

**7<sup>th</sup> IEEE/OES Working Conference on Current Measurement Technology  
Current And Wave Monitoring and Emerging Technologies**

March 13-15, 2003 | Bahia Hotel | San Diego, California

**APPLICATION FOR EXHIBIT SPACE**

We, the undersigned, agree to abide by the Exhibit Terms and Conditions on the reverse side.

NAME OF FIRM \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ AMOUNT ENCLOSED \_\_\_\_\_

\_\_\_\_\_ IEEE MEMBERSHIP # \_\_\_\_\_

PERSON TO CONTACT REGARDING EXHIBIT DETAILS

\_\_\_\_\_

TELEPHONE \_\_\_\_\_ EMAIL \_\_\_\_\_ FAX \_\_\_\_\_

Fee for exhibit is \$1500 until Nov 1, 2002 after which date the fee is \$2000.

NOTE: Organizations wishing to exhibit either “in-the-water” or in the hotel must pay for a booth space.

- ✓ We will exhibit the following products, services, and/or technologies:
  
- ✓ Location preferences or conditions (Proximity to other exhibitors, etc.):
  
- ✓ Logistical preferences or conditions (electrical power, phone line IEEE modems, etc.):
  
- ✓ Please attach a Company Backgrounder (80-100-words) in an MS Word file.
  
- ✓ Please make check or purchase order for 50% DEPOSIT (\$750) payable to IEEE/CMTC 2003 and submit with this application to

Peter Spain

Manufacturer's Liaison, IEEE/OES 7<sup>th</sup> CMTC

RD Instruments, 9855 Businesspark Ave., San Diego, CA 92131

[pspain@rdinstruments.com](mailto:pspain@rdinstruments.com)

Exhibit Registration forms including 50% DEPOSIT (\$750) must be received no later than 1 September 2002, after which date payment-in-full is required with application. Residual to be paid is \$750 by Nov 1, 2002 or \$1250 afterwards

# 7<sup>th</sup> IEEE/OES Working Conference on Current Measurement Technology

## EXHIBIT TERMS AND CONDITIONS

1. **Contract.** This application properly executed by the applicant (Exhibitor) shall, upon written acceptance and notification of space assigned by the Seventh IEEE Working Conference Committee ("Exhibits Committee"), constitute a valid and binding contract.

2. **Assignment of Space.** Exhibits Committee will assign booth spaces in the order of applications received with deposit (\$750). Both before and after initial space allocations, we will try to satisfy requests re booth assignment; however, the Exhibits Committee reserves the right to make final assignments.

3. **Exhibit Space and Fee.** Booths are 10 ft. deep by 10 ft. wide in an exhibit hall that is contiguous with the conference hall. Ample time is allocated for attendees to visit exhibits. Paper presentations are in a single forum so we encourage exhibitors to attend and we request booths be vacated during the papers.

### Exhibit space rates

- Rental rate** for a basic booth is \$1500 until November 1, 2002, after which date the rate becomes \$2000. Deposit: \$750 at time of application (until Sept 1, 2002). Residual: \$750 by Nov 1, 2002 or \$1250 afterwards
- Some **double booth spaces** are available— for a single exhibitor, the surcharge is 50% of the single rate. For a double booth shared by exhibitors, the surcharge is 95%.
- Discounts:** 20%: First-time exhibitors; 10% finder's fee for past exhibitors sponsoring a first-time exhibitor.
- Exhibit Tour for Employees** of Exhibitors: smaller (10 employees) company: \$475, larger company: \$950. Employees touring the exhibit for more than one-half day will be required to register as participants of the Conference.

### Exhibition fee includes

- ✓ **One** conference registration package. (Package includes one admission to the technical sessions, exhibit area, and all social events, as well as one copy of the Conference Proceedings).
- ✓ **Two** additional exhibit-area passes for booth staff. Exhibitors with more than 3 staff participating in the booth must register each additional (greater than 3) person as a participant of the Conference. Any staff attending sessions or functions must register.

Registration Fees	In Advance	At Conference
IEEE members	\$375	\$400
Non members	\$425	\$450

4. **Cancellations.** In the event of a booth cancellation prior to November 1 2002, the Exhibitor will be assessed a 10% cancellation fee. Thereafter the cancellation fee will be 20% until two weeks prior to the conference, after which no monies will be refunded.

5. **Exhibitor Services.** The following will be provided without charge:

- ✓ Decorating: side rail curtains, backdrop, and power supply provided for each booth
- ✓ Daily janitorial service to booth

Please note: The exhibit area will be locked overnight.

### 6. Exhibit Setup and Breakdown

*Setup:* Weds March 12, 1500-2200 h

*Breakdown:* Sat March 15, 1330-1800 h

7. **Nature of Exhibits:** The Exhibits Committee retains the right to maintain standards of appearance and exhibit conduct in the best interest of the conference and exhibitors. Exhibitor agrees to limit distribution of material to the spaces agreed under this contract. Exhibitor agrees to not conduct business in entrances, exits, and walkways.

8. **Compliance:** Installation, maintenance, and operation of exhibits are the sole responsibility of the Exhibitor. Exhibitors shall comply with all State, Federal, and Local laws concerning fire, safety, and health, as well as rules and regulations at the Bahia Hotel.

9. **Loss or Damage:** Exhibitor agrees with IEEE and the Bahia Hotel that neither IEEE nor the Bahia Hotel shall be liable for any damage or liability of any kind during the term of this agreement. This includes damage or injury to persons or property from any cause whatsoever by reason of use, occupation, and enjoyment of exhibit space by Exhibitor or any person thereon with consent of Exhibitor. Exhibitor will hold harmless both IEEE and the Bahia Hotel from all liability whatsoever on account of such damage, or injury, whether or not caused by negligence of or breach of an obligation by Exhibitor or its employees or representative.

10. **Management.** By signing this page, Exhibitor agrees that the conditions, rules, and regulations ("rules") herein stated are made a part of this contract. Exhibitor agrees to be bound by each and all "rules" and that the Conference Committee shall have the full power to interpret, amend, and enforce all "rules" in the best interest of the conference, provided any amendments shall not substantially diminish rights or increase liability of an Exhibitor and are provided in written notice to Exhibitors.

**Company:**

**Official:**

**Position:**

**Date:**