

## Company Information

Exhibiting Company Name:

Mailing Address:  City:  State:  ZIP:

Company URL:

Primary Contact Name:  Title:

Contact Phone:  Contact Email:

Primary objectives for exhibiting:  Sales leads  Introduce new products  Network with customers  
 Seek dealers  Create market awareness  Other:

Authorization Name:  Title:

Signature:  Date:

## Exhibit space rental fee includes:

- 8' x 10' carpeted booth space. Tables, chairs and other furniture are available to rent through Freeman Decorating, the official show contractor. Costs and ordering information will be included in the exhibitor kit.
- Two (2) complimentary registrations per 8'X10' space, granting full access to all educational sessions, food and beverage at two networking cocktail events in the exhibit hall on October 10 and 11, coffee breaks and lunch in the exhibit hall on October 11.
- Company listing and 25 word description in official printed Summit directory.
- Access on first-come-first-served basis to designated meeting rooms for training or customer event during Summit (schedule with management).
- Inclusion of company name and web site link on official Summit exhibitor page.
- Post Summit, EWA members receive the list of attendees including all contact information. Non-members receive attendee company names.

## Exhibit space rental fees per 8' X 10':

- Our company is a member of EWA  
 Contact me about becoming a member of EWA

Ask how part of your non-member exhibit booth registration can be applied to your first year membership dues. Join EWA as a member and save by qualifying for the member rate on your exhibit space.

	Booth	Corner Booth	End Cap (two booths)
EWA Member	\$1,500	\$1,800	\$3,600
Non-Member	\$2,300	\$2,600	\$5,200

**Reserve your exhibit space before 7/31/2018 and avoid a 15% late fee.**

Upon receipt of signed contract and confirmation of assigned booth space from management, you will receive an invoice from EWA via email or we will invoice your credit card using the information provided below. Full payment within 30 days of contract date or invoice due date will confirm your space. If payment is not received by that date, the booth space is released.

## Booth Choice

1<sup>st</sup> choice:  2<sup>nd</sup> choice:  3<sup>rd</sup> choice:

If possible, exhibitor requests that management avoid placing booth near these companies:

Booth Assignment (for Summit Management Use):

## Credit Card Information

Check one:  VISA  MasterCard  American Express

Credit Card Number:

Expiration Date:

Cardholder's Name:

Cardholder's Signature:

If you would rather provide your credit card information by phone, please contact Elaine Walsh at [Elaine.Walsh@EnterpriseWireless.org](mailto:Elaine.Walsh@EnterpriseWireless.org) or 520.620.0063.

*Cancellations must be made in writing (email is acceptable); they cannot be taken over the phone. Any exhibitor cancelling booth space after 5:00pm EST, August 31, 2018 will forfeit the entire booth rental fee (no exceptions).*

Please sign and return this contract via email using the form's automatic link feature or send to [Elaine.Walsh@EnterpriseWireless.org](mailto:Elaine.Walsh@EnterpriseWireless.org). Questions? Please contact Elaine Walsh, Conference Director at [Elaine.Walsh@EnterpriseWireless.org](mailto:Elaine.Walsh@EnterpriseWireless.org) or 520.620.0063.

