Dear Display Week 2019 I-Zone Participant:

We are fast approaching the 2019 event in San Jose, CA USA. Plans are taking hold, and it promises to be an exceptional event. In preparation for your exhibiting in the I-Zone, please find the enclosed I-Zone Information Manual.

The I-Zone Information Manual includes order forms for telecommunications, security, hotel information, shipping information, floorplan, and the terms and conditions. Please note there are important dates contained in this packet that you should observe in order to obtain all necessary participation material.

I look forward to working with you to make the I-Zone at Display Week 2019 the best show yet. If you have any questions, please do not hesitate to contact me at (646) 226-7592 or email me at drocco@pcm411.com.

Thank you for your participation and assistance.

Sincerely,

Danielle Rocco
Exhibit Coordinator
I-Zone – Table Top Exhibit Display Guidelines

Your exhibit space includes:
❖ One draped table, 8’ Long x 2’ Deep x 30” High. The table is topped in white and skirted blue
❖ Standard ID sign hung on the front of the table. 11” Long x 17” High
❖ One chair
❖ One wastebasket
❖ 5 amps electricity

Table Display Guidelines:
• Tabletop Height: Exhibit fixtures, signage, products, etc… must be placed on top of the table or behind the table.
• Signs or banners reaching a maximum of 8’ Long x 30” High may be hung from the drape on the front of the table.
• The I-Zone exhibit area is carpeted
• Pop-up displays are not permitted.
• Additional furniture will not be permitted, nor will ordering additional chairs or a different size table be permitted.
• You may order Internet/Telecommunication service directly from the San Jose Convention Center. The form can be found here.

If you are shipping product that you cannot hand carry in to the exhibit hall, you are responsible for the material handling charges. You may ship your items either to the advance warehouse or direct to showsite – address labels are provided. If you need material handling, please work with GES directly. Please clearly indicate your Table Top number on your shipping labels. A credit card must be on file for material handing charges for your shipment to be delivered to your Table Top.

Move-in / Move-out:
Move-in is Monday, May 13 from 8:00am – 5:00pm
Move-out is Thursday, May 16 from 3:00pm-5:00pm
1. **Definitions.** “Exhibition” means the specific expositions or conferences identified on the front hereof; “Management” means Society for Information Display, a California non-profit organization, together with each of its officers, directors, shareholders, agents, affiliates, representatives and employees and assigns, unless the context requires otherwise; “Exhibitor” means the applicant identified on the preceding page (“Page 1”), together with each of its officers, directors, shareholders, agents, affiliates, representatives, employees and assigns, as applicable; “Venue” means the facility(ies) or venue(s) in which the Exhibition is conducted; “Application” means these General Terms and Conditions, Page 1, any Management attachment hereto or thereto and any other terms incorporated by reference herein or therein (as each may be amended solely by a duly authorized representative of Management), the Exhibition services manual, and all rules and regulations of the Venue applicable to the Exhibition.

2. **Application Acceptance.** Upon Management’s acceptance of this Application, Exhibitor shall be entitled to participate in the Exhibition as an exhibitor. The Application permits Exhibitor to occupy and utilize the booth area, meeting room(s) or other space assigned to it by Management (collectively, the “Exhibit Space”) to exhibit permitted products at the Exhibition and to utilize, where applicable, Management-provided services. Exhibitor acknowledges that its deposit shall be processed by Management upon receipt, but that such processing does not constitute an acceptance of the Application and does not grant Exhibitor an Agreement. Exhibitor hereby acknowledges and represents to Management that Exhibitor has received and thoroughly read, understood and agrees with these General Terms and Conditions and Page 1.

3. **Limitation of Liability.** Neither Management nor the Venue, their respective affiliates, representatives, employees and agents, shall be responsible for, nor have any liability arising from or related to submission of an Application and/or participation in the Exhibition, including any loss or damage to displays or goods belonging to Exhibitor, whether resulting from, without limitation, fire, storms, acts of God, air conditioning or heating failure, theft, pilferage, disappearance, bomb threats, terrorism, roof leaks, Exhibit Booth visitors and guests, shipments coming into or out of the Venue or Exhibit Space, inadequately packed property or other causes. All such items are brought to the Exhibition and displayed at Exhibitor’s own risk, and should be safeguarded at all times. If Exhibitor’s products to be exhibited and/or display materials fail to arrive, Exhibitor is nevertheless responsible for Application fees. Management shall provide the services of a protective agency during the period of installation, show and dismantling, and Exhibitor agrees that the provision of such services constitutes adequate discharge of all obligations of Management to supervise and protect Exhibitor’s property within the Exhibition. Exhibitor may furnish additional guards at its own cost and expense only with the prior written consent of Management. Management makes no representations or warranties with respect to the number of attendees or the demographic nature of such attendees. In no event shall Management or the Venue, or any of its affiliates, representatives, employees and agents, be liable for any special, incidental, indirect, punitive or consequential damages arising out of or in connection with this Application. The liability of Management and its affiliates, representatives, employees and agents and Exhibitor’s remedy for any claim of loss or damage arising from or related to this Application, regardless of the form of action, shall be limited to one-half of the fees paid to Management hereunder and Exhibitor acknowledges and agrees that Management makes no representation or warranties with respect to the number of exhibition attendees or the demographic nature of such attendees.

4. **Interpretation.** Management shall, in its sole discretion, determine any dispute or conflict with respect to any matters not specifically covered by the Application. Management shall have full power in the matter of interpretation, amendment and enforcement of the Application.

5. **Amendments.** Amendments to this Application by a duly authorized representative of Management shall be incorporated herein, and Exhibitor shall be subject to the provisions of the Application and Agreement as so amended when written notification is sent to Exhibitor (which may be communicated by e-mail).

6. **Cancellation, Withdrawal and Downsizing; Liquidated Damages.** The parties agree that quantifying losses arising from Exhibitor’s cancellation, withdrawal or downsizing of the Exhibit Space is inherently difficult, as Management shall incur expenses, allocate resources and take other actions in connection with the tasks necessary to facilitate and manage the Exhibition. The parties further agree that the agreed-upon sum is not a penalty, but rather a reasonable measure of damages based upon the parties’ experience in the exhibition industry and the nature of the losses that may result from such cancellation, withdrawal or downsizing of Exhibit Space. Exhibitor must provide written notice to Management for any cancellation, withdrawal or downsizing. The date Management receives such notice shall be the effective date of such cancellation, withdrawal or downsizing (the “Effective Date”). Any cancellation or withdrawal by Exhibitor entitles Management to the full amounts shown on Page 1. If, at the Effective Date, Exhibitor has already paid fees in an amount greater than the liquidated damages amount owed, Management shall refund the difference between the amount already paid and the liquidated damages amount to Exhibitor. Cancellation fees cannot be applied toward exhibit space at other shows or advertisement. Upon any such cancellation, withdrawal or downsizing, Management shall have the right, but not the obligation, to license the subject Exhibit Space to another exhibitor prior to the Exhibition without any rebate or allowance whatsoever to the Exhibitor and without in any way releasing said Exhibitor from any liability hereunder.

