



The Presidio Exhibitor Registration Form San Francisco, CA March 14, 2017

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SECTION 1: EXHIBITOR MAIN CONTACT INFORMATION

Company name as it should appear on sign (36 characters maximum - fill in 1 letter or space per dashed line).

Company Name: _____

Address: _____

City: _____ State: _____ Zip code: _____

Main contact: _____

Title: _____

Phone: _____ Fax: _____

E-mail: _____ Web site: _____

SECTION 2: DESCRIPTION OF PRODUCT OR SERVICE (limit 30 words or less) _____

SECTION 3: BOOTH SPACE ILEA-NCC will assign booths on a first-come, first-served basis, based on the date the completed registration form and full pre-payment are received by ILEA-NCC. Strategic Sponsors receive preferred placement.

Exhibit space includes:

- 6' Table: 1-6' draped table, identification sign, and 1-exhibitor name badges which includes the educational program/dinner.*
- 8' x 8' Booth: 1-8' draped table, identification sign, and 2-booth representatives which includes the educational program/dinner.*

* Space is limited to 21 - 6' tables and 8 - 8x8' booths.

Do you need power to your exhibit space? Yes / No

SECTION 5: STAFF Table's receive 1-exhibitor name badge and can purchase up to 3-additional (max 4 exhibitors per table). Table's receive 2-exhibitor name badges and can purchase up to 2-additional (max 4 exhibitors per booth). See page 4 for additional cost per booth representative.

Name/Title: _____

Name/Title: _____

Name/Title: _____

Name/Title: _____



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SECTION 6: RULES & REGULATIONS

The following rules and regulations (which we ask you to sign, date, and return with payment) are to ensure that each exhibitor has a clear understanding of trade show management requirements. These regulations protect your investment and ensure the success of the event. Space is not guaranteed until this contract and full payment are tendered and received by ILEA-NCC.

1. Registration is on a first-come, first-served basis.
2. All exhibits must be contained within the contracted exhibit space. No items (furniture, props or other items) may be placed in the aisles.
3. Each vendor may purchase a maximum of 2 booths and up to 3-additional staff badges per tables and 2-additional staff badges per booth (max of 4 reps per booth/table allowed). There is no limit to the amount of tickets a company may purchase for additional employees to attend as guests to the event only. Pricing varies by registration type and date purchased.
4. All booths must be continually staffed during show hours. A maximum of 4 staff members are permitted in each booth space at any one time.
5. All promotional materials are to be distributed or handed out at the vendor's exhibit space only. Vendors are not allowed to have employees stationed at any other location in the exhibit hall distributing their material or handouts.
6. There will be no selling of goods and services at the Vendor Showcase
7. All exhibit personnel must be identified prior to the attendee portion of the conference beginning.
8. All displays must be free-standing and self-supporting. No tape, pins or other fastening methods may be adhered to the venue walls and/or pipe and drape. All displays must be designed so that they will not obstruct the clear view of nearby booths and tables. Exhibitors may not conduct any demonstration or activity, which results in obstruction of aisles or prevents ready access to neighboring exhibitor booth(s). Booths are not to have solid sides that would impede or restrict the vision of neighboring booths. (From the back of the booth out 4' the sides may be 8' high; from that point to the aisle the sides may only be 4' high. This includes plants, balloons, and any structure that may impede or restrict the vision of the neighboring booths.) All items associate with the booth must stay within the confines of the booth. Noise projecting beyond booth area is prohibited. Tables include 1-6' draped table.
9. No hazardous materials may be stored or placed on display.
10. All electrical wiring must be UL approved and meet local fire department regulations.
11. Overstatement in lighting is to be avoided, and attention-getting devices such as flashing, strobe or rotating lights are prohibited.
12. No music, live or recorded, will be allowed at booths except as might be included in a video tape or through headphones.
13. Management reserves the right to prohibit and/or evict exhibitors whose presentation is in any manner deemed by management as offensive. In the event of such prohibition or eviction, management shall not be liable to exhibitor for refund of exhibit fees.
14. Any exhibitor failing to occupy space contracted for is not relieved of the obligation for payment of the full rental of such space. If any space is not occupied one half (1/2) hour prior to the opening, the space is forfeited without refund.
15. Set up of all displays must be completed by 4:30p.m. Booths may not be dismantled before the close of the luncheon at 8:30p.m. All booths must be dismantled by 10:30p.m.
16. ILEA-NCC shall not be liable for damage or loss of exhibit or property resulting from any cause. The exhibitor waives claims for loss, damage, or injury.
17. Exhibitors must carry general liability insurance to protect from personal injury, liability and property damage. We ask that they will issue a certificate of insurance naming ILEA-NCC as the additionally insured.
18. Cancellations made in writing and postmarked on or before March 3rd, 2017 will be subject to a \$75 administrative processing fee. No refunds for cancellations after March 3rd, 2017.
19. Management reserves the right to make changes in the time schedule or in the show's general plan as may be deemed necessary and in the best interest of all exhibitors and the event.
20. Exhibitors shall follow all rules and adhere to all restrictions communicated by ILEA-NCC.
21. No alcohol is to be distributed by the exhibitors in the exhibit hall.
22. There is absolutely no booth sharing. Each vendor must purchase their own booth to showcase their own products/services.

I have read the exhibitor information, rules and regulations, and agree to abide by them.

Signature: _____ Company: _____ Date: _____



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SECTION 7: RESERVE YOUR SPACE NOW!

You must reserve your space by March 10th, 2017 (Booth prices include 2 educational/dinner tickets)

Member Rate			
6' Table	Price	Quantity	Total
Before February 15, 2017	\$175		\$
After February 15, 2017	\$250		\$
Booth Prices 8'x8'	Price	Quantity	Total
Before February 15, 2017	\$300		\$
After February 15, 2017	\$375		\$
Additional Booth Reps	Price	Quantity	Total
Before February 15, 2017	\$70		\$
After February 15, 2017	\$85		\$
After March 10, 2017	\$95	Based on availability	
			Total Due = \$

Non-Member Rate			
6' Table	Price	Quantity	Total
Before February 15, 2017	\$275		\$
After February 15, 2017	\$350		\$
Booth Prices 8'x8'	Price	Quantity	Total
Before February 15, 2017	\$400		\$
After February 15, 2017	\$475		\$
Additional Booth Reps	Price	Quantity	Total
Before February 15, 2017	\$90		\$
After February 15, 2017	\$105		\$
After March 10, 2017	\$115	Based on availability	
			Total Due = \$

SECTION 8: PAYMENT INFORMATION - PLEASE NOTE: There is absolutely no booth sharing. Each vendor must purchase their own booth to showcase their own products/services. If you have any questions regarding payment, please contact ILEA-NCC Headquarters at info@ileancc.org or call 925-355-1678.

Check (please issue to ISES-NCC) # _____ -or- Visa MasterCard American Express

Card Number: _____ Expiration Date: _____ CVC: _____

Name on Card: _____

Billing Address: _____

Signature: _____



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Schedule of Events:

1:30pm - 4:30pm	Vendor Load In / Setup & Registration*
4:30pm-5:00pm	New Members Get Acquainted & CSEP Q&A Session
4:30pm - 5:30pm	Attendee Registration
5:00pm - 6:30pm	Vendor Showcase
6:30pm - 7:30pm	Educational Program Vendor Showcase
7:30pm - 8:30pm	Network with Food & Drinks

Please send completed paperwork to: info@ileancc.org,
Register Online: <http://ileancc.org/meetinginfo.php?id=46&ts=1485218398>, or
Fax to 831-464-4881. If faxing, please also call 925-355-1678 to verify that your fax has been received.