



# Lehigh Valley Chapter

20FF Lehigh Valley ASM Materials Exposition  
Holiday Inn & Conference Center  
Breinigsville, PA  
October FH, 20FF

## Exhibit Application and Contract

A COUNTERSIGNED COPY OF THIS CONTRACT IS AVAILABLE ON REQUEST WITH YOUR DEPOSIT.

### Payment Schedule

Payment in full must accompany this application in order to secure a booth. Space Rental must be paid in full in order to be listed in the Exposition Brochure.

***Exhibit space is limited and available on a first come, first served basis. Please return your application as quickly as possible to reserve your space!***

Application for exhibit space indicates the applicant's willingness to abide by all accompanying exhibit terms and conditions, and general regulations.

### Rental Rate:

Current Sustaining Member: **\$350**  
Sustaining Member Applicants (see attached application): **\$450**  
Non-Members: **\$550**

Tabletop location will be assigned on-site.

The above exhibit space rentals will include: 8' x 10' space with table and white tablecloth, 1 side chair and trash can.

If more exhibit space is required, please contact the exhibit organizers to request additional space.

**NOTE: This application should be signed and mailed with the full payment to:**  
ASM – Lehigh Valley Chapter  
c/o Ryan DiSabella  
101 W. Bern St., Reading, PA, 19601

**For any questions or more information contact:**  
F nLb'8 ]GUWY`U`Uit 610-8\$, -' \* ) & or  
fX]gUVY`U4 WUfhYW .com

### Exhibitor Company Name (AS IT SHOULD APPEAR ON ALL PERTINENT EXHIBITOR LISTINGS)

Website: \_\_\_\_\_

Address: \_\_\_\_\_

### Contact Person for all Correspondence and Service Information

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-Mail: \_\_\_\_\_

### Mailing/Shipping Information (if different from above- no PO Boxes please)

Address: \_\_\_\_\_

### Exhibitor Authorized Signature

\_\_\_\_\_

Date: \_\_\_\_\_

### Payment Information:

Check enclosed for \$\_\_\_\_\_ (payable to ASM International, Lehigh Valley Chapter)

### **For Exposition Management use only.**

This contract is accepted and booth will be assigned on-site on a first come, first served basis.

Cost

Received deposit of \$

Accepted by Date

## Lehigh Valley ASTA [ : TERMS AND CONDITIONS

All exhibits and exhibitors are subjected to the following regulations. The word "Management" used herein refers to the Exposition Management and to ASM – Lehigh Valley Chapter, acting through its officers, directors, committees, agents or employees in the management of the Exposition. Violations will not be tolerated; existing violations may result in the withdrawal of the responsible company's ability to rent space at the next show.

### PURPOSE OF EXHIBITS

Exhibits are to educate an engineering/management audience by dramatic demonstration and presentations.

### DISPLAY PACKAGE

See accompanying information for list of services provided with each display rental. Any additional furnishings or utilities must be ordered from contractors and invoiced to the individual display sponsor.

### DISPLAY REGULATIONS

#### 1. CANCELLATION OF EXHIBIT CONTRACT

- a. Cancellation: In the event that written notification of intent to cancel is received by the Management at least 30 days prior to the opening of the exposition, all sums paid by the exhibitor will be refunded.
- b. Late Cancellation: Cancellation within 30 days prior to the opening of the exposition obligates the exhibitor to full payment of the rental, in accordance with the terms of the contract.
- c. Management may reassign space made available due to cancellations, reductions, or withdrawals.
- d. Failure to Pay: Exhibitor booths will not be allowed to be erected unless full payment for space has been received by Management before show opens.
- e. Failure to Occupy Space: Space not occupied by the close of the exhibit installation period as specified in the accompanying materials will be forfeited by the exhibitor and this space may be resold, reassigned or used by the Exhibit Management. This clause shall not be construed as affecting the obligation of the exhibitor to pay the full space rental under the terms of the contract.

2. CONSTRUCTION OF EXHIBITS Exhibits are defined as "Table Top" exhibits. All exhibits are limited to products, interactive and/or marketing tools that can be displayed. One table will define one exhibit space. Table dimensions are typically 6'x2'. The Table Top height restriction is 8 feet.

3. INSTALLATION AND DISMANTLING OF EXHIBITS Information on installation and dismantling of exhibits will be sent to you via comprehensive instruction bulletins in ample time to prepare for these activities. By signing this contract, the exhibitor understands that all exhibit equipment and/or displays must be completely set by the published opening of the show; no exhibitor shall dismantle, or start to dismantle, their exhibit equipment and/or displays before the published closing of the show.

