



### SPONSORSHIP COMMITMENT FORM / EXHIBITOR CONTRACT

#### SPONSOR

We are committed to the following sponsorship opportunity at the AEI 2020 Forum.

Sponsorship Amount: \$ \_\_\_\_\_

Sponsorship Event: \_\_\_\_\_

We agree to the following sponsorship terms and will complete our financial obligation according to the following schedule:

- 50% payment attached \$ \_\_\_\_\_, 50% balance to be paid by **February 14, 2020**
- 50% payment due upon receipt of invoice \$ \_\_\_\_\_, Final payment due by **February 14, 2020**
- Full payment due upon Receipt of Invoice
- Full payment attached

#### EXHIBITOR

We are committed to exhibit at the

AEI FORUM 2020. **Rate: \$600 USD**

Each table-top exhibit space includes one 6'-foot skirted table, two chairs, one access to electrical outlet, and one ID sign.

#### PAYMENT SCHEDULE:

For contracts executed **before January 17, 2020**, the following schedule applies:

- Initial 50% of the total Exhibit fee **due with this contract**
- Remaining Balance due no later than **March 27, 2020**

Contracts executed **after January 17, 2020**, require 100% of the total Exhibit Fee.

- Are you a first-time AEI exhibitor?  Yes  No
- Please assign near, if possible: \_\_\_\_\_
- DO NOT assign near, if possible: \_\_\_\_\_
- Do you plan to sell products in the exhibit hall?  Yes  No  
*(Exhibitor responsible for securing and collecting all local and state licenses and taxes)*
- Special Requirements (e.g., carpet aisles, hanging banners, archways, etc.) \_\_\_\_\_
- Public Relations Contact/Firm \_\_\_\_\_
- P.R. Contact Phone \_\_\_\_\_

**By submission of this contract, the exhibitor agrees to abide by all exhibit terms, conditions and regulations set forth in this contract.**

Authorized Exhibitor Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Accepted by Exhibit Management \_\_\_\_\_ Date \_\_\_\_\_

<b>FOR SHOW OFFICE ONLY</b>	Date Received _____	Dimension N/A N/A	Cost of Table-top \$ _____	Amount Paid \$ _____
	Table-top # _____	Number of Years _____	Deposit Paid \$ _____	Amount Retained \$ _____
	#of Corners N/A	Total Square Feet N/A	Balance Due \$ _____	Refund Due \$ _____
			Company ID: _____	Cancellation Date _____

Company Name (as you want it listed on the website and program) \_\_\_\_\_

Company Website \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Job Title \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/ZIP/Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**For more information, contact**  
**Verna Jameson**  
 Senior Manager, AEI  
 1801 Alexander Bell Dr.,  
 Reston, VA 20191  
 (703) 295-6199  
[vjameson@asce.org](mailto:vjameson@asce.org)

#### Payment Options

##### Payment by Check

**Check payable to ASCE.** Checks must be issued in U.S. dollars, drawn on U.S. banks, and made payable to ASCE. To pay registration fee by check, postmark your registration by the deadlines indicated above and mail to:

**ASCE/AEI**  
 P.O. Box 79668  
 Baltimore, MD 21279-0668, USA

##### Payment by Credit Card

- AMEX  VISA  MC  DISC  DINERS

Card Number \_\_\_\_\_

Expiration Date (MM/YY) \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Total to be Charged \$ \_\_\_\_\_

Authorized Signature \_\_\_\_\_

# ASCE Exhibit Rules and Regulations

**1. Contract for Space:** This application for space assignment by the American Society of Civil Engineers (ASCE), hereinafter referred to as Show Management, becomes a contract when signed by the exhibiting company and accepted by ASCE.

**2. Cancellation of Exposition:** Should the exposition be canceled, postponed, or abandoned thirty days (30) or more prior to the opening date, the Exhibitor shall be refunded the amount paid for rental space. However, if the exposition is canceled, postponed, or abandoned within thirty (30) days prior to the opening date of such exposition, 50% of the money paid for rental will be refunded.

**3. Payments for Space:** Applications must be accompanied by 50% of the total space rental, made payable to ASCE/AEI Exhibits, if mailed by January 17, 2020. All space must be paid in full by March 27, 2020. After that date all reserved Table-top spaces not paid in full will be released for resale. Contracts submitted after January 17, 2020 must be accompanied by payment in full. If the remaining balance is not received by March 27, 2020, the space will be released for resale. Setup is prohibited until Table-top space is paid in full.

**4. Cancellation of Space:** Cancellation notification must be submitted in writing to ASCE Show Management. Refund of the total amount paid, less a \$100 processing fee per table-top, will be made if cancellation is received before March 27, 2020. No refunds will be made for cancellations received on or after March 27, 2020.

**5. Forfeiture:** If an Exhibitor does not follow the rules and regulations set by Show Management, the Exhibitor shall forfeit the amount paid for space, regardless of whether or not the exhibit space is subsequently leased.

**6. Rejection of Application:** Show Management reserves the right to cancel or refuse rental of display space to any person or company whose conduct or display of goods is, in the opinion of Show Management, incompatible with the general character and objectives of the exposition.

**7. Subletting Space:** The exhibitor shall not reassign, sublease or share assigned exhibit space with any person, firm, or other entity and agrees not to exhibit, advertise, or offer for sale goods other than those manufactured or sold by him in the regular course of business, without notification to and approval of ASCE Show Management.