7. **If Exhibitor downsizes its originally agreed Exhibit Space requirements, it shall pay to Management (1) an amount equal to its revised financial obligation due for its decreased Exhibit Space requirements, and (2) liquidated damages in the amount shown for Downsizing on Page 1.

8. **Eligible Exhibits.** Exhibitor shall exhibit materials, products or services directly related to the Exhibition’s industries and of specific interest to attendees. Management reserves the right to determine the eligibility of any exhibit for display. Only Exhibitor’s name or logo may appear on signs and decals used to identify the Exhibit Space. Furthermore, any promotion, or advertising in print or other media that is not related to the Exhibition and its products or services, or that is not used solely by strict compliance by Exhibit with the Application and Agreement. Management reserves the right to reject, eject or prohibit any exhibit, in whole or in part, Exhibitor or any of its representatives, upon Management’s good faith determination that the same is not in accordance with the Application and Agreement. Management shall provide no refunds in the event of such rejection, ejection or prohibition.

9. **Permitted Publications.** Management reserves the right to determine the eligibility of any publication for display or distribution. Publications which contain advertisements purchased by exhibitors and which (a) are published only during the Exhibition or (b) otherwise target the Exhibition and its customers are not eligible for display or distribution from Exhibit Space or any other location from where the exhibition space is visible or accessible to the public, except for those authorized by Management for display purposes. Exhibits exhibiting such materials may be liable for any liability, damages, fines, penalties, or other obligations resulting from such unauthorized display.

10. **Intellectual Property.** Management expects Exhibitor to respect the intellectual property rights of other parties. Exhibitor shall not display any product that is counterfeit or in any way infringes trademarks, copyrights, patents or other intellectual property of a third party. Exhibitor warrants that the names, logos, art work and other content Exhibit or its agents submitted for use in any media (including, but not limited to, ads, the Exhibition website or any other Publication) shall not infringe the intellectual property rights of any third party and shall not contain anything which is libelous, obscene, indecent, blasphemous or in any way unlawful. In cases of documented intellectual property infringements,
Management reserves the right to exclude the infringer from current and future Exhibitions. However, this stipulation does not create an obligation for Management to take such action. Management does not accept liability for intellectual property infringements that may be committed by Exhibitor.

12. Intellectual Property Disputes Between Exhibitors; Service of Process and Orders. Neither Exhibitor nor its agents (including, but not limited to, legal counsel or process servers) shall serve process on any other Exhibition participant during the hours the Exhibition is open to attendees. If Exhibitor has obtained a judicial/administrative relief order against another Exhibition participant, and Exhibitor has no reasonable alternative to serving such order on the Exhibition participant during the Exhibition, then Exhibitor or its agent shall use its best efforts to serve such order during the hours the Exhibition is closed to attendees. Notwithstanding the foregoing, Exhibitor shall provide Management written notice of the order obtained (including a copy of such order) so that a Management representative may escort Exhibitor or its agent to the booth of the Exhibition participant to be served and minimize any disruption to the Exhibition caused by such service. Exhibitor agrees to use its best efforts to resolve any intellectual property disputes with other Exhibition participants by no later than one week prior to the Exhibition’s first move-in day for exhibitors and in a location other than the Venue.

13. No Sub-Licensing. Exhibitor shall not sub-lease, assign or transfer the Exhibit Space without Management’s prior written consent. Exhibitor shall not permit any person other than Exhibitor to booth-share, or otherwise occupy or conduct business in Exhibit Space, or any part thereof, without Management’s prior written consent.

14. No Assignment. This Application is non-assignable by Exhibitor. Any attempted assignment of the Application by Exhibitor shall be null and void and shall constitute a breach, resulting in termination of this Application. Management may assign this Application at any time to its affiliate or any owner/purchaser of the Exhibition, by operation of law or otherwise, without the prior written consent of Exhibitor, and any such assignee shall become “Management” for all purposes hereunder and shall acquire all of rights and obligations of Management hereunder.

15. Custom Booths. If Exhibitor shall use a custom booth in the Exhibit Space, it shall provide Management promptly upon request (and no later than 30 days prior to the Exhibition) detailed construction drawings showing all dimensions and orientation of such custom booth.

16. Exhibitor Conduct. Exhibitor may distribute samples, souvenirs, permitted publications and similar items, or conduct other sales or sales promotion activities only from within its Exhibit Space. Management retains sole discretion to approve, control or prohibit retail sales and what types of samples and other items may be distributed and where such samples may be distributed. Any Exhibitor demonstration, distribution or activity that results in obstruction of aisles or prevents ready access to other exhibitors’ booths is prohibited and shall be suspended permanently or for any periods specified by Management.

17. Compliance with Laws. Exhibitor shall comply with all Federal, State and local laws applicable to its participation in, and activity at the Exhibition. Exhibitor shall be responsible for obtaining all required licenses, permits, approvals and permissions applicable to its participation in, and activity at the Exhibition. Exhibitor shall be responsible for obtaining any tax identification numbers and paying all taxes, license fees or other charges that shall become due to any governmental authority in connection with its activities at the Exhibition.

18. Union Work Rules. Exhibitor shall abide by union work rules and jurisdictions of the city and Venue, if applicable, including the Venue’s exclusive services.

19. Good Neighbor Policy. Exhibitor shall operate within the Exhibit Space so as not to annoy, endanger or interfere with the rights of other exhibitors or attendees. Management may, in its sole discretion, prohibit any action resulting in complaints from other exhibitors or attendees and which interferes with the rights of others or exposes them to annoyance or danger. Exhibitor’s unreasonable interference with, or inconvenience to the Exhibition, exhibitors or attendees shall be deemed a breach of the Application.

20. Exhibitor Representatives; Exhibit Space. Exhibitor representatives shall be restricted to Exhibitor’s employees and authorized representatives and must be 18 years of age or older. Management may, in its sole discretion, limit the number of Exhibitor’s representatives in the Exhibit Space. Exhibitor’s representatives shall at all times wear badge identification furnished by Management. Exhibitor acknowledges that it shall require all representatives to dress and conduct themselves in an appropriate and professional manner. Management reserves the right to determine, in its sole discretion, whether the character and attire of Exhibitor’s representatives is acceptable. Exhibitor representatives must staff the Exhibit Space during all hours the Exhibition is open. Exhibition Hours: Tuesday, 10:30 am – 6:30 pm; Wednesday, 9:00 am – 5:00 pm; Thursday, 9:00 am – 2:00 pm.

21. Default in Occupancy. The actual occupancy by Exhibitor of the Exhibit Space is a material obligation of Exhibitor and is of the essence of this Application. If the Exhibit Space is not occupied by the time set for completion of installation of displays, and continuously occupied during Exhibition hours, the Exhibit Space may be re-possessed by Management for any purpose it may see fit without in any way releasing Exhibitor from any liability hereunder.

