sublet or share the space allotted with another Company or Individual without the knowledge and consent of Management. Representatives manning the booth must be bona fide employees or distributors of the exhibitor or members of his family or manufacturer of products they distribute. Exhibitors must display goods manufactured or dealt in by them in their regular course of business, unless approved in advance by Management. No firm or organization, individual or company without assigned exhibit space will be permitted to solicit business within the exhibit area.

Exhibitors are not permitted to store packing crates or boxes in or behind their booths during the exposition. No graphics or product will be permitted outside the confines of the booth. Exhibitors are required to have their display space neat and orderly at all times. Exposed parts of displays and/or equipment must be finished or covered in a workmanlike and neat manner so an attractive appearance is presented when viewed from the aisles or adjoining booths. Two-story or "double decked" booths are not permitted.

Management reserves the right to restrict exhibits which, because of noise, method of operation, materials, or for any other reason, becomes objectionable, and also to prohibit or to evict any exhibit which, in its opinion, may detract from the general character of the show as a whole. The photographing, video taping, or filming of exhibits by anyone other than the official show photographer or the exhibitor of the photographed booth will not be allowed in the exhibit hall without written permission from Management. Any and all cameras used in the exhibit hall without such permission are subject to immediate seizure.

All demonstrations or other promotional activities, including the distribution of promotional materials, must be within the limits of the exhibit booth. Demonstrations or activities that cause annoyance to neighboring exhibitors such as consistent flashing lights or noise, or result in the obstruction of aisles or prevent ready access to a nearby exhibitor's booth will not be allowed. Exhibitors must take every reasonable precaution to minimize the noise of demonstrations or of operating sound devices.

There will be an overall 8' height limitation throughout the entire exposition. This limitation excludes the product being displayed. All display fixtures over 4' in height and within 10 lineal feet of an adjoining booth must be confined to the back 5' of the booth. Standard back to back or perimeter booths may have solid construction in the back one-half of the exhibit space, not exceeding 8' in height. Construction in the front one-half of the

exhibit space is limited to 48" in height so not to obstruct the view of adjoining booths. Peninsula booths (End Caps) occupy both corners at the end of a row of back to back booths and face three aisles. A peninsula backwall is limited to the centered 50% of rear lineal footage so as not to obstruct adjacent booths. Island booths are surrounded by aisles on all four sides and may utilize the cubic content of their space as long as walls or solid construction are set back 48" from all four aisles so as not to obstruct the line of sight to neighboring booths.

No combustible decoration, such as crepe paper, tissue paper, cardboard or corrugated paper shall be used at any time. All packing containers, excelsior, wrapping paper, etc. must be removed from the floor and may not be stored under tables or behind displays. All muslin, velvet, silking or any other cloth decoration must stand a flameproof test as prescribed by fire ordinance for the location and DoubleTree by Hilton. Certificates of approved flame retarding treatment must be available in the exhibit booth. All materials and fluids which are inflammable are to be kept in safety containers. Open flames, butane gas, oxygen tanks, etc. are not permitted without the permission of the fire ordinance of the location and DoubleTree by Hilton. Automotive vehicles and equipment may be displayed if:

- There are not more than two (2) gallons of fuel or the minimum amount for positioning.
- Fuel tanks are locked or sealed.
- Battery cables are disconnected.
- Ignition keys are removed and at display location.
- Vehicle operation is limited to brief parade type display specifically approved by the fire marshal.
- All movement on the floor will require visqueen laid down and kept under the vehicle along with an oil drip pan.
- SourceOne Events, the Official Service Contractor, must be notified no less than three (3) weeks before move-in of any vehicle to be displayed on the show floor.

SourceOne Events must also be notified no less than three (3) weeks before of anyone cooking on the floor.

Each exhibitor is charged with knowledge of all laws, ordinances and regulations pertaining to health, fire prevention and public safety while participating in this event. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor.

6. Installation and Dismantling of Exhibits: All exhibits must be completed, manned and ready for business by 12 noon, Wednesday, June 5, 2019. No exhibitor shall commence dismantling or packing his product prior to 8 p.m., Wednesday, June 5, 2019. Any exhibitor who begins to dismantle their exhibit prior to 8 p.m. shall lose all priority points awarded for participation in the 2019 exposition. Crates will not be delivered to the exhibit booth prior to that hour. It is the exhibitor's responsibility to mark and identify his crates. Crates not properly marked or identified may be destroyed.

