



2020 IEEE Symposium on Product Compliance Engineering

16-20 November 2020

Virtual Conference

CONTRACT FOR EXHIBIT SPACE

We hereby apply for exhibit space at the 2020 IEEE Symposium on Product Compliance Engineering (SPCE) Virtually 16-20 November 2020. We hereby agree to abide by show rules and regulations and with the Basic Terms and Conditions printed on the following two pages of this form.

Form with fields for Company Name, Contact Name, Address, City, State, Province, Postal Code, Country, Telephone, Fax, E-mail, Website, and Standard Prices.

Form with checkboxes for promotional opportunities and a note about application requirements and tabletop allocation process.

Form for Method of Payment with options for Check, American Express, Visa, and Master Card.

Account: _____ Exp. Date: _____ CVC _____
Signature: _____
Billing Address: _____

Authorization: I am authorized by my company to contract promotional items at the 2020 IEEE/ISPCE as indicated above. Print Name: _____ Signature: _____ Date: _____

Form for RETURN COMPLETED FORM AND REMITTANCE TO, including contact information for Shelby Lussier.



Basic Terms and Conditions

1. Contract

This application, properly executed by Applicant (Exhibitor) shall, upon written acceptance and notification of booths assigned by SPCE 2020 management, constitute a valid and binding contract.

2. Payment Requirements and Cancellation Charges

Applications require a 100% deposit before final tabletop assignment is confirmed in writing. All applicants must be paid in full by 1 November 2020.

All cancellations must be made in writing and will be based on the following schedule of refunds: On or before 10 October 2020, 50% of total tabletop cost will be refunded. After 10 October 2020, No Refund will be permitted. "No-show" exhibitors will receive no refund. Space reductions are considered cancellations and are subject to cancellation fees.

It is understood that SPCE 2020 reserves the right, at its option, to reassign a cancelled tabletop regardless of the cancellation rate assessed.

3. Compliance

The Exhibitor assumes all responsibility for compliance with all pertinent ordinances, regulations and codes of duly authorized local, State and federal governing bodies concerning fire, safety and health, together with the rules and regulations of the operators and/or owners of the property wherein the Show is held.

4. Management

The Exhibitor further agrees that the conditions, rules and regulations of the SPCE 2020 management are made a part of this contract and that said Exhibitor agrees to be bound by each and all of these rules and regulations, and that the management shall have the full power to interpret, amend and enforce all rules and regulations in the best interest of the Show.