22. Safety and Fire Laws; Electrical Safety; No Smoking. Exhibitor must strictly observe all applicable fire and safety laws and regulations. Drapes and all other cloth decorations must be flameproof. Wiring must comply with local fire department, governmental agency fire inspection ordinances and undergraduates’ rules. Smoking (including electronic cigarettes) in the Venue is limited to designated areas. Crowding shall be restricted, and aisles and fire exits must not be blocked at any time. Products for display, signage, banners and decorations must not violate applicable fire codes. No storage behind exhibits is provided or permitted; however, storage is provided within non-public booth areas is permitted with Show Management permission. Display wiring must exhibit all applicable seals of official approving agencies as may be required by the Venue. All displays must meet the building codes of the city in which the Exhibition takes place.

23. Exhibitor Breach. If Exhibitor breaches any of its obligations under this Application, Management (1) may immediately, without notice, prohibit Exhibitor from exhibiting at the Exhibition and all future shows and exhibitions run by Management and terminate this Application, (2) shall retain all amounts paid hereunder and Exhibitor shall pay Management any remaining balance outstanding according to Page 1, and (3) may pursue any other legal or equitable remedies to which it is entitled. Further, Management may thereupon direct Exhibitor to immediately remove its employees, any of its representatives and agents, its merchandise and other property from the Venue.

24. Resolution of Certain Disputes. If there is a dispute or disagreement between (1) Exhibitor and an official contractor, (2) Exhibitor and a labor union or labor union representative, or (3) Exhibitor and one or more other exhibitors, Management will work with Exhibitor to mitigate the dispute or disagreement, however, Management’s interpretations of the rules governing the Exhibition and its actions or decisions concerning the dispute or disagreement and its resolution shall be binding on Exhibitor.

25. Electronic Communications; Exhibitor Directory, Exhibition Website and Exhibition Publications. By providing Management with its e-mail address(es), Exhibitor hereby consents to receiving unsolicited commercial e-mail messages from Management, its affiliates, partners and assigns, and third parties licensed to send such messages to Exhibitor by any of the foregoing. Exhibitor authorizes Management to publish Exhibitor’s directory entry on the Exhibition website, in the official catalogue for the Exhibition and in any other directory relating to the Exhibition or relevant industry. Exhibitor is required to complete it’s own directory entry on the Exhibition website. If Exhibitor fails to
complete its directory entry on the Exhibition website. Management shall be entitled to enter Exhibitor’s details from Page 1 and an exhibit description from a previous Exhibition year (if available) on its behalf. Management shall not be liable for any omissions, misquotations or other errors in the Exhibition directory, on the Exhibition website, in the official catalogue of the Exhibition, in the Exhibitor service manual or any other media.

26. Publicity and Promotion; Permissions. Exhibitor grants Management the a fully-paid, perpetual, non-exclusive worldwide license to use Exhibitor’s name, trademarks, service marks, logos, trade names, copyrighted content, hypertext links, domain names, icons, buttons, banners, graphic files and images, and the likeness of any person or products exhibited in all media formats (whether now known or hereafter existing) in connection with the promotion and publicity of the Exhibition. Exhibitor waives the right to inspect or approve the finished product. Exhibitor also waives all rights to royalties or other compensation arising out of or related to use of Exhibitor’s name, logo and products and the likeness of any Exhibitor personnel in such advertising media.

27. Photography. The photographic rights for the Exhibition are reserved to Management. In that regard, Management may also take photographs, motion pictures and/or video recordings of Exhibitor’s booth space, exhibit and related merchandise and displays, and its personnel, and Exhibitor consents to Management’s use of such recordings for promotional purposes. Exhibitor may request photography services from the official Exhibition photographers, if desired. All other photography is strictly prohibited without Management’s prior written consent. Photographing other exhibitors’ booths or products is strictly prohibited, and such violations may result in ejection from the Exhibition and/or confiscation of camera equipment.

28. Damage to Property. Exhibitor is liable for any damage it or its agents cause to the Venue’s floors, ceilings, walls or columns, or to standard booth equipment, or to other exhibitors’ property.

29. Booth Maintenance. Exhibitor shall maintain daily cleanliness of booth. Cleaning of booths shall take place at times other than Exhibition hours. Management will only be responsible for cleanliness of aisle space and public areas.

30. Right of Entry and Inspection. Management shall have right at any time to enter licensed area occupied by Exhibitor or otherwise inspect Exhibitor’s materials.

31. Indemnity. Exhibitor shall indemnify, defend on a current basis and hold harmless Management, the Exhibition’s owner(s) and sponsors, the Venue owner, and the city in which the Exhibition is being held if the city owns the Venue, and each of their respective directors, employees, agents and representatives, and against all claims, losses, suits, damages, judgments, expenses, costs (including, without limitation, reasonable legal fees) and charges of every kind arising out of or resulting from (1) its execution of this Application or its occupancy of the Exhibit Space or its presence at, or participation in the Exhibition, (2) the actions, inactions or negligence of Exhibitor, its agents, representatives or employees (including Exhibitor appointed contractors), (3) the breach by Exhibitor of any term or provision of this Application, (4) Exhibitor’s infringement of the intellectual property rights of any third party, whether knowingly or unknowingly, and whether intentionally or unintentionally (including, but not limited to, the sale or distribution of pirated goods and counterfeits “knock-offs” of existing products and services), (5) Exhibitor’s submissions to Management, including but not limited to ads, Exhibit directory, the Exhibition website and Exhibition publications, (6) Exhibitor’s allegations of infringement against another Exhibition participant, including Exhibitor’s service of process on another exhibitor, (7) Exhibit participant’s service of a judicial/administrative order on another Exhibition participant, (8) Exhibitor’s use of music, or (9) Exhibitor’s violations of any legal and/or regulatory requirements.

32. Due Execution. If the individual holding herself/himself out as duly authorized to execute this Application is not so authorized, he or she hereby covenants to indemnify Management (and its affiliates and their respective officers, directors, employees and other agents) from and against all claims, losses, suits, damages, judgments, expenses, costs (including, without limitation, reasonable legal fees) and charges of every kind caused by her/his execution of this Application and (without limitation) shall be personally liable to Management for all payments that would have been payable to Management by Exhibitor had this Application been duly executed on behalf of Exhibitor.

