



SAE 2019 Government/Industry Meeting
 April 3-5, 2019 ■ Washington Convention Center ■ Washington, D.C. ■ U.S.
Co-located with the D.C. Auto Show

CONTRACT FOR EXHIBIT SPACE

Company Name (as company name should appear): _____

Contact Name: _____ **Title:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Cell Phone:** _____ **Fax:** _____

Email: (required to receive exhibitor details): _____ **Web Address:** _____

Signature (cannot be processed without signature): _____ **Date:** _____

Completion and submission of this form constitutes agreement to **Terms and Conditions** below.

Display Kiosk.....\$3,250

Fee includes:

- Turn-key Kiosk ~ as pictured (or similar) with custom color graphics submitted by your team
- Exposure to over 1000+ Government, OEM and R&D Engineers and more...
- One (1) counter with two (2) chairs (Approximate display footprint: 9'x9')
- Two (2) conference registrations
 - Includes access to: technical sessions, refreshment breaks, lunches, reception and exhibits
- Sneak Peek admittance to the D.C Auto Show on Thursday evening
- Company profile and listing in the event guide, mobile app and online exhibitor directory
- Concourse is carpeted



YES! I would like to add Mobile App advertising

Banner Ad (rotating with other sponsors) **ADD \$1,000**

1 Push Notification.....**ADD \$750**

- Content to be approved and scheduled by SAE

Total: \$ _____

Exhibit Information:

MOVE-IN Tuesday, April 2 TBD

MOVE-OUT Friday, April 5 TBD

PAYMENT TERMS

100% payment is required upon contract submission unless other terms have been approved by SAE. **NO REFUNDS WILL BE ISSUED AFTER January 6, 2019**

PAYMENT METHODS:
 Please make checks payable to SAE International, complete the contract and mail with payment to: SAE International, Accounts Receivable, 400 Commonwealth Drive, Warrendale, PA 15096-0001 or fax with credit card payment to SAE at 724-776-3087

Credit Card (Type) _____ **Card No:** _____ **Exp. Date:** _____

Amount: \$ _____ **Signature:** _____ (cannot be processed without signature)

Wire/Bank Transfer Information: SunTrust Bank Account # 206706413, ABA # 061000104, Swift Code – SNTRUS3A

Exhibit space is available on a first-come, first-serve basis to customers and exhibiting companies for that particular event. Offers will be confirmed through the submission of a signed copy of this agreement. By signing this document, you (exhibitor) also agrees to abide by the exhibit space rules and display reference guidelines that are either attached to this contract or listed in the exhibitor manual.

SUB-LEASING - Exhibitor shall not allow any other corporation or firm or its representatives to use the space allotted to the exhibitor, nor shall the exhibitor display articles not manufactured or normally sold by the exhibitor. Co-participation by any other corporation or firm or its representatives in space assigned to the original applicant must be authorized by written permission from SAE, and shall incur an additional charge of 25% of the total cost for exhibit space for each additional participant.

Cancellation of Display - In the event of exhibit cancellation and SAE receives notice of such cancellation more than sixty (60) days prior to the opening date of the event then SAE shall retain a service charge equal to 50% of the total tabletop amount. Within thirty (30) days of the opening day of the event, the customer is liable for 100% of the total amount.

Liability and Indemnification - Neither SAE nor the management of the site shall be liable for damage, loss or destruction of the exhibitor property by reason of fire, theft, accident or other destructive causes. Neither SAE nor the management of the site nor any of their employees, agents, or servants will be accountable or liable for accidents to exhibitors, their employees, agents or servants. The exhibitor shall be liable to SAE and/or the site for any damage done to the building and/or the furniture and fixtures contained therein which shall occur through acts or omissions of the exhibitor, its employees, agents or servants. The exhibitor hereby assumes the entire and full responsibility and liability for and agrees to indemnify and hold harmless SAE International, its officers, directors, members, staff and other representatives from and against any and all claims, damages, injury (including without limitation, death at any time resulting there from), loss or expense (including without limitation, all attorney fees and other expenses of any arbitration or litigation) of any nature resulting from any injury or damage to any person or property which occurs as the result of any act or omission of the exhibitor, its employees, agents or servants.

Insurance - The exhibitor must, at own expense, obtain and maintain Comprehensive General Liability insurance, on an occurrence-based policy, with a limit of not less than \$1,000,000 per occurrence/\$2,000,000 aggregate combined singled limit bodily injury/property damage (including products and completed operations coverage and host liquor liability), Automobile Liability insurance no less than \$1,000,000 combined singled limit and Workers' Compensation (statutory limits) coverage. Exhibitor shall provide SAE International with one current certificate of insurance reflecting evidence of coverage listing SAE International as additional insured no less than 30 days in advance of show date.

***Value Added Tax (VAT)** - *When applicable, SAE is required to charge VAT to all attendees, with the exception of any attendees who are themselves VAT registered in the country hosting the event and who are able to prove this to the satisfaction of SAE. The appropriate percentage rate of VAT will therefore be added at the checkout in addition to the net attendance fees stated and will be payable to SAE at the same time. If you are a business attendee, you may be eligible to obtain a refund of this VAT from the European country's government by submitting a valid claim under the 13th Directive (non EU business attendees) or under the Refund Directive (EU business attendee not VAT registered) within the statutory deadline. Further information can be obtained from the local tax authorities or by contacting a VAT reclaim agent such as Meridian Global Services (info@meridianglobalservices.com).*

SAE Engineering Events Rules & Display Reference Guidelines

The following Exhibitor Rules & Display Reference Guidelines have been established by SAE 2018 Government/Industry Meeting, Show Management. These guidelines are created to promote continuity and consistency among tabletop exhibitors and follow industry tabletop exhibitor standards.

Exhibitor Rules

- Please do not leave valuables at your tabletop space overnight! There will not be security at the exhibit area during closed hours / overnight. Please read full disclosure in the exhibitor service manual.
- Exhibitors may not solicit in the aisles or in any other location in, around or outside the venue except at their display.
- If you require electricity and/or internet for your exhibit, please order these services directly from the official contractors of that service. You can find their information in the exhibitor service manual.
- Exhibitors may be asked to remove any display items not in compliance with these guidelines.

Please Note: With written permission, variances may be allowed. Requests for variations must be submitted to Show Management no later than 30 calendar days prior to the set-up day for the show.

Assignment Policy: Requests for table locations will be handled on a first-come, first-served basis. If extra space is needed, please let your Sales Manager know as it may require purchase of a second space. Space will be assigned only after full payment has been received. Show Management reserves the right to determine final exhibit table assignments. SAE reserves the right to relocate displays to ensure maximum exposure for exhibiting companies to the event attendees. This may include relocation of the display. Exhibitors will be notified in advance.