



SIOR[®]

2019 SIOR World Conferences

SPONSORSHIP & EXHIBIT CONTRACT

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 Pricing		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 Pricing	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 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.

SPONSOR/EXHIBITOR RULES & REGULATIONS | 2019 SIOR SPRING WORLD CONFERENCE

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

- CONDITION OF PARTICIPATION:** This Contract must be completed and signed by an authorized individual. When payment is received, your exhibit space or sponsorship 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.
 - CODES AND AGREEMENTS:** The Exhibitor or Sponsor hereby agrees to be bound by the "Rules and Regulations" set forth in this document.
 - 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.
 - EXHIBIT HOURS:**

Set up: Wednesday, April 10, 1-5pm
There is NO set-up on Thursday, April 11.

Exhibit Hall Hours: Thursday, April 11: 11:45am-1:15pm,
2:45-3:45pm, 5:15-6:15pm;
Friday, April 12: 8-9:15am, 11:00am-12 noon

Breakdown: Friday, April 12, 12:15-2:30pm

Hours are subject to change.
 - USE OF SPACE:** The Exhibitor shall not sublet or share the booth space provided by SIOR, nor shall the Exhibitor assign the booth space 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 10, 2019). The space may be resold, reassigned, or used by the exhibit management.
 - EARLY DISMANTLING OF BOOTHS:** Exhibits may not be dismantled before the close of the show. Any exhibitor found breaking down their booth before the close of the show may lose access to the post-show attendee list. Exhibits must be removed by the exhibitors from the premises no later than the time indicated in the official Exhibitor Service Manual.
 - SHIPPING OF BOOTHS:** 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.
 - 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.
 - 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 and sound does not negatively impact the surrounding booths. 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.
 - LIABILITY:** Exhibitor shall be fully responsible to pay for any and all damages to property owned by Omni Shoreham (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, SIOR Staff and show management, 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. Exhibitor agrees to adhere to any Hotel rules and regulations and local and state requirements/laws.
 - 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, contractors, 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.
 - 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.
 - 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.
 - 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 GES. 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.
 - 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.
 - CANCELLATION/REFUND:** Once your exhibit fee is received and SIOR has reserved a booth space in your company's name, it is considered a contract. Cancellations for the 2019 Spring World Conference prior to February 11, 2019, will incur a 50% penalty, which is non-refundable and if not already paid, due regardless of participation. After February 11, all exhibit fees become non-refundable if paid, or due in full if not paid at the time of cancellation. Cancellations must be made in writing.
 - 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 gain approval and coordinate times.
 - ATTENDEE LIST USAGE:** All Exhibitors will receive one pre- and one post-conference attendee email list. Prior to receiving the lists, Exhibitors must submit to SIOR for approval the piece that will be distributed to attendees and agree to the terms of use. 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: _____

SPONSOR/EXHIBITOR RULES & REGULATIONS | 2019 SIOR FALL WORLD CONFERENCE

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

- CONDITION OF PARTICIPATION:** This Contract must be completed and signed by an authorized individual. When payment is received, your exhibit space or sponsorship 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.
- CODES AND AGREEMENTS:** The Exhibitor or Sponsor hereby agrees to be bound by the "Rules and Regulations" set forth in this document.
- 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.
- EXHIBIT HOURS:**

Set up: Wednesday, October 16: 1–5pm;
Thursday, October 17: 7:30-10:30am

Exhibit Hall Hours: Thursday, October 17: 11am–12:45pm, 3–4pm;
Friday, October 18: 8:30–9:45am, 11:30am–1pm,
4:30-5:30pm

Breakdown: Friday, October 18: 5:30–8 p.m

Hours are subject to change.
- USE OF SPACE:** The Exhibitor shall not sublet or share the booth space provided by SIOR, nor shall the Exhibitor assign the booth space 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 17, 2019). The space may be resold, reassigned, or used by the exhibit management
- EARLY DISMANTLING OF BOOTHS:** Exhibits may not be dismantled before the close of the show. Any exhibitor found breaking down their booth before the close of the show may lose access to the post-show attendee list. Exhibits must be removed by the exhibitors from the premises no later than the time indicated in the official Exhibitor Service Manual.
- SHIPPING OF BOOTHS:** 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.
- 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.
- 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 and sound does not negatively impact the surrounding booths. 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.
- LIABILITY:** Exhibitor shall be fully responsible to pay for any and all damages to property owned by Hilton Portland (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, SIOR Staff and show management, 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. Exhibitor agrees to adhere to any Hotel rules and regulations and local and state requirements/laws.
- 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, contractors, 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.
- 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.
- 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.
- 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 GES. 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.
- 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.
- CANCELLATION/REFUND:** Once your exhibit fee is received and SIOR has reserved a booth space in your company's name, it is considered a contract. Cancellations for the 2019 Fall World Conference prior to August 22, 2019, will incur a 50% penalty, which is non-refundable and if not already paid, due regardless of participation. After August 22, all exhibit fees become non-refundable if paid, or due in full if not paid at the time of cancellation. Cancellations must be made in writing.
- 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 gain approval and coordinate times.
- ATTENDEE LIST USAGE:** All Exhibitors will receive one pre- and one post- conference attendee email list. Prior to receiving the lists, Exhibitors must submit to SIOR for approval the piece that will be distributed to attendees and agree to the terms of use. 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: _____