

# 2017 SIOR World Conferences – Sponsorship & Exhibit Reservation Form

Company Information (as it will appear on the website and mobile app):

COMPANY NAME: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE/PROV/ZIP: \_\_\_\_\_

PRE-CONFERENCE CONTACT:

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ONSITE CONTACT:

CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

OPTION A: SPRING & FALL\*

**Exhibit Booth Pricing:**

**Standard Booth**

**Premium Booth\***

Single Booth

US \$12,500 *Spring: \$6,500*  
*Fall: \$6,000*

US \$13,500 *Spring: \$7,000*  
*Fall: \$6,500*

Double Booth

US \$19,500 *Spring: \$10,000*  
*Fall: \$9,500*

US \$20,500 *Spring: \$10,500*  
*Fall: \$10,000*

OPTION B: SPRING ONLY **OR**  OPTION C: FALL ONLY

**Exhibit Booth Pricing:**

**Standard Booth**

**Premium Booth\***

Single Booth

US \$6,500

US \$7,000

Double Booth

US \$10,000

US \$11,000

\*Once booth assignments are made, premium booths are no longer available.

## SPONSORSHIP RESERVATION

OPTION A: SPRING & FALL

Sponsorship Items: \_\_\_\_\_

Fee: \_\_\_\_\_

OPTION B: SPRING ONLY **OR**  OPTION C: FALL ONLY

Sponsorship Items: \_\_\_\_\_

Fee: \_\_\_\_\_

I have read and agreed to all terms and conditions.

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

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

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

Signature: \_\_\_\_\_

Invoice  Mastercard  Visa  AmEx

Sponsorship Fee: \_\_\_\_\_

**3% Processing Fee (credit card only):** \_\_\_\_\_

Total Due (USD): \_\_\_\_\_

Card #: \_\_\_\_\_

Exp Date: \_\_\_\_\_ CW # \_\_\_\_\_

Signature: \_\_\_\_\_

Please submit form to Vicki Cummins at [vcummins@sior.com](mailto:vcummins@sior.com) or fax to 856.494.1660. If paying by check, please include a copy of the form and mail to Society of Industrial & Office Realtors, 1201 New York Ave., NW Ste.350, Washington DC 20005-6126.

# EXHIBITOR RULES & REGULATIONS—2017 SIOR Spring World Conference

All Exhibitors, by submission of their application, agree to abide by the following regulations:

**1. CONDITION OF PARTICIPATION:** This Exhibit Reservation form must be completed and signed by an authorized individual. When payment is received, your exhibit space reservation will be made and a confirmation will be sent to the pre-conference contact listed. Reservations and booth assignments will not be confirmed until full payment is received. Booth assignments are handled on a first-come, first-served basis. If full payment is not received prior to the conference, you will not be able to set up your booth until payment has been received.

**2. CODES AND AGREEMENTS:** The Exhibitor hereby agrees to be bound by the “Rules and Regulations” set forth in this document.

**3. SPACE ASSIGNMENTS:** Booth and event sponsor requests will be addressed in order of receipt of applications and payment. Exhibitor locations will be assigned to booths based on best fit. Society of Industrial and Office REALTORS (SIOR) reserves the right to make final assignments. Within these rules, decisions regarding space are solely at the discretion of SIOR.

**4. EXHIBIT HOURS: Set up**—Wednesday, April 26, 1-5pm

**Exhibit Hall Hours**—Thursday, April 27: 11:30am-1pm; 2:30-3:30pm; 5- 6pm, Friday, April 28: 8-9:15am, 11:15am-12:15pm. **Breakdown**—Friday, April 28, 12:15-4pm. **Hours are subject to change.**

**5. USE OF SPACE:** The Exhibitor shall not sublet or share the booth space provided by SIOR, nor shall the Exhibitor assign this lease in whole or in part without written notice to and approval from SIOR. The Exhibitor, as specified in these rules and regulations, will forfeit space not occupied by the close of the installation period (5pm April 26). The space may be resold, reassigned, or used by the exhibit management.

**6. EARLY DISMANTLING OF BOOTHS:** Exhibits are to remain set up until 12:15pm on Friday, April 15. Any early exhibit booth breakdown requests must be made and approved prior to the conference. It is the exhibitor’s responsibility to arrange shipping of booth and/or materials from the exhibit floor. An official service contractor will be on-site to assist in this effort. Please note, should you choose not to use our official service contractor for shipping, all of your exhibit items must be removed from the floor before the close of breakdown hours. Should any items be left behind for any reason, show management is required to “Force Ship” those items.

**7. EXCLUSION:** SIOR reserves the right to exclude or require modification of any display or demonstration which, in its sole discretion, it considers unsuitable or not in keeping with the character of the show. SIOR shall have the right to prohibit use of amplifying equipment or music, which, in its sole discretion, it considers objectionable. SIOR reserves the right to demand modification of the appearance of dress or person used in connection with displays or demonstrations.

