

## EXHIBITOR AGREEMENT

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_ Website \_\_\_\_\_

**Name of Main Contact** \_\_\_\_\_

All Exhibitor rates include listing on the ISDC 2018 website and in the conference program.

	#	Cost	Subtotal
For-profit Organization, 6'-table with 2 chairs		\$499	
Nonprofit Organization, 6'-table with 2 chairs		\$299	
Co-Sponsors and Supporting Organizations, 6'-table with 2 chairs		\$199	
20'x20' Booth		\$899	
10'x10' Booth		\$699	
Electrical power, extra charge, 20 amps, per day (rate not including tax)		\$40	
Power strip and extension cord (please bring your own)		NA	
Inquire about other exhibit options.		<b>Total Due:</b>	

**Payment Method:**    Check    Credit Card    Cash

Exhibit space is not confirmed until payment and signed contract are received.

Exhibitor hereby agrees to purchase tabletop space as noted above from ISDC 2018 under the terms and conditions of this Agreement.

**Exhibitor**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**FAX COMPLETED AND SIGNED  
 AGREEMENT TO 703-435-4390  
 OR EMAIL TO ISDC.EXHIBITS@NSS.ORG**

**Mail Payment to:** National Space Society  
 11130 Sunrise Valley Drive, Suite 350, Reston, VA 20191

**Checks payable to:** National Space Society

**Direct inquiries:** Tel: 949-229-3422, Fax: 703-435-4390

ISDC.EXHIBITS@NSS.org

**www.ISDC.NSS.org/2018**

## **EXHIBITOR INFORMATION**

**About ISDC 2018.** National Space Society (NSS) sponsors ISDC 2018 to update members of space organizations on the latest space information and trends and to introduce interested members of the public to a wide variety of space issues, presented by an outstanding collection of scientists, astronauts, business and civic leaders.

**Exhibits.** ISDC 2018 will make available to Exhibitors 6'-long tables, as ISDC 2018 shall determine, and two chairs. ISDC 2018 will determine all Exhibit locations, but will try to honor requests for particular locations, with priority generally given to earliest registrants. If an Exhibitor wishes a booth or free-standing exhibit or some special display other than an exhibit table, ISDC 2018 will consider such requests. Exhibits should not exceed 15' in height.

**Exhibit Fees.** Rates for an Exhibit table are subject to change any time without notice.

Rates for two tables are generally double the rate for a single table. With the special written permission of ISDC 2018, (a) two (but no more than two) tables may be stacked, and (b) "splits" (tables 18" wide), if available or furnished by the Exhibitor, and approved by ISDC 2018, may be placed against a wall behind an Exhibitor's main table for a charge 150% of the rate for a single table. Rates for booths or free-standing exhibits will be negotiated separately.

**Complimentary Registrations.** Each table-top or booth Exhibitor will be entitled to complimentary registrations (not including meals) for up to two persons staffing the Exhibit during the Conference.

**Deposits and Refunds.** A 50% deposit will hold a space until 30 days prior to the Conference or such earlier date as payment in full may be requested -- but will not hold a particular location. At any time before or during the Conference, ISDC 2018 may cancel an Exhibit or bar a particular Exhibitor registrant, and its sole liability for so doing will be to refund the Exhibit fee. The absence of, or substitution for, any announced Conference guest, speaker, or participant, for any reason whatever, shall not entitle an Exhibitor to any refund or other damages.

**Cancellation Policy.** Cancellations must be submitted in writing by email, mail, phone or fax. Please allow 4 to 6 weeks for processing.

Before May 1: Full refund

Between May 1 and May 14: 50% refund (partial)

After May 14: No refund

**Special Needs.** In general, table and booth Exhibits are expected to consist of materials that can be personally transported to the Exhibit by the Exhibitor's staff. No electrical hookups or oversize or unusual exhibits will be permitted without prior approval by ISDC 2018. ISDC 2018 reserves the right to approve all Exhibit materials and handouts.

**Facility Charges.** Charges from the hotel for storage or labor in handling an Exhibit will be the sole responsibility of the Exhibitor, who will be expected to make payment arrangements directly with the hotel. All shipping arrangements (and costs) will also be the responsibility of, and must be made by, the Exhibitor.

**Set-up/Take-down.** The Exhibit area will be open for set-up after 2:00 p.m. on Wednesday, May 23 and at 8:00 am on Thursday, May 26 and all Exhibits must be removed by 6:00 pm on Monday, May 28. Exhibit hours will be Thursday through Sunday from 9:00 a.m. to 6:00 p.m. Thursday through Sunday there will be an open reception from 6:00 p.m. – 7:00 pm.

**Responsibility.** Each Exhibitor will be solely responsible for the security and insuring of its own Exhibit and Exhibit materials and handouts; no such supervision will be provided by ISDC 2018 or those associated with it. An Exhibitor may wish to remove its materials each evening. By exhibiting, an Exhibitor agrees (i) that the Exhibitor shall be solely responsible or liable for any bodily injury, damage to or loss of personal property, or for any other injuries, losses or damages which may be suffered, or caused, by the Exhibitor or its agents, at or in connection with the Conference, and (ii) to indemnify and hold harmless ISDC 2018 and NSS and their respective directors, officers, members, employees and agents, from any and all liability, claims, or causes of action on account of any such injury, loss or damage by exhibiting, an Exhibitor agrees that any provisions in the NSS contract with the site facility that are required to be agreed to by an Exhibitor are agreed to, as if fully set forth in this Form. Each Exhibitor will be solely responsible for obtaining copyright permissions for materials used or distributed at its Exhibit.