



1. Please type or print clearly
2. Fill in all sections of the application
3. Sign application under Section 6
4. Copy both sides of this application for your records

5. Make checks payable to: SPE ANTEC or provide credit card below. All payments must be made in U.S. Funds.

6. Mail original contract with payment to:  
 ANTEC Show Management  
 1430 Spring Hill Road - 6th Floor, McLean, VA 22102  
 Fax/ or email with credit card to:  
 FX: 703-934-4899 Email: antec@naylor.com

### 1. COMPANY INFORMATION

The information provided will be used for your company listing in the official show guide and the online floorplan. The person listed as the exhibit contact will receive all mailing and billing related to exhibiting. It is the responsibility of the exhibiting company to notify ANTEC Show Management of any changes that will impact the accuracy of this information.

Company: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_  
 Company Phone: \_\_\_\_\_ Company Fax: \_\_\_\_\_  
 Company Website: \_\_\_\_\_ Company Email: \_\_\_\_\_  
 Exhibit Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Contact Email: \_\_\_\_\_ Contact Phone/Extension: \_\_\_\_\_  
 Contact Cell Phone (for onsite purposes): \_\_\_\_\_ Contact Fax: \_\_\_\_\_  
 25 word company description (or email to antec@naylor.com): \_\_\_\_\_

### 2. EXHIBIT SPACE REQUIREMENTS (first come, first serve basis)

Exhibitor Requests: \_\_\_\_\_ (number) booth(s) for a total of: \_\_\_\_\_ square feet  
 1st Choice#: \_\_\_\_\_ 2nd Choice#: \_\_\_\_\_ 3rd Choice#: \_\_\_\_\_

### 3. ASSIGNMENT INFORMATION

To assist in the assignment of exhibit space, please provide the following information. List those companies who have product lines competitive with yours.

1. \_\_\_\_\_ 3. \_\_\_\_\_  
 2. \_\_\_\_\_ 4. \_\_\_\_\_

### 4. EXHIBIT SPACE FEES (check one)

100 - 300 sq. ft.: \$31.00 per sq. ft.  
 400 sq. ft.: \$27.50 per sq. ft.  
 100 sq. ft. turnkey package: \$3,650 (Includes a 6' table, 2 chairs, power source, ID sign, waste basket and two (2) full conference registrations)  
 200 sq. ft. turnkey package: \$7,000 (Includes a 6' table, 2 chairs, power source, ID sign, waste basket, four (4) full conference registrations), and a logo in the printed program  
 Total sf needed \_\_\_\_\_ x \_\_\_\_\_ / sf = \_\_\_\_\_  
 Send me more information about ANTEC sponsorship and promotional opportunities.

### 5. PAYMENT INFORMATION - Please make checks payable to SPE ANTEC

A 50% deposit must accompany an application prior to January 15, 2016. Full payment is required after January 15, 2016. Payment must be made in U.S. funds and drawn on a U.S. bank.

Date \_\_\_\_\_ Charge to my:  VISA  MasterCard  American Express  Check Enclosed  
 Account Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Amount Authorized: \$ \_\_\_\_\_  
 Cardholders Name (as it appears on card): \_\_\_\_\_ CSC#: \_\_\_\_\_  
Last 3 digits from the back of MC/Visa or 4 digits from the front of an AMEX  
 Billing Address (if different from above): \_\_\_\_\_  
 Signature of cardholder: \_\_\_\_\_

### 6. EXHIBITOR AGREEMENT

By executing this agreement, Exhibitor requests and applies for exhibition space at the ANTEC® 2016 Conference to be held May 23 – 25, 2016. In submitting this application, Exhibitor representative acknowledges that he/she has the authority to sign this agreement and has read and agrees to comply with all the rules and regulations appearing on the reverse side of this document and in the Exhibitor Service Manual. Further, Exhibitor agrees to abide by the ANTEC® 2016 deposit and cancellation policy that appears below in the Rules and Regulations portion of this document.

Exhibitor Signature: \_\_\_\_\_

### 7. PLASTICS ENGINEERING MAGAZINE

Reserve your ad space now and get special pricing for the April 2016 issue of Plastics Engineering Magazine. To reserve your space, please contact Roland Espinosa directly at respinosa@wiley.com or 201-748-6819. Ad deadline is Thursday, 3/10/16.  
 Full page - \$2,000 Half page - \$1,000 Quarter page - \$750

#### FOR SHOW MANAGEMENT USE ONLY

Date Received \_\_\_\_\_ By \_\_\_\_\_ Check# \_\_\_\_\_ Deposit \_\_\_\_\_ MS# \_\_\_\_\_  
 Order Number \_\_\_\_\_ Booth Assigned \_\_\_\_\_ Depth \_\_\_\_\_ xFrontage \_\_\_\_\_ Total Sq. Ft. \_\_\_\_\_

**1) ANTEC® 2016 Show Management:** Exhibitor agrees to abide by the rules and regulations set forth in this contract and those outlined in the ANTEC® 2016 Exhibitor Service Manual. Exhibitor further agrees to comply with Show Management's enforcement of these rules and regulations.