**8. SAFETY REGULATIONS:** The use or storage of flammable liquids, gases or solids will not be permitted. Only a safety film can be used. Video presentation must be arranged so that aisles are not blocked. Exhibitors must adhere to all municipal and state laws, rules and regulations. No combustible decorations are allowed and other material must comply with fire department regulations.

**9. LIABILITY:** Exhibitor shall be fully responsible to pay for any and all damages to property owned by Sheraton New Orleans (Hotel), its owners or managers, which results from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless Hotel, its owners, managers, officers or directors, agents, employees, subsidiaries and

affiliates, from any damages or charges resulting from Exhibitor’s use of the property. Exhibitor’s liability shall include all losses, costs, damages or expenses arising from or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor’s occupancy and use of the exhibition premises, the Hotel or any part thereof.

**10. GUARD SERVICE:** SIOR will provide guard service when the exhibit hall is closed and exercise reasonable care for the protection of Exhibitors’ material and display. Beyond this, SIOR, its officers, agents, employees, subsidiaries, affiliates, and members (separately or collectively) cannot accept responsibility for any damage to or for the loss or destruction of an exhibit or for the property of an exhibitor either from fire, theft, accidents or other causes.

**11. FOOD & BEVERAGE:** If you plan on distributing food and/or beverages from your booth, you must receive prior approval from SIOR. Any additional fees that are levied by the Hotel will be your sole responsibility. Please contact SIOR prior to the event to determine the costs associated with your consumable giveaway.

**12. MINIMUM AGE FOR ENTRY:** To maintain a business environment, children under the age of 16 will not be permitted to enter the exhibit hall. Toddlers in strollers may be allowed access to the exhibit hall, but must remain in the stroller and be accompanied by an adult at all times.

**13. OFFICIAL SERVICE CONTRACTOR:** To assure orderly and efficient installation, operation and removal of the displays, and to minimize confusion by the presence or solicitation of unknown or unqualified firms, the official service contractor is Teamwork. The official service contractor will send all confirmed exhibitors a service kit containing information on furnishings, electrical, signs, labor, booth cleaning, display rental, telephone, audio/visual, photography, computer rental and recommended transportation carriers.

**14. AMENDMENT OF RULES:** Any and all matters or questions not specifically covered by the preceding rules and regulations shall be subject solely to the decision of SIOR and the Hotel. These rules and regulations may be amended at any time by SIOR and the Hotel. All amendments shall be binding on Exhibitors.

**15. CANCELLATION/REFUND:** Once your exhibit fee is received and SIOR has reserved a booth space in your company’s name, it is considered a mutual commitment. Cancellations for the 2017 Spring World Conference prior to February 21, 2017, will incur a 50% penalty. After February 21, all exhibit fees become non-refundable. Cancellations must be made in writing.

**16. ENTERTAINMENT POLICY:** SIOR requires that no business, social or educational activity be scheduled at a time that competes with any scheduled SIOR function throughout the duration of the conference. If your company wishes to plan any events during the SIOR conference dates, please contact SIOR to coordinate times.

**17. ATTENDEE LIST USAGE:** All Exhibitors will receive one pre- and one post-conference attendee list. Prior to receiving the lists, Exhibitors must submit to SIOR for approval the piece that will be distributed to attendees. Approval will take approximately 2 business days.

***The foregoing regulations have been formulated for the best interest of all parties.***

***I have read and agree to the terms and conditions set forth.***

**INITIAL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

# EXHIBITOR RULES & REGULATIONS—2017 SIOR Fall World Conference

All Exhibitors, by submission of their application, agree to abide by the following regulations:

**1. CONDITION OF PARTICIPATION:** This Exhibit Reservation form must be completed and signed by an authorized individual. When payment is received, your exhibit space reservation will be made and a confirmation will be sent to the pre-conference contact listed. Reservations and booth assignments will not be confirmed until full payment is received. Booth assignments are handled on a first-come, first-served basis. If full payment is not received prior to the conference, you will not be able to set up your booth until payment has been received.

**2. CODES AND AGREEMENTS:** The Exhibitor hereby agrees to be bound by the “Rules and Regulations” set forth in this document.

**3. SPACE ASSIGNMENTS:** Booth and event sponsor requests will be addressed in order of receipt of applications and payment. Exhibitor locations will be assigned to booths based on best fit. Society of Industrial and Office REALTORS (SIOR) reserves the right to make final assignments. Within these rules, decisions regarding space are solely at the discretion of SIOR.

**4. EXHIBIT HOURS: Set up**—Wed., October 25: 2 - 5pm, Thur., October 26, 7:30-10:30am; **Exhibit Hall Hours**—Thurs., October 26: 11am-12:45pm, 3-4pm; Fri., October 27, 8:30-9:45am, 11:30am-1pm, 3-4pm **Breakdown**—Fri., October 27, 4 - 8 p.m. Hours are subject to change.

