



**FCC WEEK 2015
INDUSTRIAL EXHIBIT
CONTRACT
AGREEMENT**

**March 22-27, 2015
Washington Marriott
Georgetown Hotel
Washington DC 200367,
USA**

Completed contract agreement must be returned within 30 calendar days of the payment via the FCC Week 2015 Website (<http://cern.ch/fccw2015>) to:

FCC Week 2015
c/o Evelyne Delucinge
CERN, DG-DI-DAT, 60/5-005 P.O. L00100,
1211 Geneva, Switzerland
e-mail: fccw2015-exhibitors@cern.ch, phone: +41 22-767-4323

CONTRACT

BETWEEN

Exhibiting Company <i>(for signage)</i>			
Contact person's full name			
Company full name			
Address <i>(Dept./Street/Suite#/P.O.Box)</i>			
City		Postal Code	
State/Province		Country	
Phone <i>(with country code)</i>			
e-mail:			

AND

IEEE represented by

Company			
IEEE CSC			
Contact person's full name			
Dr. Bruce P. Strauss / Ms. Erin Bise (Association Administrator)			
Company full name			
IEEE Council on Superconductivity			
Address <i>(Dept./Street/Suite#/P.O.Box)</i>			
802 NW 16th Avenue, Suite B			
City	Gainesville	Postal Code	FL 32610
State/Province	Florida	Country	United States of America
Phone <i>(with country code)</i>		+1 301.903.3705	
e-mail:		bruce.strauss@science.doe.gov	

EXHIBITOR PACKAGE PROVIDED BY IEEE:

The exhibitor package includes the following elements:

- One 8' x 3' (2.4 x 0.9 m) booth with a table, two chairs, drape walls, 8' (2.4 m) high;
- 3' (0.9 m) high and 3' (0.9 m) long side drape;
- One 6' (1.8 m) wide table
- Two side chairs
- One wastebasket
- 7" x 44" (17 cm x 111 cm) company name sign
- One 4' x 8' (1.2 x 2.4 m) free standing poster board, grey fabric on demand;
- Wireless internet access at the booth;
- Electrical connection for the booth (110 V AC);
- Spot illumination (low consumption) on demand;
- One full delegate registration, including Welcome Reception, Banquet, Continental breakfast and Coffee breaks from workshop days;
- Recognition on conference website, in printed programs, information slides shown by conference organisers, reports of the workshop to funding agencies;
- Possibility to distribute advertisement and information material at workshop registration desk;
- Coverage in event article on acceleratingnews.eu after the event.

COST:

The total fee due for industry partner and exhibitor package cost is 2950 CHF. This signed contract agreement has to be received within 30 calendar days after payments via the FCC Week 2015 Web site at <http://cern.ch/fccw2015>.

EXHIBIT APPLICATION AND CONTRACT AGREEMENT:

We book one booth space for the FCC Week 2015 industrial exhibition, March 22 - 27, 2015, Washington DC, USA.

We agree to abide by the Terms and Conditions governing exhibits set forth in the Exhibitor Application & Contract Agreement and Rules & Regulations, which are included as Annex to this contract agreement, and to all conditions under which exhibit space at Washington Marriott Georgetown Hotel is leased to the FCC Week 2015 event.

CANCELLATION POLICY:

If written notice of cancellation is received by February 1, 2015, an administrative fee of 30% of the total booth fee will be retained. Cancellations after February 1, 2015 will result in full forfeit of the full exhibit fee amount.

LIABILITY:

Each party shall hold the other party free and harmless from, and indemnify it for, any liability resulting from acts and omissions by the former, including by its agents and employees.

GOVERNING LAW:

The jurisdiction of the District of Columbia applies.

QUESTIONS AND CONTACT:

For any questions relating to on-site exhibition matters, please contact directly the event manager at the Washington Georgetown Marriott Hotel:

Ms. Emily Fernandez (Emily.Fernandez@marriott.com), phone: +1 202 640-6263

For any matters related to the exhibition booth and optional booth equipment required, please contact directly the client support coordinator at Expo Sales, Freeman:

Ms. Chelsea Allen (Chelsea.Allen@freemanco.com), +1 571-814-2812

For any contract related matters, please contact directly the IEEE contract indicated in this contract.

ANNEX: Exhibit Contract Rules & Regulations

THANK YOU FOR CHOOSING TO EXHIBIT AT THE FCC WEEK 2015!

We look forward to working with you.

Authorized Applicants Signature: _____ Date: _____

FCC WEEK & IEEE International Future Circular Collider Conference 2015

EXHIBIT CONTRACT RULES & REGULATIONS

SPACE RENTAL

EXHIBIT MANAGEMENT The word "Management" used herein refers to the FCC Week 2015 organizing committee acting for the Institute of Electrical and Electronic Engineers (IEEE).