**2) Exhibition Fees:** Exhibition fees must be paid in full prior to the opening of the ANTEC® 2016 Conference. Exhibitors who have not paid for their booth space and any sponsorship opportunities in full in advance of the Conference will not be allowed to move in or to construct/arrange their booths and displays. Exhibitors shall not exhibit or market their products or services outside of the assigned exhibit space.

**3) Deposit and Payment:** A 50% deposit is due upon signing of the contract; Exhibitors who do not send initial deposits with their contracts will not be assigned booth space. Full payment is due by January 15, 2016. Failure to comply with these deadlines may result in the release of Exhibitor's assigned booth space for general sale. All booth reservations submitted after January 15, 2016, must be accompanied by payment in full.

**4) Assignment of Exhibit Space:** Exhibit space will be assigned first come first served upon completion of the priority space selection process. In assigning exhibit space, full consideration will be given to competing products and general grouping of exhibits for proper display and comparison. Every effort will be made for the equitable assignment of space. No firm, organization, individual or company without assigned exhibit space will be permitted to display or distribute products or literature, or solicit business within the exhibit hall. Exhibitor agrees that its intent is to occupy the exhibition space under the corporate/entity name it has provided in the Company Information section of this contract. Exhibitor will not sublet or apportion any of its exhibition space to other individuals, corporations, or entities.

**5) Cancellation:** An Exhibitor may cancel its participation in the ANTEC® 2016 Conference. Cancellation requests must be submitted in writing to ANTEC® Show Management. No refunds or transfer of funds will be made for any company cancelling their contracted exhibit space, in whole or in part, after July 21, 2015, even if that booth is resold. In addition, the exhibitor loses the right to use the complimentary exhibitor registrations and tickets granted by this contract.

If ANTEC® Show Management receives a cancellation request in writing prior to July 21, 2015, no cancellation penalty will apply, and Exhibitor will receive a full refund. For written cancellation requests received after July 21, 2015, and prior to January 15, 2016, Exhibitor agrees to pay a cancellation charge of 50% to SPE-ANTEC. No refunds will be made after January 15, 2016, and Exhibitor agrees to pay a cancellation charge of 100% of the total booth space rental fee to SPE-ANTEC. Exhibitor agrees to remit cancellation charges within 30 days of the written cancellation notice.

**6) Installation and Dismantling:** Decorators, electricians, vehicles and exhibitors may not move in prior to 8:30am, Sunday, May 22, 2016. Displays must not be dismantled or packed in preparation for removal prior to the official closing time of 3:00pm, Wednesday, May 25, 2016. Every booth must be fully staffed and operational during the entire Show. Any exhibitor dismantling prior to the official closing time may be fined \$500. Exhibitors must complete tear down by 10:00pm, Wednesday, May 25, 2016, at which point all exhibit displays or materials left in the booths without instructions will be packed and shipped at the discretion of ANTEC® Show Mgmt., and all charges will be applied to the exhibitor. Any Exhibitor that dismantles any portion of its booth prior to the official show closing may not be invited to participate in future SPE Conferences and Exhibitions (including ANTEC®).

**7) Safety, Fire, and Health:** Exhibitor must comply with all safety, fire, and health ordinances regarding the installation and operation of equipment, displays, and exhibit materials. Display materials must be flame-retardant. Hazardous materials of any type are prohibited at all times. SPE is not responsible for the safe operation of any Exhibitor machinery or equipment. Each Exhibitor should carry adequate insurance against all hazards.

**8) Insurance:** Exhibitor shall, at its own expense, secure and maintain the insurance listed below during the full term of the contract, including move-in and move-out. Required coverage: a) Comprehensive General Liability Insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit liability for bodily injury, and b) Worker's Compensation Insurance.

**9) Exhibitor Badges:** Official show badges will be required for entry into the exhibit hall at all times. Exhibitors will be granted an allotment of badges as follows:

- 100 sq. ft.: 4 booth personnel registrations
- 200 sq. ft.: 8 booth personnel registrations
- 300 sq. ft.+: 12 booth personnel registrations

**10) Confidential Delegate List:** Exhibitor acknowledges that the confidential delegate list is provided to the Exhibitor to assist Exhibitor in marketing its services or products to attendees of ANTEC® (the "Authorized Use"), and may not be used for any other purpose whatsoever. Exhibitor shall not disclose such list to any person, firm or entity except as required to carry out the Authorized Use. Without limiting the generality of the foregoing, in no event may the Exhibitor use such list for the purpose of soliciting attendance at another conference or event, nor shall the Exhibitor provide such list to others for such purpose.

