



## **2012 ISU-ISA Exhibit and Symposium**

**April 30, 2012- 9AM to 6PM**

**Idaho State University  
Pond Student Union Ballroom  
Pocatello, Idaho**

# **Exhibitor Information**

**Showcase your business at Idaho's premier industry event!**

### **ABOUT THE BOOTHS**

- Each booth will contain: one 8-foot table (with tablecloth) and two chairs
- Tables will be labeled so that you can locate your booth easily upon check in
- Approximate booth area is 10' x 12'
- Confirmation of booth reservation and a receipt will be emailed upon receiving payment
- Carefully read the attached Rules and Procedures, it has important information you will need to abide by as a vendor

**More than one booth space may be reserved to create a larger booth area for your display.**

- 1 Booth- \$250.00 includes one lunch
- 2 Booths- \$400.00 includes two lunches
- 3 Booths- \$550.00 includes three lunches

We are asking vendors to provide a door prize for attendees or contribute funding to assist in the purchase of the iPad that will be given away. Sorry, vendors are not eligible for door prize giveaway. Thank you!

**Set Up: Begins at 7:00 a.m. and must be concluded by 8:30 a.m.**

**Tear Down: Begins at 6:00 p.m. and must be concluded by 8:00 p.m.**

**Exhibit hours: 9 am – 6 pm**

### **We cannot provide:**

Computers

Monitors

Printers

Power extension cords

Power strips

Projection screen

**Please bring the items needed to make your booth stand out to attendees!**

If you are unable to attend, please consider a sponsorship of any amount.

All funds will go to further the education of ISU-ISA student members.

**Remember, students are the future of this industry!**

**For more information contact:**

**Mary Wright at (208) 406-6604 or [wrigmar3@isu.edu](mailto:wrigmar3@isu.edu)**



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### Exhibitor Reservation Form

	Number of booths 1 (\$250) , 2 (\$400), or 3 (\$550)
	6' Table (instead of 8' table) (yes or no)
	Number of extra chairs
	Access to electrical outlets (yes or no)
	Wall space behind booth (items on walls MUST be secured with StickyTac NOT tacks, nails, or tape. (yes or no)
	Sponsorship amount
	<b>TOTAL AMOUNT INCLUDED with reservation form</b>
	Check if you would like a tour of the Energy Systems Technology & Education Center

**Additional needs not listed above:**

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I have read and accepted all the terms set forth in the exhibitor Rules and Procedures and agree to abide by the same.

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

**Contact Information (Please Print)**

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Person responsible for the booth: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Payment Method: Check (make checks payable to): **ISA College of Technology**

Mail to: ISU-ISA Automation Exhibit & Symposium/ESTEC  
921 S. 8<sup>th</sup> Ave., Mailstop 8380, Idaho State University,  
Pocatello, ID 83209

Or register online at:

<http://workforcetraining.isu.edu/isu-isa/>

Payment capability online, fax or mail completed form. Fax#: 208-282-4855

**Full payment must be received before booth reservation is guaranteed.  
DEADLINE TO RESERVE BOOTH SPACE IS March 31, 2012**