LOCATION, DATES & HOURS The exhibit location, dates and hours will be as indicated on the FCC Week 2015 Website (<http://cern.ch/fccw2015>). Management reserves the right to make changes to the exhibit dates and/or hours; however, such changes will be made known as far in advance and possible and will be posted on the website.

EXHIBITOR REGISTRATION Each 8 foot x 3 foot exhibit booth entitles one (1) representative to attend all scientific talks, poster sessions and social events.

Additional representative registrations may be purchased at the "Academic full conference" fee price as indicated in the registration form on the FCC Week 2015 Website (<http://cern.ch/fccw2015/registration/register>).

CANCELLATION If written notice of cancellation is received by February 1st, 2015 an administrative fee of 30% of the total booth fee will be retained. Cancellations after February 1st, 2015 will result in forfeiture of the exhibit fee amount.

CONSTRUCTION, INSTALLATION AND USE OF EXHIBITS

ARRANGEMENT OF EXHIBITS The space provided will be shown on the floor plan on the FCC Week 2015 website insofar as possible, but Management reserves the right to make changes at any time in location, size and display limits of a booth if it is in the best interest of the show or in excess of the Exhibit Site load limits (contact Management for additional information).

Exhibit floor weight-bearing capacity is 100 lbs per square foot. Exhibitors may not place objects weighing more than 100 lbs. per square foot in their booth – this is an absolute limit and no exceptions will be made. Violations will not be permitted. Any damage caused by excess weight or by the setup, installation, use, exhibitor or removal of any object exceeding this weight will be repaired at the exhibitor's expense.

Exhibitors agree to arrange their exhibits so as not to obstruct the general view of nor hide other exhibits. A maximum back wall height on linear booths is restricted to 8 feet, with a 4 foot height restriction imposed on all materials in the remaining space forward to the aisle. No partitions other than the side rails provided by Management are allowed unless specifically approved in advance. The entire cubic content of an island booth may be used up to the maximum height of 8 feet, including signage. Exhibitors may not project beyond the space allotted and aisles must be kept clear of traffic.

Full-time employees of exhibiting companies may set their own exhibits provided that one person can accomplish the task in less than one (1) hour without the use of tools or ladders.

Exhibitors are not permitted to use POWER TOOLS (electric drills, power saws, etc.) on booths of any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc. are allowable for exhibitor use within size and time limitations. Exhibitors may not borrow tools, ladders or other equipment from the exhibit facility and/or FREEMAN.

MARRIOTT is responsible for maintaining in and out traffic schedules at the exhibit site. Even local exhibitors should clear all movements of exhibit materials through the decorator as they will have priority at the unloading area at all times. Exhibitors may also handle their own freight provided the material can be hand carried to and from the booth via accepted freight entrances.

Electrical installation, telecommunication and audio visual services in hall is exclusively managed by the Washington Marriott Georgetown (Marriott) and must conform to regulations and to all national, state and local codes. Information and order forms will be included in the exhibit service kit provided by the decorator.

USE AND PURPOSE OF EXHIBIT SPACE No Exhibitor may sublet, assign or apportion any part of the assigned space, or represent, advertise or distribute literature for the product of service of any other firm or individual except as approved in writing by Management.

All exhibits must be adequately staffed during exhibition hours by an authorized representative, technically qualified to explain and demonstrate the equipment and services provided. In addition, exhibitor agrees not to dismantle the booth or to do any packing before the closing hours of the exhibit.

RESTRICTIONS The exhibit is scientific and educational; over-the-counter sales during the show are prohibited.

Management may prohibit distribution of souvenirs, advertising matter or anything else it considers objectionable. Distribution elsewhere than from within an exhibitor's booth is forbidden.

No materials may be posted, nailed or otherwise affixed to walls, doors or other surfaces in a way that might deface the premises or booth equipment and furniture. Any damage is payable by the Exhibitor.

Management reserves the right to restrict, prohibit or eject any exhibit, in whole or in part, which because of noise, safety hazards or for other objectionable features detracts from the scientific and educational nature of the exhibit. If an exhibit or exhibitor is ejected for violation of these rules and regulations, no return of rental fee shall be made.

Exhibitor agrees not to sponsor group functions that conflict with any official Conference program, except as approved by Management.

DECORATION OF EXHIBITS It is the responsibility of the Exhibitor to abide by the regulations and deadlines contained herein and by the rules and guidelines of the MARRIOTT communicated via its indicated event manager.

Exhibition items and marketing material can be sent by post or parcel service to the event venue, **arriving not earlier than March 16, 2015** to the following address:

Washington Marriott Georgetown
ATTN: FCC/ (Guest Name)
1221 22nd Street, NW
Washington, DC 20037, USA
HOLD FOR PICK UP ON MARCH 22nd

MATERIAL HANDLING The exhibitor use of dollies, flat trucks and other mechanical equipment is *not* permitted. MARRIOTT will control access to the trade show floor which includes access from the loading docks and/or all doorways into an exhibit facility. This will help to provide a safe and orderly move-in/move-out. Unloading or reloading of any freight into the exhibit hall by any and all private vehicles and contracted carriers must be handled by the exhibitor in compliance with the rules and guidelines of the MARRIOTT communicated via its indicated event manager.