33. Insurance. Exhibitor shall maintain at its sole cost and expense throughout the duration of the Exhibition Commercial General Liability (the “CGL”) insurance coverage with a minimum combined single limit of US$1,000,000, covering bodily injury (including death), personal injury, and property damage, including, but not limited to, CGL insurance in the amount of at least US$1,000,000 (including all legal fees and costs) (the “保險保費”). In the event that the Venue owner, the city in which the Exhibition is being held if the city owns the Venue, and any additional party Management may reasonably request, Exhibitor shall also maintain at its sole cost and expense Workers Compensation insurance in an amount compliant with at least the statutory minimum, for employees participating in the Exhibition, as required by law. Exhibitor’s failure to comply with the insurance requirements in this Section shall not relieve Exhibitor of its indemnification obligations pursuant to Section 31 above. Exhibitor understands that neither Management nor the Venue maintains insurance covering Exhibitor’s property, and it is the sole responsibility of Exhibitor to obtain such insurance. Exhibitor must maintain property insurance covering Exhibitor’s property on an “all risk” basis at all times, including, without limitation, when (as applicable) property is stored in vaults on the Exhibition floor. Certificates of Insurance must be available onsite during the Exhibition and must be furnished by Exhibitor if requested by Management.

34. Force Majeure. The performance of this Agreement by Management is subject to a Force Majeure event (as defined below), making the Venue, in the sole discretion of Management, unfit for occupancy or the holding of the Exhibition, or which otherwise makes impossible, illegal or commercially impracticable the performance of Management under this Application. Upon the occurrence of a Force Majeure event, Management may take such action as is reasonable under the circumstances, including termination of this Agreement. Management may postpone or relocate the Exhibition (or any part thereof). Management shall not be responsible for delay, damage, loss, increased costs or other unfavorable conditions arising by virtue of a Force Majeure event. As used herein, a “Force Majeure event” shall mean any cause or circumstance beyond Management’s control making it illegal, impossible or commercially impracticable to hold the Exhibition or which otherwise has a materially adverse effect on the ability of Management to perform its obligations under this Application, including, but not limited to: fire; casualty; flood; epidemic; World Health Organization travel advisory or travel alert; earthquake; volcanic eruption; explosion or accident; blockade embargo; inclement weather; governmental restraints; restraints or orders of civil defense or military authorities; act of public enemy; riot or civil disturbance; act or threatened act of terrorism, strike, lockout, boycott or other labor disturbance; Venue cancellation, inability to secure sufficient labor; technical or other personnel failure; impairment or lack of adequate transportation facilities; inability to obtain condemnation, requisition or commandeering of necessary supplies or equipment; local, state or federal laws, ordinances, rules, orders, decrees or regulations whether legislative, executive or judicial, and whether constitutional or unconstitutional; or acts of God.

35. Termination of Application and Agreement and/or Exhibition. If Management terminates this Application and Agreement and/or the Exhibition (any part thereof) as a result of a Force Majeure, then Management may retain such part of the Application fee as shall be required to recompense it for expenses incurred up to the time such contingency shall have occurred, and there shall be no further liability on the part of either party. Management shall not be liable for any costs, damages, fees or expenses of Exhibitor as a result of such termination.

36. Postponement; Relocation. If Management postpones or relocates the Exhibition (or any part thereof) as a result of a Force Majeure, then Management shall be entitled to retain the portion of the Application fee paid to date and said amount shall be applied
to the Exhibition as though no postponement and/or re-location of Venue had occurred. Any remaining payments from Exhibitor shall be due in accordance with Page 1. If Exhibitor cancels participation because Management postpones and/or re-locates the Exhibition, Exhibitor shall be subject to liquidated damages as shown for Cancel/Withdraw on Page 1. Further, Management shall not be liable for any costs, damages, fees or expenses of Exhibitor as a result of such postponement and/or relocation.

37. Admission of Attendees. Management shall have sole control over admission policies at all times. See Exhibition website for the attendee admission policy.

38. Notices. Any notices to Management shall be given in writing by e-mail (with confirmation of receipt), courier service, hand delivery, certified mail, overnight mail or overnight courier, return receipt requested, postage prepaid to 411 Lafayette Street, Suite 201, New York, NY 10003, or at such other address as may from time to time be designated by Management.

39. Governing Law; Forum Selection Clause. This Application is deemed to be entered into in the State of California and governed by U.S. federal law and the laws of the State of California, without regard to conflict of laws principles that would require the application of the laws of another jurisdiction. Exhibitor consents to the jurisdiction of the state and federal courts of the State of California for the resolution of any and all disputes and claims arising in connection with this Application. Management, however, shall not be obligated to enforce its rights in the State of California, and instead, may enforce its rights in any other proper jurisdiction. Exhibitor waives any claims as to lack of personal or subject matter jurisdiction and agrees that it is subject to the jurisdiction of the State of California.

40. Reservation of Rights. Management reserves the right to take any action that is reasonably necessary in the sole judgment of Management for the protection of the Exhibition and/or its exhibitors, sponsors, attendees and other participants.

41. Waiver and Severability. Waiver by either party of any term, condition, or breach shall not constitute a waiver of any other term, condition, or breach of their agreement. Rights of Management shall not be deemed waived except as specifically stated in writing and signed by an authorized representative of Management. In the event any provision of this Agreement is held invalid or unenforceable, then neither remaining provisions of this Agreement nor other applications of provisions involved shall be affected thereby.

42. Entire Agreement; Integration of Application and Agreement; Non-Reliance. This Application contains the entire agreement between Management and Exhibitor relating to the subject matter hereof. Exhibitor acknowledges that in entering into this Application it has not relied on, and shall have no right or remedy in respect of, any statement, representation, assurance or warranty (whether made negligently or innocently) other than as expressly set out in this Application.

43. Non-Force Majeure Changes to Dates, Venue or Space by Management. Management may, in its sole discretion and upon notice to (and without the consent of) Exhibitor, re-name the Exhibition or change the dates and/or Venue for the Exhibition. In such event, no refund will be due to Exhibitor. Management shall not be liable for any costs, damages, fees or other expenses of Exhibitor as a result of such changes, and Management will assign to Exhibitor, in lieu of the original space, such other space as Management deems appropriate, and Exhibitor agrees to use such space under the terms of this agreement. Additionally, Management reserves the right to relocate the Exhibit Space and any Meeting Room space assigned to Exhibitor to other exhibit and/or meeting room space within the Venue at any time if it is deemed to be in the best interest of the Exhibition. Management may retain any portion of Exhibitor's Application fee paid pursuant to Page 1 and such amount shall be applied as though no change in date, Venue or Exhibit Space relocation had occurred. Any remaining payments due from Exhibitor shall be due in accordance with Page 1. Any cancellation of the Application or withdrawal from the Exhibition Exhibitor due to any change in date, Venue or Exhibit Space assignment shall be subject to liquidated damages as shown for cancel and withdraw on Page 1.
Material Handling/Drayage Information

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Society for Information Display
San Jose McEnery Convention Center
May 12 - 17, 2019

Benefits of Advance Shipping to the GES Warehouse
• Storage of materials for up to 30 days prior to your show.
• Delivery of shipments to your booth by your published set-up time.
• Some convention centers and hotels do not have facilities for receiving or storing freight.
• Saves valuable set-up time.