**11) Booth Space Design:** All Exhibitors must design, arrange, and set up their booths in accordance with the terms of this contract. Exhibitor will design and arrange its booth in recognition of the rights of other show Exhibitors and show attendees. Booth space physically occupied by Exhibitor shall be limited to the space agreed to by the Exhibitor under the terms of this contract. Exhibitor agrees that booth display will not impinge on common exhibit hall aisles or any booth space occupied by other Exhibitors. Height Restrictions: No booth display shall exceed 8 feet in height without the express written consent of ANTEC® Show Management. Lights, signage, and booth equipment belonging to any Exhibitor may not in any way impede the general sight line of neighboring Exhibitors. Corrections regarding sight line issues may be made and enforced at the discretion of ANTEC® Show Management at Exhibitor's expense. Operation of Audiovisual Equipment: Exhibitors may operate audiovisual equipment within the confines of their booth(s) at acceptable sound levels. Exhibitors should not create unseemly noise or disrupt general traffic flow of neighboring Exhibitors. Use of noisy and/or disruptive audiovisual equipment may be restricted at the discretion of ANTEC® Show Management.

**12) Force Majeure:** In the event ANTEC® Show Management is unable to hold the EXPO due to an act of God, war, terrorism, fire, strike, exhibit facility construction or renovation, government regulations, curtailment of transportation facilities or other cause beyond the control of ANTEC® Show Management, which make it impractical, inadvisable or impossible to hold the summit, ANTEC® Show Management in its sole discretion shall determine and may refund to the Exhibitor its proportionate share of the balance of the aggregate Exhibitor fees received which remain after deducting expenses incurred by ANTEC® Show Management, but in no

case shall the amount of the refund to the Exhibitor exceed the amount of Exhibitor fee paid to ANTEC® Show Management. ANTEC® Show Management shall have no other or further liability to the Exhibitor.

**13) Exhibit Contractor:** Prior to February 15, 2016, ANTEC® or its selected show management general service contractor, will furnish each participating exhibitor with an Exhibitor Service Manual, which will contain exhibit construction guidelines, shipping labels and order forms for all booth accessories and services required. Orders not processed in advance for signs, furniture, carpeting, labor and other requirements must be procured at the Official Exhibit Contractor's Service Desk in the exhibit hall. All participating exhibitors and contractors must abide by any union jurisdiction in force at the time of the exposition. Exhibitors shipping by express, railroad or truck freight are requested to ship direct to the freight contractor designated in the Exhibitor Service kit in ample time prior to the exposition.

**14) Arrangement of Exhibits:** ANTEC® will provide exhibit space as indicated on the official floor plan, insofar as possible, but reserves the right to make any changes necessary.

**15) General Regulations:** Cost for repairing any damages to the Convention Center will be billed to the responsible exhibitor. No part of the exhibit building shall be defaced in any manner. Nothing shall be posted, nailed or otherwise affixed to any pillars, walls, doors or other parts of the hall.

**16) ADA:** All booths must be constructed in compliance with the disabilities act and accessible to persons with physical disabilities.

**17) Security:** ANTEC® will provide general perimeter security. Exhibiting companies are responsible for the security of the booth and all materials related to the booth. Any company wishing to employ additional security may do so through the official convention security company.

**18) Conflicting Events During Show Hours:** The exhibitor agrees not to extend invitations, call meetings, hospitality events or otherwise encourage the absence of industry professionals from the exhibit hall and meeting rooms during the hours of all Education and Show activities. All requests for meeting rooms, hotel suites and special function rooms must be approved by ANTEC® Show Management. If an exhibitor cancels their exhibit space, they will automatically lose the opportunity to use any approved meeting rooms, hotel suites or special function rooms.

**19) Onsite Guide:** To be listed in the printed 2016 onsite guide, ANTEC® Show Management must receive the completed space application and payment in full by March 1, 2016.

**20) Amendments:** ANTEC® reserves the right to make such additional conditions, rules and regulations as it deems necessary to enhance the success of the exposition, and to decline or prohibit any exhibit which in its judgment is out of keeping with the character of the convention. This reservation is all-inclusive as to persons, things, printed matter, products and conduct.

**21) Agreement:** Designated Exhibitor representative acknowledges he/she has read, understands, and will comply with the rules and regulations set forth in this contract. Representative also acknowledges that he/she has the full authority to submit and sign this contract for exhibition space at the ANTEC® 2016 Conference on behalf of the contracting company.