## **Rules and Procedures Governing Use of Space by Exhibitors**

1. These rules and regulations form part of the Agreement for Exhibition Space made between The International Society of Automation Society (hereafter referred to ISA) and the Exhibitor.
2. Booths installed will be an 8' table and (2) chairs. Equipment, furnishings or services other than those provided as indicated must be arranged for with ISA event coordinator at the Exhibitor's expense.
3. The Exhibitor shall comply with and ensure that its employees and agents comply with all legal requirements imposed by a government body. Special building rules regarding the operation of oil or gasoline engines must be strictly observed as must all other special building rules and regulations.
4. Any Exhibitor desiring to hold drawings for trips, merchandise, etc. must advise ISA in writing 2 weeks prior to the opening of the exhibition. Exhibitors must honor all local, state and federal laws.
5. The ISA, event planners, sponsoring associations and / or Idaho State University shall not in any manner or for any cause be liable or responsible to any Exhibitor or any other person for any injury or damage to any person, business or property in any way related to or arising in connection with the exhibition; and any and all claims for such injuries or damages are hereby waived and each exhibitor agrees to indemnify and hold harmless the ISA, the sponsoring associations, Idaho State University, event planners and their directors, officers, employees and agents (the "Indemnified Parties") against any and all claims, liabilities, losses and expenses, including reasonable attorney's fees, imposed on, incurred by or asserted against the Indemnified Parties caused by any act or omission of that exhibitor, or occurring within the exhibit space leased by that exhibitor or arising in connection with the activities conducted by that exhibitor in connection with the ISA Exhibits and/or symposium.
6. The exhibitors shall not place in the exhibit area any apparatus or goods that in any manner would be objectionable to other exhibitors or to the spectators at such exhibition or that shall in any manner be dangerous or result in fire or damage to the building or exhibits.
7. The ISA reserves the right to prohibit the display of any article that, in its opinion, is not in keeping with the nature and character of the exhibition, or not in harmony with the other exhibits and the decoration of the building.
8. In the event that the premises in which the exhibition is to be held are destroyed or damaged by fire or the elements or any other cause, so that the exhibition cannot be held, the exhibitors have no cause or action of claim for damages or compensation against the ISA, Sponsoring Associations, Idaho State University, nor the event planners except for the return of any amount previously paid, and in such an event, this agreement shall be terminated.
9. Exhibitors shall have the rights, subject to the provisions herein contained, to arrange their exhibits within the space allotted to them in the manner best suited for displaying and demonstrating the goods manufactured or represented by them. No part of an exhibit shall extend out-side of the exhibit space boundary. All materials, items, etc. must be contained within the space assigned to the exhibitors as per the completed agreement and in accordance with exhibit booth construction guidelines.
10. Exhibitors shall care for their own exhibits and take such steps and precautions as may be necessary to prevent injury or damage to them-selves or their exhibits.
11. The exhibitor shall, at his/her expense, provide insurance for protection against fire, theft, vandalism or destruction by any cause. He/she shall also provide workmen's compensation and general liability insurance in an amount not less than one million dollars per occurrence.
12. Exhibitors shall remove all exhibits and any goods or property brought into the exhibit hall and leave said space both clean and free from all rubbish no later than 8:00pm. (Mountain Standard Time) on April 30, 2012. No such exhibit or any part thereof, may be removed during the period of exhibition, without the written consent of the ISA.
13. The exhibitors shall not assign or sublet any of the spaces granted to them as herein before set forth, without the prior written consent of ISA.
14. The exhibitors shall install their exhibits in such a manner as not to cause damage to any other exhibits or booths or to the building. Any such damage so caused by the exhibitor shall be paid for by them.
15. Neither this "Agreement for Exhibition Space" nor any booth or display space request or allocation will be binding on the ISA, event planners, or sponsoring Associations unless and until the exhibitor completes, signs and returns this "Agreement for Exhibit Space;" and issues payment in accordance with said Agreement, and said Agreement is executed by the event planners on behalf of the ISA.
16. All personnel who are representatives of the exhibiting company must register as an "Exhibitor." Exhibitor badges will be allocated on the basis off the following, based on the type and number of spaces contracted by the Exhibitor company 2 badges for each booth. Exhibitors requiring or desiring additional badges for their personnel may obtain extra exhibitor badges at a cost of \$10.00 each. These will be available prior to the exhibition from the coordinator office in Pocatello, ID. Payment must accompany requests for additional badges. Badges requested at the conference will be made on a cash-only basis. Exhibitor badges are good for admittance to the exhibition floor area only and will be valid for the duration of the exhibition. Badges must be worn by exhibitors to gain entrance to the exhibition area and at all times while in the exhibition area.
17. Booth contracts will be date-stamped as they are received. Selection of participants and final booth assignments will be made by the event planners. Preference will be given based on the date stamp shown on this contract. The committee reserves the right to refuse booth space to any vendor not in character with the Exhibit Theme, and to separate competitors.
18. NO REFUNDS
19. Show hours: 9 AM – 6 PM April 30, 2012
20. Booth security will not be provided during the Exhibition. Exhibitors are responsible for maintaining and securing their individual booths.