4. FIRE, SAFETY, AND HEALTH The exhibitor assumes all responsibility for compliance with local, city, and state ordinances covering fire, safety, and health. All exhibit equipment and materials will be reasonably located within the booth and protected by safety guards and devices where necessary. Only fireproof materials should be used in displays and the necessary fire precautions will be taken by the exhibitor.

5. LABOR Rules and regulations for union labor are made by the local unions and these regulations may be changed at any time. Where union labor is required because of building or contractor requirements, it will be necessary for the exhibitor to comply with the regulations.

6. FILM, SOUND DEVICES AND LIGHTING The Management reserves the right to restrict the use of glaring lights or objectionable lighting effects. Exhibitor represents and warrants that no musical work protected by copyright will be staged, produced, or otherwise performed, via either "live" or "mechanical" means, (by or on behalf of exhibitor) at the exposition unless exhibitor has notified ASM – Lehigh Valley Chapter of such intent and is willing to pay the associated ASCAP fees for such use.

7. OPERATING EQUIPMENT No exhibitor shall operate any such equipment that emits vibrations, fumes, or noise above normal conversational levels as to disturb neighboring lessees or the overall show. Management reserves the right to shutdown operating equipment on the show floor, which is the source of

disruption and complaints. Specific demonstrations of operating equipment can be scheduled with Management during off-show hours. Management shall strictly enforce this regulation.

8. SUBLETTING OF SPACE The exhibitor shall not assign, sublet, or apportion the whole or any part of the space as assigned or has representatives, equipment, or materials from other firms than his own in the exhibit space without written consent of the Management. In the case of company divisions or affiliates, only one division or affiliate shall be considered the exhibiting company. Multiple divisions or affiliates will not be identified separately on signs and/or printed matter.

9. EXHIBITORS' PERSONNEL AND OTHER CONSIDERATIONS Distribution of advertising matter and souvenirs must be confined to exhibitors' spaces (trade publications accepted). Undignified methods of attracting attention will not be permitted. In keeping with the technical educational purpose of the event, giveaways such as balloons, TV sets, sporting equipment, etc., will not be permitted. Giveaways such as metric rulers, pens or pencils imprinted with the display sponsor's name, etc., will be permitted. Questions as to the eligibility of giveaway items should be directed to the Management for approval before the event. The Management reserves the right to prohibit an exhibit or part of an exhibit, which in its judgment may detract from the character of the exposition. This restriction includes persons, sideshow tactics, conduct, printed matter, or anything of a character, which might be considered objectionable to the exposition as a whole. No selling or order taking will be permitted on the exhibit floor. Serving of food and beverages in exhibits is forbidden. Canvassing in exhibit halls or distribution of advertising matter or souvenirs by representatives of non-exhibiting firms is strictly forbidden.

10. LIABILITY AND INSURANCE The Management will not be liable for loss or damage to the property of the exhibitor or his representatives or employees from theft, fire, accident, water or any other cause beyond its control. The Management will not be responsible for any injury, damage or loss that may occur to an exhibitor, to his employees or invitees or to any other person on the premises of the exhibit. Exhibits and exhibit equipment are brought into the building, maintained, and removed from the building at the exhibitor's risk. Exhibitor shall indemnify the Management against and hold it harmless from any claims, suits or liabilities resulting from negligence of the exhibitor in or in connection with the exhibitor's use of exhibit space. Exhibitors are advised to carry floater insurance to cover exhibit material against damage and loss and public liability insurance against injury to the person and property of others.

11. UTILITIES It is mutually understood and agreed that the Management shall use proper and reasonable care to have all utility services installed in time for the opening of the show. Proper and reasonable care shall be taken to prevent the interruption of these services during the exposition. However, the Management shall not be held responsible for late installation or interruption of any services that may occur. Please note that utilities, such as electric, gas, plumbing, etc. are not included in the exhibit rental fee and should be ordered separately, if needed.

12. INABILITY TO PERFORM If the Management should be prevented from holding the exhibition by any cause beyond its control (such as fires, strikes, Acts of God, etc.) or if it cannot permit the exhibitor to occupy his space due to circumstances beyond its control, the Management will refund to the exhibitor the amount of the rental paid, less a proportionate share of the exposition expenses, and the Management shall have no further obligation or liability to the exhibitor. If the exhibitor shall have made no rental payment, he nevertheless shall be obligated to pay his proportionate share of such expenses.

13. AMENDMENTS The regulations have been formulated for the best interest of the exhibitors as well as this Exposition, ASM International®, and the cooperating groups. All matters and questions not covered by these regulations are subject to the decisions of the Management. The regulations may be amended at any time by the Management and all amendments that may be so made shall be equally binding on all parties affected by them as by the original regulations.