## 2018 Wireless Leadership Summit Terms and Conditions of Contract for Booth Spaces

1. **Eligible Exhibits** - The purpose of the 2018 Wireless Leadership Summit is educational in nature. Management reserves the right to refuse rental of exhibit space to any organization or individual, who in its opinion, may display goods or service not compatible with the educational goals or strategic objectives of the host organizations.
2. **Subletting of Space** - Exhibitors may not assign, sublet or share their exhibit space without the written consent of management.
3. **Liability** - Neither management, its employees, official service contractor nor Grand Hyatt San Antonio and its representatives and employees will be responsible for any injury, loss or damage that may occur to an exhibitor's property or employees from any cause whatsoever at any time prior to, during or subsequent to the period of the 2018 Wireless Leadership Summit. Each exhibitor must assume responsibility and risk for any loss or damage and by applying for exhibit space expressly releases the above-named organizations and individuals from any claims for such injury and loss. Exhibitors are responsible for protection against any unauthorized removal of their property.
4. **Insurance** - Exhibitors will be required at their sole cost and expense to secure insurance coverage for general liability, bodily injury and property damage resulting from exhibit space leased. Limits of liability of these policies shall not be less than \$1,000,000. Exhibitors will be required to add management as additionally covered parties on these policies for the period of the Summit.
5. **Americans with Disabilities Act** - Exhibitors shall be solely responsible for compliance with the Americans with Disabilities Act (ADA) with respect to their exhibit.
6. **Damage to Property** - Exhibitor is responsible for any damage to the host hotel and any other exhibitor's property arising out of its own actions. Exhibitor agrees to abide by any rules of the host hotel regarding application of any substance such as paint, lacquer or adhesives that may be prohibited.
7. **Union Labor** - Exhibitor is required to comply with any regulations or contracts in effect between the host hotel, service contractor and any union.
8. **Official Service Contractor** - Management has secured the services of Freeman Decorating for the purpose of handling freight, providing rental furnishings for booths and other services that may be required for an exhibitor to properly assemble and dismantle their display. No other service contractor may be hired by an exhibitor for these services without prior management approval.
9. **Shipments to Grand Hyatt San Antonio** - All shipments should be consigned to your booth through Freeman Decorating, the general contractor. Only ship items to the business center at the Grand Hyatt San Antonio that are lightweight and can be hand carried to your own booth. The Grand Hyatt San Antonio will bill you for handling charges for all shipments sent in advance of the Summit and those requiring storage at the hotel. This is payable upon package pick-up.
10. **Installation/Dismantle** - Exhibits may be installed beginning at 5:30pm local time on October 10, 2018 and must be ready by 5:30pm local time on October 11. No exhibit material should be brought to the exhibit area until that time. Exhibits must remain fully assembled and manned during official exhibit hours. Tear down begins at 7:00 pm on Thursday, October 11.
11. **Character of Exhibits** - Exhibitors are encouraged to use a good-neighbor policy regarding their displays. Management reserves the right to remove or require the alteration of any exhibit due to excessive noise, lighting or other nuisance that in any way significantly interferes with the business and educational atmosphere of the 2018 Wireless Leadership Summit or inhibits the display of any other exhibitor.
12. **Admittance** - For security reasons, exhibitors will not be admitted more than one hour prior to any exhibition session. Exceptions to this rule require conference management approval.
13. **Badges** - Badges will be required for admittance to any designated portion of 2018 Wireless Leadership Summit. Exhibitors are granted two (2) full registrations at no charge per single booth space rented. Additional attendees can be registered for a fee quoted by management.
14. **Relocation of Exhibits** - Management reserves the right to relocate any exhibitor's booth.
15. **Fire Regulations** - All exhibits must meet fire restrictions and regulations published by the Grand Hyatt San Antonio and the City of San Antonio.
16. **Photography** - The services of an official professional photographer will be engaged by the Summit and the Exhibitor consents to photographs being taken by such photographer for publications and other promotional materials. Exhibitor may take photographs of their own exhibit but may not photograph or otherwise capture images of another exhibitor's booth unless authorization is obtained by that exhibitor.
17. **Lighting, Decorations and Music** - Balloons, strobe lighting and confetti are prohibited in the exhibit hall. Exhibitors are responsible for music licensing for any music played in their booth.
18. **Food Service** - Food and beverage service must be ordered through the catering department of the Grand Hyatt San Antonio.
19. **Failure to Hold Exhibit** - Exhibitors will not be entitled to a refund for failure to hold the 2018 Wireless Leadership Summit due to war, natural disaster or any action beyond the control of the conference organizers. Should any other contingency require the organizers to cancel the conference/exhibition, management retains the right to keep such part of the exhibitor's rental fees as are necessary to reimburse the company for actual expenses incurred up to the time cancellation occurred.
20. **Cancellation Policy** - Cancellations must be made in writing (email is acceptable); they cannot be taken over the phone. Any exhibitor cancelling booth space after 5:00pm EST, August 31, 2018 will forfeit the entire booth rental fee (no exceptions).
21. **Amendments** - Management reserves the right to amend these rules at any time, and the exhibitor agrees to abide by any changes, with the provision that exhibitors are given advance notification of any changes.
22. **Social Functions** - Social functions and meetings held during the week of the Summit are limited to exhibiting companies, require approval by Show Management and also must occur outside of the times for Summit sessions or exhibit hours.