All product, display material, possessions, and the like, must be packed with Material Handling Agreement turned in and carriers called by 10 a.m., Thursday, June 6. The deadline for clearance of all materials from the exhibit hall and such storage space as may be provided will be enforced. It is the responsibility of each exhibitor to have materials packed, identified and cleared for shipment by such time. Management reserves the right with no liability whatsoever for damage, spoilage, or loss, to dismantle, dispose of, store and clear from the premises any material goods, property or merchandise of any exhibitor who has failed to comply with the above requirement, or to order such work to be done at the sole expense of the exhibitor.

7. Liability and Insurance: Exhibitor agrees to protect, indemnify, save and keep the Ice Sports Industry, SourceOne Events and DoubleTree by Hilton forever harmless from any damage or charges imposed for violation of any law or ordinance, whether occasioned by the negligence of the exhibitor or those holding under the exhibitor, as well as to strictly comply with the applicable terms and conditions contained in agreement between DoubleTree by Hilton and the Ice Sports Industry against any and all loss, cost damage, liability or expense arising from or out of or by reason of any accident or other occurrence to anyone, including the exhibitor, its agents, employees and business invitees, which arises from or out of or by reason of said exhibitor's occupancy and use of the exhibition premises or a part thereof.

All property of the exhibitor is understood to remain under her/his custody and control, in transit to or from or within the confines of the exhibit hall. Exhibitors are advised to carry floater insurance to cover exhibit material against damage or loss, and public liability insurance against injury to the person or property of others. Sponsor and Management insurance policies do not extend to cover liabilities of exhibitors. Exhibitors will not be allowed to serve alcoholic beverages.

8. Security: Every reasonable precaution will be taken to protect property during installation, exposition and removal periods. However, neither Management, Official Service Contractor nor DoubleTree by Hilton are responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes. Exhibitors are strongly advised to carry protective insurance against theft, damage, etc. of their display.

Representatives of exhibiting companies must be registered with Management, and will not be permitted to enter the exhibit area earlier than one-half hour before the scheduled opening time each day and not later than one-half hour after closing time each day. Exhibitors requiring additional time for installation or in their booth before or after closing hours must make special arrangements through Management.

9. Prize Drawing Eligibility: Neither exhibitors, their employees, nor relatives of exhibitors and/or their employees shall be eligible to win raffles, drawings, prizes or their like offered in the trade show area during exposition hours. Such events are planned to increase traffic for the exhibitors' benefit.

10. Care of the Building and Equipment: Exhibitors and their agents shall not injure or deface the walls, floors or any part of the exhibit building, booth materials or equipment of another exhibitor. When such damage appears, the exhibitor causing such damage is liable to the owner of the property so damaged.

11. Official Service Contractor: SourceOne Events is the Official Service Contractor for the exposition and in total charge of exhibit area production. All exhibit material must be shipped to SourceOne Events. Shipments of exhibit material to DoubleTree by Hilton will be refused prior to the first day of Exhibitor move-in. Shipping information will be included in the Service Manual.

12. Labor: Arrangements for labor in connection with exhibit installation or dismantle should be made in advance with the Official Service Contractor.

13. Outside Contractors: Exhibitors must notify the ISI Management Office on exhibiting company's letterhead or Notification Form included in Exhibitor Service Manual, at least forty-five (45) days in advance of the exposition (by April 21, 2019) if they will be using an outside contractor, supplying name, address, and supervisor in attendance. Outside contractors must supply to the ISI Management Office, at least forty-five (45) days in advance of the exposition (by April 21, 2019), the names of exhibiting companies from whom they have requests to work, the names of the personnel the outside contractor will employ and the certificates of insurance for workers compensation and personal and property liability and damage (minimum of \$1,000,000 coverage), and must indicate full coverage for installation and dismantle dates. Exhibitors shall not supply ISI exhibitor badges to outside contractors. Failure to comply with these regulations will result in an exhibitor appointed contractor not gaining access to the exposition floor. Outside contractors may not solicit business on the floor and, if found doing so, will be ejected.

14. Exhibitor's Authorized Representatives: Each exhibitor shall provide Management the name and title of personnel in attendance at the exposition on the appropriate exhibitor registration form included in the Service Manual of Order Forms by the date specified. Said representatives shall be authorized to enter into such service contracts as may be necessary on behalf of the exhibiting company, for which the exhibitor shall be responsible.

15. State Taxes: Exhibitors are responsible for any and all state taxes, if any, due resulting from the sale of goods at this show.

16. Amendments: Any and all matters or questions not specifically covered by the preceding regulations shall be subject solely to the decision of Management. These rules and regulations shall be binding on exhibitors equally with the foregoing conditions. Exhibitors will be notified in writing of any amendments to these regulations.

I have read, understand and accept the terms and conditions as stated above.

Signed: _____ Date: _____