**8. Exhibit Hours, Installation, and Dismantling:** The hours during which the exposition will be open are:

(\*SUBJECT TO CHANGE)

## Thursday, April 2

4:00 pm – 6:00 pm	Exhibitor Move-In
6:30pm – 8:30 pm	Welcome Reception

## Friday, April 3

7:00 am – 3:00 pm	Exhibit Hours
7:00 am – 8:30 am	Breakfast
10:30 am – 11:00 am	AM Networking Break
2:30 am – 3:00 pm	PM Networking Break
3:00 am – 5:00 pm	Exhibitor Move Out

All table-tops must be completely set-up by 6:00 p.m. on April 2. Any space not claimed and occupied or for which no special arrangements have been made prior to 5:00 p.m. on April 2, may be resold or reassigned by ASCE without any obligation on the part of ASCE for any refund whatsoever. Special arrangements may be made for late set-up with prior approval from ASCE Show Management.

Dismantling of exhibits must not begin before the scheduled closing (3:00 p.m.) on Friday, April 3. Exhibitors agree by signing this contract that they will remain open until the official close of the show. All exhibits must be packed and ready for shipment no later than 5:00 p.m. on April 3.

**9. Relocation:** Show Management reserves the right to relocate an Exhibitor's space due to modifications of the exhibit facility, fire marshal restrictions, or any other reason in the best interest of the overall exposition.

**10. Fire Protection:** Table-top decorations must be flame-proof and all hangings must clear the floor. Electrical wiring must conform with all local and state government requirements and to National Electrical Code Safety Rules. If inspection indicates that any Exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazards, Show Management has the right to cancel all or such part of this exhibit as may be irregular.

**11. Repair of damages:** The cost of repairing any damage by the Exhibitor, its employees, representatives, or agents will be billed to and paid by the Exhibitor. Nothing will be posted on, tacked, nailed, screwed, or otherwise attached to the columns, walls, floors, ceiling, furniture, or other property of the convention center.

**12. Circularization and Solicitation:** Distribution of circulars or promotion material may be made only within the Table-top assigned to the Exhibitor presenting such material. Promotional material may not be distributed or left for attendees to pick up in the aisles, registration area, or anywhere else in the convention facility. Non-exhibiting companies/organization will not be permitted to solicit business within the exhibit area or anywhere in the convention center.

**13. Loss, Damage and Injury:** Show Management will not be responsible for any injury, loss, or damage that may occur to an Exhibitor's employee or property from any cause whatsoever. Show Management will not be liable for any injury, loss, or damage which may be sustained by any person who may be on the premises leased to an Exhibitor, or watching, observing, or participating in any demonstration or exhibit of Exhibitors.

**14. Insurance:** The Exhibitor agrees to obtain the following insurance coverage during the dates of the ASCE Exposition, including move-in, move-out days, and be prepared to furnish a certificate of insurance to ASCE if requested; (a) comprehensive general liability insurance, including protective and contractual liability coverage of \$250,000/\$500,000 for bodily injury and \$50,000 property damage (b) employers liability insurance with minimum limits of \$100,000 per accident; (c) workers compensation/occupational disease coverage in full compliance with federal and state laws; (d) owned, non-owned, and hired vehicles,

including loading/unloading hazards with bodily injury limits of \$250,000/\$500,000 and property damage limits of \$100,000.

**15. Restrictions in Operation of Exhibits:** Show Management reserves the right to restrict or evict exhibits, which because of noise, method of operation, materials, or which detract from the general character of the exhibit hall, or any other reason, become objectionable. This reservation includes anything of a character deemed to be objectionable to the exhibit or that interferes with the activities of neighboring Exhibitors. In the event of such restriction or eviction, Show Management is not liable for any refunds or rentals or other exhibit expense.

**16. Giveaways, Drawings, Distribution of Gifts, and Food Sampling:** All drawings or contests must be completed, and all prizes presented to winners prior to closing of the exposition. In the event that the display of the prize is not practical because of its size or other complication, the Exhibitor must display a photo and complete details as to the prizes size, value, color, etc. It is the responsibility of the Exhibitor to notify any winners. No sample food or beverage products may be distributed without prior authorization from Show Management.

**17. Compliance with the Law:** The Exhibitor or his representative or employees shall not engage in any display, publication, performance, or other activity which is in conflict with any federal, state, or local law, regulation, rule, or ordinance. Firearms may not be used as a part of an exhibit nor as a giveaway. Exhibitors cannot display or bring into the exhibit any animal, bird, fish, or other non-human creature without Show Management approval.

**18. Music Licensing:** The Exhibitor agrees to pay all royalties, license fees or other charges for any music, either live or recorded, or other entertainment of any kind or nature, played, staged, or produced by the Exhibitor, it's agents or employees within the premises by this License Agreement including but not limited to royalties or licensing fees due to BMI, ASCAP, or SESAC. The Exhibitor agrees to hold Show Management harmless against any and all such claims or charges.

**19. Interpretation and Amendment:** The Exhibit Manager shall have full power to interpret or amend these rules. The Exhibitor agrees to abide by any rules or regulations that may hereafter be adopted by Show Management, which shall be as much a part hereof as though fully incorporated herein.

**20. Attendee Listings:** Exhibitors/Sponsors agree to a one-time use of the attendee list provided at the end of the Show solely for the purposes of follow-up. A separate mailing list rental form is available for additional use. Neither the list nor any excerpts thereof may be duplicated, reproduced, reused, or transferred without prior written permission from Show Management. Lists are seeded with decoy names to detect unauthorized use.

**21. Children Attendance Policy:** No Children under 18 allowed unless accompanied by a responsible adult registered for the Show.