How to Ship in Advance to the GES Warehouse
• Remove all old shipping and empty storage labels.
• Fill out and attach enclosed Advance Shipping labels.
• Complete the enclosed Material Handling/Drayage Order Form.
• Remember to confirm receipt of your shipment prior to leaving for the show.
• All shipments must have a Bill of Lading or delivery slip showing the number of pieces, weight and type of merchandise.
• Certified weight tickets must accompany all shipments.
• Take the time to ensure that your display and products are packed neatly and securely.
• Do not ship uncrated materials to warehouse.

How to Ship to Exhibit Site
• Consign all domestic shipments c/o GES.
• Remove all old shipping and empty storage labels.
• Fill out and attach enclosed Direct Shipping labels.
• Complete the enclosed Material Handling Information Sheet.
• All shipments must have a Bill of Lading or delivery slip showing the number of pieces, weight and type of merchandise.
• Certified weight tickets must accompany all shipments.
• Take the time to ensure that your display and products are packed neatly and securely.
• If you are shipping your carpet and/or lighting truss, make sure it is loaded last so it can be unloaded first.

Freight Carriers
Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of normal delivery hours; make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the show, also plan for the return shipment.

Tracking Shipments
Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at show site. You may also want to review the return of your goods at the end of the show. GES Logistics domestic shipments can be tracked online by going to: www.ges.com/us/services/exhibition-transportation-tools.

Get an instant quote today at https://e.ges.com/024600696/logistics_Quote

Chat with us http://www.ges.com/chat
Estimating Material Handling Charges
Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per shipment may apply, see enclosed Material Handling/Drayage Order Form for details. Please prepay all shipping charges - GES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate Bills of Lading with separate weight tickets; otherwise, GES will invoice the entire load at the uncrated rate.

- Crated - Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Uncrated - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- Special Handling - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- Overtime Surcharges - Shows that move-in or move-out on weekends or after 5:00 PM during the weekday may be subject to additional overtime surcharges. See enclosed Material Handling/Drayage Order Form for details.

Late Surcharges - May be charged an additional overtime surcharge
- If advance freight is received before or after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling/Drayage Order Form for details.
- Freight shipments sent to the show after it has opened.
- Freight shipments that are received at show site that do not meet their published date and time.
- Shipment Surcharges - A surcharge will be incurred per shipment for those that are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no Bill of Lading turned in.

Machinery Labor and Equipment
Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, recreating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the Forklift Labor Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Storing Empty Containers
Properly labeled empty shipping cartons will be picked up, stored and returned after the show. Labels are available at the GES Servicenter® or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty." GES has no liability for damage to crates or items sent to empty storage in crates.

Outgoing Shipments
An OMHF (Outbound Material Handling Form / Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the GES Servicenter®. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

Chat with us http://www.ges.com/chat
Measure of Damage

- Liability - GES is liable for loss or damage to your goods only if the loss or damage is caused by GES negligence.
- Sole Relief - If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's goods is limited to $.50 (USD) per pound with a maximum liability of $100 (USD) per container, or $1,500.00 (USD) per shipment, whichever is less.

Insurance

All of your goods should be insured by your own insurance policy. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES has published GES Terms and Conditions of Contract that are in this exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.
Material Handling/Drayage Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Society for Information Display
San Jose McEnery Convention Center
May 12 - 17, 2019

Discount Deadline Date: April 26, 2019

Company Name
Email
Phone Number
Booth Number

Easy Ordering Tips:

• Material Handling is the unloading and delivery of exhibit freight to the exhibitor's booth on the show floor. Material handling charges will be invoiced to you at show site for any freight unloaded and delivered. Use this form to plan, estimate costs and pre-order this service.
• Crated material is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
• Special Handling is defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
• Uncrated material is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. The advance receiving warehouse cannot receive uncrated shipments.
• Loose carpeting and/or padding may be shipped to the Advanced Warehouse, but requires additional labor and equipment to offload.

Step 1. Review Freight Material Handling Rates and Information

Advance Shipment to Warehouse (205 lbs. minimum per shipment)

<table>
<thead>
<tr>
<th></th>
<th>Crated</th>
<th>Special Handling</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate</td>
<td>$163.75 cwt</td>
<td>$214.10 cwt</td>
</tr>
</tbody>
</table>

Advance Shipments to Warehouse Dates:

Mon, Apr 15, 2019: Advance shipments may begin arriving at warehouse.
Tue, May 7, 2019: Last day for shipments to arrive at warehouse.

Carpet Handling
Rate $255.50 cwt

Direct Shipment to Show Site (205 lbs. minimum per shipment)

<table>
<thead>
<tr>
<th></th>
<th>Crated</th>
<th>Special Handling</th>
<th>Uncrated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate</td>
<td>$156.50 cwt</td>
<td>$204.62 cwt</td>
<td>$252.75 cwt</td>
</tr>
</tbody>
</table>

Direct Shipments to Show site Dates:

Sun, May 12, 2019: Direct shipments may begin arriving at exhibit site after 8:00 AM.
Mon, May 13, 2019: Last day for shipments to arrive at exhibit site by 5:00 PM.

Carpet Handling
Rate $244.25 cwt

Small Package

Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 51.25 lbs. for the first shipment, per delivery. This includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges. First shipment of small packages will be charged $54.50. Each additional package will be charged $27.50.

Step 2. Estimate Order

Small Packages

1 1st Small Package Shipment x $54.50 = ____________ Total

# of additional packages (each) x $27.50 = ____________ Total
Material Handling/Drayage Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Material Handling/Drayage

Calculate Total CWT (Enter in increments of 100’s only; round up to the next 100 mark if your weight is more than 8 lbs. over the previous 100 mark. 205 pound minimum per shipment.). We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

__________ pounds of freight ÷ 100 = ___________ Total CWT x ___________ Rate = ___________ Total

On Date: __________________________________________
By Carrier: _________________________________________
Total Number of Pieces: ___________________________

Shipment Will Be Sent To:
☐ Exhibit Site  ☐ Warehouse

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Authorized Signature
Authorized Name - Please Print
Date

Surcharges

Late/Early to Warehouse Shipment Surcharges:
30.75% ($50 minimum) surcharge will apply to all shipments received after the published timeline. Monthly storage fee of per CWT will apply before published timeline.

Special Handling/Mixed Shipments:
A 30.75% surcharge will apply to items requiring special handling or mixed shipments.

Uncrated Shipments:
A 61.5% surcharge will apply to loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Measure of Damage:
If found liable for any loss, GES’ sole and exclusive maximum liability for loss or damage to Customer’s goods is limited to $.50 (USD) per pound with a maximum liability of $100 (USD) per container, or $1,500.00 (USD) per shipment, whichever is less.

Certified Weight Tickets Are Required For All Shipments:
Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 3:00 PM, Closed 12:00 PM - 1:00 PM and holidays.

