



SIOR SPONSORSHIPS

SPONSORSHIP & EXHIBIT CONTRACT

CONTRACT FOR YEAR(S): _____

COMPANY INFORMATION (as it will appear on the website and mobile app):

COMPANY NAME: _____ WEBSITE: _____
STREET ADDRESS: _____ PHONE: _____
CITY: _____ STATE/PROV/ZIP: _____

CONTACT: _____ PHONE: _____
EMAIL: _____
ONSITE CONTACT: _____ CELL PHONE: _____
EMAIL: _____

SPONSOR

ANNUAL COMMITMENT: ☒ BOTH SPRING & FALL EVENTS

SPONSORSHIP ITEMS: _____

FEE: _____

EXHIBIT

ANNUAL COMMITMENT: ☐ BOTH SPRING & FALL EVENTS

SINGLE BOOTH: _____

DOUBLE BOOTH: _____

EVENT COMMITMENT: ☐ SPRING ONLY OR ☐ FALL ONLY

SPONSORSHIP ITEMS: _____

FEE: _____

EVENT COMMITMENT: ☒ SPRING ONLY OR ☐ FALL ONLY

SINGLE BOOTH: _____

DOUBLE BOOTH: _____

SPONSORSHIP DETAILS:

☐ I have read and agreed to all terms and conditions.

DATE: _____

PRINT NAME: _____

TITLE: _____

SIGNATURE: _____

I would like to pay by:

☐ Invoice ☐ Credit Card

SIOR will send payment link upon receipt.

Payment Total:

EXHIBIT/SPONSORSHIP FEE: _____

3% PROCESSING FEE (credit card only): _____

TOTAL DUE (USD): _____

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

1. **CONDITION OF PARTICIPATION:** This Contract must be completed and signed by an authorized individual, and payment is due 30 days following receipt of the invoice from SIOR. Once payment is received, your exhibit space and/or sponsorship reservation will be made, and a confirmation will be sent to the pre-conference contact listed. Sponsorship reservations/marketing, and booth assignments will not be set until full payment is received, and booth assignments are handled on a first-come, first-served basis. **IMPORTANT:** If full payment is not received prior to the actual conference date, your registrations will not be valid, and you will not be able to set up your booth until SIOR has received payment in full.
2. **CODES AND AGREEMENTS:** The Exhibitor or Sponsor 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. The Society of Industrial 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:** Information TBD.
5. **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. The space may be resold, reassigned, or used by the exhibit management.
6. **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.
7. **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.
8. **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.
9. **SAFETY REGULATIONS:** The use or storage of flammable liquids, gases or 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.
10. **LIABILITY:** Exhibitor shall be fully responsible to pay for any and all damages to property, 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.
11. **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.
12. **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.
13. **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.
14. **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, there will be an official service contractor. 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.
15. **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.
16. **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 events prior to a specific date (TBD for each event), will incur a 50% penalty, which is non-refundable and if not already paid, due regardless of participation. After the specified date, 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.
17. **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.
18. **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: _____

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The Society of Industrial and Office Realtors (SIOR) is the leading society for industrial and office real estate professionals. With more than 3,900 members in over 50 countries, SIOR represents today's most knowledgeable, experienced, and successful commercial real estate brokerage specialists.

Learn more about SIOR online at sior.com.

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