MARRIOTT shall be the sole authority on all matters in the DOCK area. This shall include but not be limited to such items as assignment of dock space and loading or unloading of all materials and equipment.

Any conflicts or disagreements regarding the union jurisdictions or interpretations thereof should be resolved with representatives of IEEE.

Helium, Nitrogen, Oxygen and Nitrous oxide tanks are allowed on the event floor with prior approval by the Fire Marshal. OSHA requires that all containers be properly labelled and display appropriate warnings. Tanks must be firmly secured in the upright position with valves protected against damage. Nitrous oxide and Oxygen tanks over 250 cubic feet are prohibited. Oxidizing gases (Oxygen or Nitrous oxide) in amounts in excess of 503 cubic feet may only be used in public assembly area under permit for Hazardous Materials. Display of hazardous materials is in general not permitted. Any container not clearly labelled will be removed from within the premises, tested and disposed of at exhibitor's expense.

All special requests should be directed to Management 2 months PRIOR to submitting the exhibit application & Contract Agreement and full payment. If your request can be accommodated and is approved, you will receive confirmation from Management by email. Please complete the Special Needs section on the exhibitor Application Form on the FCC Week 2015 website. NOTE that water is not accessible in the exhibit hall (carpeted hall).

FIRE AND ELECTRICAL REGULATIONS All local regulations will be strictly enforced, and the Exhibitor assumes responsibility for compliance with such regulations. All decorations and booth equipment must be fireproofed to meet the requirements of the city Fire Marshal. Combustible materials shall not be in or around exhibit booths. All packaging containers, wrapping materials, and display materials must be removed from behind booths and placed in storage.

DISABILITY PROVISIONS Exhibitor represents and warrants (i) the exhibit will be accessible to the full extent required by law; (ii) the exhibit will comply with the Americans with Disabilities Act (ADA) and with any regulations implemented by that Act; and (iii) that it shall indemnify and hold harmless Management and Show Floor Manager, their officers, directors, agents and employees from any action arising from the exhibitor's non-compliance with ADA and any regulations implemented by the Act.

LIABILITY

SECURITY MARRIOTT will provide guard service and will take reasonable precautions to safeguard Exhibitor's property. However, the provision of this service shall not be construed as an assumption of obligation or duty with respect to the protections of the Exhibitor's damage, theft or destruction of Exhibitor's property.

SUPPLIERS Exhibitor acknowledges that Management does not own, operate, or in any other manner exercise any control of influence over third party suppliers to the exhibit and the Management acts solely as exhibitor's agent in arranging with such suppliers for the provision of goods and services for the exhibit. As such, Management does not assume any responsibility for and cannot be held liable for any personal injury, property damage or other loss, accident, delay, inconvenience, or irregularity which may be occasioned by any wrongful or negligent acts or omissions on the part of any of the suppliers, their employees, or any other party not under the control of Management.

INSURANCE Exhibitor agrees to maintain general liability insurance in an amount not less than One Million Dollars (\$1,000,000) to cover its potential liabilities under this Agreement, and to name IEEE, Management and the Washington Marriott Georgetown Hotel as additional insured's under exhibitor's liability policy for the period of the exhibit including move-in and move-out periods.

LIABILITY Neither IEEE, Management nor the Marriott will assume responsibility for the safety of the property of the exhibitor, his officials, agents or employees, from theft, damage by fire, accidents or other causes but will use reasonable care to protect them against such loss. It is suggested that each exhibitor insure his property against loss and theft. The exhibitor agrees to make no claim against IEEE, Management or the Marriott, and will protect, indemnify, defend and save the above-named harmless from any and all losses, costs, damages, liability, or expenses (including attorney's fees) arising from or by reason of any accident, bodily injury, property damage, theft or loss, or other claims of occurrences to any person, including exhibitor, its employees and agents, or any business invitees, arising out of or related to exhibitor's occupancy or use of the exhibitor premises in the exhibit or in and adjacent to the Marriott including storage and parking areas.

Management will not be liable for the fulfillment of this contract as to the delivery of space if non-delivery is due to the following causes: by reason of the building being destroyed by fire, act of God, public enemy, strikes, the authority of law, or for any other cause beyond its control. In the event of its not being able to hold the exhibit for any of the above named reasons, IEEE acting on behalf of Management will refund to each exhibit company the amount paid for the space, less a proportionate share of all the expense incurred by Management for the exhibit.

RULE CHANGES

Management reserves the right to modify or supplement these rules as it deems appropriate to the operation of the exhibit, and exhibitors agree to be bound by them. Violations of any of these terms, or regulations, on the part of the exhibitor, its employees or agents shall, at the option of Management, constitute cause for Management to terminate this Agreement, expel exhibitor from the exhibit, and exhibitor shall forfeit all fees paid to Management.