Total Payment Enclosed $
What is "Special" Handling?

Special Handling applies to shipments that are loaded in such a manner as to require additional labor and handling to unload or load out. An additional fee beyond the standard crated rate will apply.

**Special Handling Includes:**

**Ground Loading**
- Vehicles that are not dock height, preventing the use of loading docks.
- When docks are not readily available.
- When convention facility has no dock space.

**Side Door Loading**
- Shipments tendered for delivery in such a manner as to prevent access from the rear of the trailer.

**Constricted Space Loading**
- Freight loaded "high and tight" or down one side as to make shipments not readily available.

**Designated Piece Loading**
- When a trailer must be loaded in a particular sequence to ensure fit.

**Stacked, Cubed-out, or Loose Shipments**
- Shipments loaded in such a manner requiring items to be removed to ground level for delivery to booth.
- Items that would need to be unstacked/stacked, unstrapped/strapped, or loadbars to be removed/installed during the unload or load out process.

**Multiple Shipments**
- Shipments that are loaded mixed on the truck, failing to maintain shipment integrity and/or have multiple delivery areas.

**Mixed Shipments**
- Pieces for separate shipments that are loaded mixed throughout the delivery vehicle, or shipments of crated and uncrated goods where the percentage of uncrated is minimal and does not warrant full uncrated rate for shipment.

**Improper Delivery Receipts**
- Shipments that arrive without individual Bill of Lading. Possible examples might include: UPS, FedEx, company trucks, privately-owned vehicles.

**Uncrated Shipments**
- Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.

A RUSH! EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

Society for Information Display

Name of Exhibition 024600696

BOOTH NUMBER

C/O GES
YRC
499 Valley Drive
Brisbane, CA  94005 USA

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 3:00 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Shipment Should Arrive on or Between:

Monday, April 15, 2019  -  Tuesday, May 7, 2019

Number __________________ of ____________ pieces

GES

C/O GES
YRC
499 Valley Drive
Brisbane, CA  94005 USA

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 3:00 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Shipment Should Arrive on or Between:

Monday, April 15, 2019  -  Tuesday, May 7, 2019

Number __________________ of ____________ pieces

GES
Please print this label on a color printer if possible.

Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.

**FROM:**

**DIRECT SHIPMENT**

**TO:**

Full Exhibiting Company Name at Show

Society for Information Display

Name of Exhibition 024600696

C/O GES

San Jose McEnery Convention Center
410 Almaden Boulevard
San Jose, CA 95110 USA

Shipment Should Arrive on or Between:

Sunday, May 12, 2019 after 8:00 AM - Monday, May 13, 2019 by 5:00 PM

Certified Weight Tickets are Required for all shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier ____________________________ of _____________ pieces

CERTIFIED GES

**FROM:**

**DIRECT SHIPMENT**

**TO:**

Full Exhibiting Company Name at Show

Society for Information Display

Name of Exhibition 024600696

C/O GES

San Jose McEnery Convention Center
410 Almaden Boulevard
San Jose, CA 95110 USA

Shipment Should Arrive on or Between:

Sunday, May 12, 2019 after 8:00 AM - Monday, May 13, 2019 by 5:00 PM

Certified Weight Tickets are Required for all shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier ____________________________ of _____________ pieces

CERTIFIED GES
Payment and Credit Card Charge Authorization
All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Society for Information Display
San Jose McEnery Convention Center
May 12 - 17, 2019

Exhibiting Firm Company Name
Name of Primary Contact
Booth Number

Street Address
City, State, Zip/Country
Primary Contact Phone
Email

Phone
Fax
Name of Secondary Contact (Optional)

Name of Contact at Booth/Show Site
Phone
Secondary Contact Phone
Email

Please indicate if you will be using a Third Party for billing of services:
☐ No ☐ Yes - Please return Third Party Billing Request form

GES invoice Sent to:
☐ Primary Contact ☐ Secondary Contact

Payment Information
• Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with GES.
• All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
• For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.
• GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest Hotline at (866) 225-8230 to report fraudulent or unethical behavior.

Bank ACH/Wire Transfer Payment Information
Beneficiary: GES
If requested, following is the physical address for routing identifiers:
c/o Bank of America
901 Main Street, TX1-492-07-14
Dallas, TX 75202-3714 USA
Telephone #: (702) 263-2795 or (702) 914-5112

For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at cashapplication@ges.com.
• Exhibiting company name, show name, show facility, and booth number
• Date and amount of wire transfer
• Bank and country where transfer originated

Credit Card Charge Authorization (Required for All Forms of Payment)
All information must be provided. Your order will not be processed if any information is missing. We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.

Cardholder Name - Please Print
Billing Address

City
Account Number
Expiration Date
MasterCard ☐
Visa ☐
American Express ☐
Corporate Card ☐
Personal Card ☐
State
Zip/Country
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Cardholder Signature

Check Number

Total Check Payment

Total Credit Card Payment

Review and Return
Credit Card Payments Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520
Check Payments Return to GES • Bank of America P.O. Box 96174, Chicago, IL 60693

Chat with us http://www.ges.com/chat

Form Deadline Date: April 26, 2019
Domestic Third Party Billing Request

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Society for Information Display
San Jose McEnery Convention Center
May 12 - 17, 2019

Form Deadline Date: April 26, 2019

Company Name
Email
Phone Number
Booth Number

Return this form when a Third Party (any party other than exhibiting company) ("AGENT") should be billed for services.

Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name
Exhibiting Company Address
Exhibiting Company Authorized Name - Please Print
Exhibiting Company Authorized Signature
Exhibiting Company Authorized Date

Step 2. Check services below to invoice to the Third Party

☐ All Services If the Third Party is not to be invoiced for "All Services", please select specific services below. Exhibitor will need to complete Payment and Credit Card Authorization and submit with this form if Third Party is not to be invoiced for all services.

☐ Audio Visual
☐ Booth Cleaning
☐ Electrical Outlets
☐ Electrical Labor
☐ GES Logistics
☐ I & D Labor
☐ Forklift Labor
☐ Material Handling
☐ Plumbing
☐ Rental Carpet
☐ Rental Furniture
☐ Other (Please Specify)

Step 3. Provide the Third Party contact information

Third Party Company Name
Third Party Company Address
Third Party Authorized Name - Please Print
Third Party Authorized Signature
Third Party Authorized Date

Step 4. Complete Third Party Credit Card Charge Authorization with signature

Cardholder Name - Please Print
Billing Address
Account Number
Expiration Date

Please Sign
Third Party Cardholder's Signature
Third Party Cardholder's Date

GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date. It is understood and agreed that the Exhibiting Company is ultimately responsible for payment of charges for services requested by Exhibiting Company or its Agents, and for all acts and/or omissions of its Agents. If an Agent does not pay the invoice before the last day of the show, charges will revert to the Exhibiting Company. All Invoices are due and payable upon receipt. GES Terms & Conditions of Contract, and GES’ Payment Policy apply to both the Exhibiting Company and all Agents. We require your complete credit card information even if you are paying by check or bank wire transfer.