**5. USE OF SPACE:** The Exhibitor shall not sublet or share the booth space provided by SIOR, nor shall the Exhibitor assign this lease in whole or in part without written notice to and approval from SIOR. The Exhibitor, as specified in these rules and regulations, will forfeit space not occupied by the close of the installation period (10:30am October 26). The space may be resold, reassigned, or used by the exhibit management.

**6. EARLY DISMANTLING OF BOOTHS:** Exhibits are to remain set up until 4 p.m. on Friday, October 27. Any early exhibit booth breakdown requests must be made and approved prior to the conference. It is the exhibitor’s responsibility to arrange shipping of booth and/or materials from the exhibit floor. An official service contractor will be on-site to assist in this effort. Please note, should you choose not to use our official service contractor for shipping, all of your exhibit items must be removed from the floor before the close of breakdown hours. Should any items be left behind for any reason, show management is required to “Force Ship” those items.

**7. EXCLUSION:** SIOR reserves the right to exclude or require modification of any display or demonstration which, in its sole discretion, it considers unsuitable or not in keeping with the character of the show. SIOR shall have the right to prohibit use of amplifying equipment or music, which, in its sole discretion, it considers objectionable. SIOR reserves the right to demand modification of the appearance of dress or person used in connection with displays or demonstrations.

**8. SAFETY REGULATIONS:** The use or storage of flammable liquids, gases or solids will not be permitted. Only a safety film can be used. Video presentation must be arranged so that aisles are not blocked. Exhibitors must adhere to all municipal and state laws, rules and regulations. No combustible decorations are allowed and other material must comply with fire department regulations.

**9. LIABILITY:** Exhibitor shall be fully responsible to pay for any and all damages to property owned by the Palmer House, a Hilton Hotel (Hotel), its owners or managers, which results from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless Hotel, its owners, managers, officers or directors, agents, employees, subsidiaries and

affiliates, from any damages or charges resulting from Exhibitor’s use of the property. Exhibitor’s liability shall include all losses, costs, damages or expenses arising from or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor’s occupancy and use of the exhibition premises, the Hotel or any part thereof.

**10. GUARD SERVICE:** SIOR will provide guard service when the exhibit hall is closed and exercise reasonable care for the protection of Exhibitors’ material and display. Beyond this, SIOR, its officers, agents, employees, subsidiaries, affiliates, and members (separately or collectively) cannot accept responsibility for any damage to or for the loss or destruction of an exhibit or for the property of an exhibitor either from fire, theft, accidents or other causes.

**11. FOOD & BEVERAGE:** If you plan on distributing food and/or beverages from your booth, you must receive prior approval from SIOR. Any additional fees that are levied by the Hotel will be your sole responsibility. Please contact SIOR prior to the event to determine the costs associated with your consumable giveaway.

**12. MINIMUM AGE FOR ENTRY:** To maintain a business environment, children under the age of 16 will not be permitted to enter the exhibit hall. Toddlers in strollers may be allowed access to the exhibit hall, but must remain in the stroller and be accompanied by an adult at all times.

**13. OFFICIAL SERVICE CONTRACTOR:** To assure orderly and efficient installation, operation and removal of the displays, and to minimize confusion by the presence or solicitation of unknown or unqualified firms, the official service contractor is Teamwork. The official service contractor will send all confirmed exhibitors a service kit containing information on furnishings, electrical, signs, labor, booth cleaning, display rental, telephone, audio/visual, photography, computer rental and recommended transportation carriers.

**14. AMENDMENT OF RULES:** Any and all matters or questions not specifically covered by the preceding rules and regulations shall be subject solely to the decision of SIOR and the Hotel. These rules and regulations may be amended at any time by SIOR and the Hotel. All amendments shall be binding on Exhibitors.

**15. CANCELLATION/REFUND:** Once your exhibit fee is received and SIOR has reserved a booth space in your company’s name, it is considered a mutual commitment. Cancellations for the 2016 Fall World Conference prior to September 8, 2017 will incur a 50% penalty. After September 8, all exhibit fees become non-refundable. Cancellations must be made in writing.

**16. ENTERTAINMENT POLICY:** SIOR requires that no business, social or educational activity be scheduled at a time that competes with any scheduled SIOR function throughout the duration of the conference. If your company wishes to plan any events during the SIOR conference dates, please contact SIOR to coordinate times.

**17. ATTENDEE LIST USAGE:** All Exhibitors will receive one pre- and one post-conference attendee list. Prior to receiving the lists, Exhibitors must submit to SIOR for approval the piece that will be distributed to attendees. Approval will take approximately 2 business days.

*The foregoing regulations have been formulated for the best interest of all parties.*

*I have read and agree to the terms and conditions set forth.*

INITIAL: \_\_\_\_\_ DATE: \_\_\_\_\_