

## IES Aviation Lighting Committee

### 17<sup>th</sup> Annual Day Show - 2019

#### EXHIBITOR'S PROSPECTUS RULES & REGULATIONS

Organizations are invited to exhibit at this years' IES Aviation Lighting Committee's Technology Meeting, 17th Annual Day Show at the Hyatt Regency Monterey, CA on Wednesday, October 23, 2019.

#### **Exhibitor Fee: 1 booth per Company/Organization – multiple booths not permitted**

With Early Registration – ends 8/31/2019	<b>\$1,400.00</b> per booth.
With Registration – from 9/1 through 10/16/2019	<b>\$1,500.00</b> per booth.
On Site Registration – After 10/17/2019	<b>\$1,600.00</b> per booth.

Registration as an exhibitor in the Day Show includes registration for the Technology Meeting for one participant. ***Additional booth personnel must be registered for the Technology Meeting.***

Exhibit space is limited – **approximately 40 booths** - and we cannot guarantee that all requests for booth space will be granted. Early registration is recommended.

Booth spaces are to be allocated on First-come, First-served basis. Exhibit space will not be allotted until **payment in full** is received.

Attendees of the last 3 consecutive IES Aviation Lighting Technology Meeting will be given first opportunity and participants at last year's Day Show will be given 2nd opportunity for booth space. At the August 15, 2019 cutoff date, booths will be available to all other potential exhibitors.

Exhibitors will choose their booth in order of PAID exhibit registration (first-come/first-served). Exhibitors will be able to choose their booth location sometime after payment is received.

#### **Payment:**

Authorize.net – *sign up online by visiting our registration page.*

#### **Cancellation Fees:**

Prior to August 1 <sup>st</sup> , 2019	- \$100.00
From August 1 <sup>st</sup> through September 1 <sup>st</sup>	- \$200.00

No refund for cancellations after September 1<sup>st</sup>.

Written requests for cancellations must be emailed to [jbogart@integro-usa.com](mailto:jbogart@integro-usa.com) and [Kyle.Lee@astronics.com](mailto:Kyle.Lee@astronics.com) or faxed to 860.832.8965 by September 1<sup>st</sup>. ***Any company canceling after this date will not receive a refund of fees.***

## **EXHIBIT POLICY**

In addition to the previous rules, the following criteria apply to the exhibit area.

1. ALL exhibits must be directly related to the aviation LIGHTING industry.
2. ALL out-of-pocket expenses incurred due to the exhibit are to be borne by the exhibitor.
3. On-the-spot solicitation of orders and the acceptance of orders by the exhibitors are to be discouraged.
4. Exhibitors shall be solely and completely responsible for all exhibits and for any personal or public liability caused by or arising from the exhibitor's act or omission. ***Display material must not be bothersome to other exhibitors or attendees. If complaints are received regarding the display, you must remove, turn off, or rearrange the display material.***
5. The IES Aviation Lighting Committee assumes no responsibility for loss or damage to exhibits from any cause.
6. The exhibitor or exhibitor's management shall indemnify and hold harmless the IES Aviation Lighting Committee and its' members for any liability, claims or expenses suffered on account of acts or omissions of the exhibitors.
7. The exhibitor or exhibitor's management assumes the entire responsibility and liability for losses, damages and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend and hold harmless the Hotel, its owner and its management company, as well as their respective agents, servants and employees from any and all such losses, damages and claims.
8. Hotel will not be responsible or liable for any loss, damage or claims arising out of exhibitor's activities on the Hotel's premises except for any claims, loss or damages arising directly from the Hotel's own negligence.
9. Exhibitors shall refrain from showing ANY product or literature outside of the exhibit area near the Technical Interchange Meeting room.
10. Inability to hold Technical Interchange Meeting: If the IES Aviation Lighting Committee should be prevented from holding the exhibit program by any cause beyond its control (such as fire, strikes, Acts of God, etc.) or if it cannot permit the exhibitor to occupy his space due to circumstances beyond its control, the IES Aviation Lighting Committee will refund to the participant/exhibitor the amount of the rental paid by the participant/exhibitor, less a proportionate share of the exposition expenses, and the IES Aviation Lighting Committee shall have no further obligation or liability to the participant/exhibitor.
11. Unoccupied space: The IES Aviation Lighting Committee reserves the right to reassign/rent booths that are cancelled after the cutoff date for cancellation. The IES Aviation Lighting Committee reserves the right to reassign / rent booths that remain unoccupied due to failure of

the participant/exhibitor to show up on the date of the Day Show. Other participants / exhibitors shall in no way infringe upon or take over such unoccupied booths.

12. Exhibit floor plan: The IES Aviation Lighting Committee reserves the right to modify the exhibit floor plan if necessary.

**Exhibit Schedule Wednesday Oct 23**

Move-in	<b>12:00 pm – 2:00 pm</b>
Exhibit Hours	<b>2:00 pm – 6:00 pm</b>
Cocktail Reception (cash bar)	<b>4:00 pm – 6:00 pm</b>
Dismantle	<b>6:00 pm – 9:30 pm</b>

**Exhibit Booth Specifications:**

10' wide x 10' deep.

Each booth space includes:

One 6' skirted table, two chairs, draped backdrop, sign and side rails.

***Electrical service – if desired - is the responsibility of each exhibitor.***

Display stands and equipment MUST fit within the confines of the booth. Large pieces of equipment that will not fit in the booth area ARE NOT to be displayed.

***NO part of your booth may protrude into the aisle way.***

**Exhibit Material:**

Exhibitors will be advised of where to forward their exhibit material. Unless advised to do so, **DO NOT** ship exhibit material to the hotel.

An exhibitor package will be forwarded to paid exhibitors in order to make arrangements with the exhibition service company for shipping material to and from the Day Show.