Review and Return: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Chat with us http://www.ges.com/chat
## International Third Party Billing Request

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

### Society for Information Display
San Jose McEnery Convention Center
May 12 - 17, 2019

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Email</th>
<th>Phone Number</th>
<th>Booth Number</th>
</tr>
</thead>
</table>

Return this form when a Third Party (any party other than exhibiting company) ("AGENT") should be billed for services.

### Step 1. Provide the Exhibiting Company contact information and signature

#### Exhibiting Company Name

<table>
<thead>
<tr>
<th>Exhibiting Company Address</th>
<th>City</th>
<th>State</th>
<th>Zip/Country</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th>Fax</th>
<th>Contact's Email Address</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Expiration Date</th>
</tr>
</thead>
</table>

'I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events and have advised all of my AGENTS of the same.

### Step 2. Check services below to invoice to the Third Party

- [ ] All Services
- [ ] Audio Visual
- [ ] Booth Cleaning
- [ ] Electrical Outlets
- [ ] Electrical Labor
- [ ] GES Logistics
- [ ] I & D Labor
- [ ] Forklift Labor
- [ ] Material Handling
- [ ] Plumbing
- [ ] Rental Carpet
- [ ] Rental Furniture
- [ ] Other (Please Specify)

### Step 3. Provide the Third Party contact information

<table>
<thead>
<tr>
<th>Third Party Company Name</th>
<th>City</th>
<th>State</th>
<th>Zip/Country</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th>Fax</th>
<th>Contact's Email Address</th>
</tr>
</thead>
</table>

### Step 4. Complete Third Party Credit Card Charge Authorization with signature

<table>
<thead>
<tr>
<th>Cardholder Name - Please Print</th>
<th>City</th>
<th>State</th>
<th>Zip/Country</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Expiration Date</th>
</tr>
</thead>
</table>

'I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events and have advised all of my AGENTS of the same.

GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date. It is understood and agreed that the Exhibiting Company is ultimately responsible for payment of charges for services requested by Exhibiting Company or its Agents, and for all acts and/or omissions of its Agents. If an Agent does not pay the invoice before the last day of the show, charges will revert to the Exhibiting Company. All Invoices are due and payable upon receipt. GES Terms & Conditions of Contract, and GES Payment Policy apply to both the Exhibiting Company and all Agents. We require your complete credit card information even if you are paying by check or bank wire transfer.

**Review and Return:** Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Chat with us [http://www.ges.com/chat](http://www.ges.com/chat)
## Hotel Information

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Address</th>
<th>Room Rate (Double-Double)</th>
<th>Additional Person Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>DoubleTree by Hilton</td>
<td>2050 Gateway Place</td>
<td>$249.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>Fainmont San Jose</td>
<td>170 S. Market St.</td>
<td>$299.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Four Points San Jose Airport</td>
<td>1471 N. 4th St.</td>
<td>$259.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Hilton San Jose</td>
<td>300 Almaden Blvd.</td>
<td>$299.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Holiday Inn San Jose</td>
<td>1350 N. First St.</td>
<td>$250.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Hotel De Anza</td>
<td>233 W. Santa Clara St.</td>
<td>$280.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Hyatt Place San Jose</td>
<td>282 Almaden Blvd.</td>
<td>$299.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>La Quinta Inn &amp; Suites</td>
<td>2585 Seaboard Ave.</td>
<td>$259.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>San Jose Marriott</td>
<td>301 S. Market St.</td>
<td>$295.00</td>
<td>No Additional Fee</td>
</tr>
<tr>
<td>Westin San Jose</td>
<td>302 S. Market St.</td>
<td>$299.00</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

Rates do not include current tax rate of 15.60% or any other applicable hotel fees (subject to change without notice). All hotels subject to availability.
Four easy ways to make your reservations:

- www.displayweek.org
- (877) 685-2948 Toll Free
- (310) 649-3554
- Par Avion Meetings and Conventions/ SID 2019
  15901 Hawthorne Blvd. Suite 440
  Lawndale, CA 90260

Contact Information

Name:_____________________________________________________
Company Name:_____________________________________________
Address:___________________________________________________
City: __________________________________State:________________
Zip/Postal Code:_______________
Phone: ____________________________________________________
Fax: ______________________________________________________
Email: ___________________________________________________

Hotel Preference

1st Choice _______________________________________
2nd Choice _______________________________________
3rd Choice _______________________________________

Guest Type

- Attendee
- Exhibitor

Special Requests

- King
- Double (2 Beds)
- ADA Accessibility
- Nonsmoking
- Smoking

Individual Guest Booking

Guest Name:_________________________________________________
Arrival Date:___________ Departure Date:__________

2nd Guest Name: ____________________________________________

3rd Guest Name: ____________________________________________

Group Booking (up to 5 rooms)

Indicate the Bed type request and number of rooms required per night. For more than five rooms please contact our reservation department Via email @ rescenter@paravion-inc.com.

<table>
<thead>
<tr>
<th>Event Days</th>
<th>Bed Type</th>
<th>Sat, May 11</th>
<th>Sun, May 12</th>
<th>Mon, May 13</th>
<th>Tue, May 14</th>
<th>Wed, May 15</th>
<th>Thu, May 16</th>
<th>Fri, May 17</th>
<th>Sat, May 18</th>
</tr>
</thead>
</table>

All reservations must be guaranteed with major credit card or 1st night’s deposit by check. Credit card information may be provided until check arrives to hold rooms. Check must be received by April 5, 2019. Room rates are on space available basis and do NOT include tax. Last day to make reservations for the discounted rates is April 18, 2019.

Card Type: □ American Express □ Diners Club □ Discover □ MasterCard □ Visa
Card Number: ______________________________________________ Expiration Date: ___________________________
Name on Card: ____________________________________________ Signature: ________________________________

Responsibility and Liability: Par Avion Meetings and Conventions (travel program producer) and SID (travel program sponsor) and/or their agents act only in the capacity as agents for customers in all matters pertaining to hotel accommodations, and as such are not responsible for any damage, expenses or inconvenience caused by late train or plane arrivals or departures, or by any change of schedule condition from any loss, injury or damage to any person or property from any cause whatsoever. Baggage handling throughout the program is entirely at the owner’s risk. The customer agrees that SID/Par Avion shall not be held responsible in the event of any errors or omissions in any promotional material.
BOOTH SECURITY GUARD SERVICE – ORDER FORM

EXHIBITOR: __________________________________________________

BOOTH #: __________________________________________________

ON-SITE CONTACT NAME: ______________________________________

BILLING ADDRESS: ____________________________________________

CITY: _____________________ STATE: _______ ZIP: _____________

EMAIL: ______________________________________________________

CELL PHONE: ( ) ________________ FAX: ( ) _________________

<table>
<thead>
<tr>
<th>DATE</th>
<th>START TIME</th>
<th>END TIME</th>
<th>TOTAL HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

GRAND TOTAL HOUR _______________________

Simmons Security requires payment in full at the time of your order in placed.

Advance Rate as follows (submit by 5/10/2019): On-site Rate as follows:
Straight Time - $28.00 per hour Straight Time - $30.00 per hour

PAYMENT INFORMATION:
- Pay by Company Check
- Pay by Major Credit Card (Visa, Master Card and American Express)

Cardholder Name: ________________________________________________

Credit Card #: _____________________________________ Exp Date: _____________

Billing Address: _____________________________________ City: ______________________

State: ___________ Zip: ___________ Telephone: ______________________

Signature: _____________________________________ Print Name: ______________________

Simmons Security, 7716 Rotherham Drive, Hanover, MD 21076, Tel: 703-346-6304
Fax or email your order to Fax: 866-610-9606; Email: diane@simmonsssecurity.com
### San Jose McEnery Convention Center (SJCC)
**High Speed Internet Access Service Order Form**

**Contact Information:**
Team San Jose Technology Services:
Phone: 408-792-4188 Fax: 844-272-0992 or email: techservices@sanjose.org

---

**Event Name:** ____________________________  **Date:** ____________________________
**Company/Organization:** ____________________________  **Booth/Room Location:** ____________________________

**Billing Contact:** ____________________________  
**Phone Number:** ____________________________  **Fax Number:** ____________________________
**Contact Address:** ____________________________  
**Contact Email:** ____________________________

**Payment/Method:** Check: Checks should be made payable to “Team San Jose” & sent to 408 Almaden Blvd, San Jose, CA 95110
Attention: Billing/Finance

**Credit Card:** (Check one and complete all lines below)
Visa ______ MasterCard: _______ AMEX: _______
Card# ____________________________ Exp. Date ____________________________ CVV2 _______ (3 digit # back of card)
Name on Card: ____________________________ Authorized Signature: ____________________________

---

**Service Summary:** The San Jose McEnery Convention Center has deployed a start-of-the-art wired and wireless network for servicing clients with industry leading technology. The Convention Center internet connectivity is powered by two redundant 10 gigabit internet connections from Hurricane Electric and Cogent Communications. Dark fiber is available for rental to one of the west coast’s premier co-locations facilities allowing you to contract directly with the service provider of your choice. Shared bandwidth up to 1 gigabit is available for both wired and wireless connectivity. In addition, dedicated bandwidth is also available up to an additional 1 gigabit. Additional bandwidth available upon request.

---

**PLEASE INCLUDE YOUR PLACEMENT DIAGRAM TO AVOID ADDITIONAL CHARGES**

---

<table>
<thead>
<tr>
<th>DESCRIPTION OF SERVICE</th>
<th>QTY</th>
<th>BASE</th>
<th>TOTAL</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>WiFi at Convention Center, Airport and Downtown (WickedlyFastWiFi) – <strong>No Order Form Needed</strong></td>
<td>XXXXXXX</td>
<td>FREE</td>
<td>FREE</td>
<td>XXXXXXXXXXoX</td>
</tr>
<tr>
<td>Basic Hardwire Connection (WiFi Routers, Switches, Hubs Prohibited - No Public Static IP)</td>
<td></td>
<td>$650</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Premium Hardwire Connection (WiFi Routers, Switches, Hubs, Public Static IP upon request)</td>
<td></td>
<td>$3000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Connections – Connections within 25 ft of primary connection</td>
<td></td>
<td>$250</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Booth Access Point (20mbps) SSID: PW (Minimum 8 Characters):</td>
<td></td>
<td>$2000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Damaged Access Point, Switch, or Bridge</td>
<td></td>
<td>$1000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference Phone w/ VOIP Connection</td>
<td></td>
<td>$800</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Analog Voice Line with 50 state dialing (Fax Capable)</td>
<td></td>
<td>$325</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hotel Access Points (Extending SJCC Network into Hotels – Hilton and/or Marriott) – Per AP</td>
<td></td>
<td>$2000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wired Drops at Hotel (10 mbps connection)</td>
<td></td>
<td>$1200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hotel VLAN Connections</td>
<td></td>
<td>$600</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custom VLAN (Dry VLAN, other/additional VLANs) – Per VLAN</td>
<td></td>
<td>$2000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custom Wireless Segmentation (SSID’s, turning off access points, etc.) – Per SSID</td>
<td></td>
<td>$2500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custom Wireless Security (Assign a password to your Wireless Network – 8 Characters Min)</td>
<td></td>
<td>$2500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custom Sponsorship (Custom splash pages and URL redirects)</td>
<td></td>
<td>$2000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Daily Bandwidth Usage WiFi/Wired Reports –Per Report/Per Day</td>
<td></td>
<td>$500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Infrastructure Buyout – BYOG (Bring-Your-Own-Geek) - Per Day (Move-In Days 5k/Day)</td>
<td></td>
<td>$25000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BYOG Lite – IDF Usage Per Day/Per IDF</td>
<td></td>
<td>$5000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custom (Administrative Use Only):</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hourly Service Charge / Per Tech</td>
<td></td>
<td>$150</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Total** | | | | |
Terms and Conditions

1. All outside switches, hubs, wired/wireless routers, access points, and/or any other network distribution devices for which San Jose McEnery Convention Center (SJCC) directly or indirectly provides Internet/Network connectivity will fall under the billing scope of a “Premium Hardwire Connection”.
2. Any changes in placement to connections will be accounted for as added connections.
3. Assistance required outside our hours of work will incur an hourly service charge.
4. Only SJCC personnel are authorized to modify system wiring or cabling. Material and equipment furnished by SJCC for this service contract shall remain the property of SJCC.
5. Service problems must be reported immediately. Service claims will not be considered unless filed in writing by Customer prior to close of the show.
6. The prices listed on this contract do include Federal, State, Local or Other Taxes and Tax surcharges.
7. Equipment Management: The customer will be fully responsible for leaving all rental equipment in place otherwise a lost or stolen charge will be applied.
8. Cancellations must be in writing. Some broadband services and special circuits cannot be cancelled once ordered. Charges will apply for services that have already been provided.
9. Placement Diagrams: Failure to provide a placement diagram will result in the drop and/or drops being placed at the rear center of your booth. Additional costs will be associated with moving each drop to the correct location.

All Customer contracts and agreements are solely between San Jose McEnery Convention Center (SJCC) and the prospective Customer.

CUSTOMER ACCEPTANCE OF ALL SAN JOSE MCENERY CONVENTION CENTER TERMS AND CONDITIONS/ATTACHMENTS:
With execution of this document the Customer hereby authorizes SJCC to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments contained herein & on the Website.

__________________________________________
Print Authorized Name

__________________________________________
Authorized Signature

__________________________________________
Date