T & E in a Multi-domain Operational Environment Workshop

13 July - 15 July 2021 ~ Radisson Hotel El Paso Airport ~ El Paso, TX

www.itea.org

Exhibit Application

STEP ONE: Contact Information This document is a fillable form, to avoid errors in the data entry process please complete all information below electronically. Information provided on this form will be used in publications distributed on-site.

Company Name

Address

City State Zip

Phone Fax

Email Website Address

Contact Name

STEP TWO: Description of Products & Services & Logos

All exhibitors are welcome to provide a company logo and description of 50 words or less to be included in our on-site Program Guide. (Logo in high resolution jpg format). Included in the table top booth selection is an opportunity to further advertise your company. A two-color ad will be placed in the Program Guide distributed at the workshop. **Deadlines:** Ad artwork, company descriptions and logos due by 24 May. Email all materials to Lena@itea.org

STEP THREE: Exhibit Space Selection ITEA will make its best effort to accommodate your request. Please indicate your preferred location. Table - Top booth selection includes 1 full registration and 1/4 page ad. Double Table - Top booth selection includes 2 full registrations and 1/2 page ad.

Note: Tutorial registration not included in the booth package. **Active ITEA Corporate Membership required as of exhibit application submission date.

____ Table-Top **ITEA Corporate Member, Government Agencies, and Military Organizations** @ $1,800

____ Double Table-Top **ITEA Corporate Member, Government Agencies, and Military Organizations** @ $2,700

____ Table-Top **Large Non-Member (50+ Employee Organization)** @ $3,300 **** Includes one-year ITEA Corporate Membership and 5 individual memberships.**

____ Double Table-Top **Large Non-Member (50+ Employee Organization)** @ $4,950 **** Includes one-year ITEA Corporate Membership and 5 individual memberships.**

____Table-Top **Small Non-Member (<50 Employee Organization)** @ $2,600 **** Includes one-year ITEA Corporate Membership and 3 individual memberships.**

____ Double Table **Top Small Non-Member (<50 Employee Organization)** @ $3,900 **** Includes one-year ITEA Corporate Membership and 3 individual memberships.**

1st Choice: _____ 2nd Choice: _____

3rd Choice:_____ 4th Choice:_____

Exhibiting companies you prefer not to be next to:_____

STEP FOUR: Policies & Procedures (please read the policies and procedures on page 3)
I have read and understand, and my company agrees to adhere to, the policies and procedures listed in this document and will share this information with the company representative that will be on-site.

Signature

STEP FIVE: Total Fees

Total Exhibit Space Selection (Step 3) $_____

TOTAL PAYMENT ENCLOSED $_____

STEP SIX: Method of Payment

❑ Check made payable to ITEA – check #_____

Charge payment to the following credit card:
❑ American Express ❑ VISA ❑ MasterCard ❑ DISCOVER

Balance Due Withing 30 Days of Receipt of Invoice

Credit Card Number Expiration Date Security Code

Name as it appears on Card

Signature Date

❑ Please send a receipt to name and email address listed above.

STEP SEVEN: Send in Your Application

Email: Email completed application form to **Lena@itea.org**

Mail: Mail completed application form to:
International Test and Evaluation Association
11350 Random Hills RD, Suite 800
Fairfax, VA 22030-6044

STEP EIGHT: Special Requirements

Each booth will include one electrical outlet with 5-10 amps 110 power, a 6' skirted table, two chairs, and wastebasket. Additional requirements my be indicated below and will be billed at the exhibitor's expense.

❑ Number of outlets:_____ How many amps will your system consume?____

❑ Special Connectors Required: _____

STEP NINE: Booth Personnel (Email additonal booth personnel to Lnpena3@gmail.com)

Name Title

Address

City State Zip

Phone Fax

Email Website Address

Name Title

Address

City State Zip

Phone Fax

Email Website Address

Policies and Procedures

1. Payment for Space/Cancellation Policy

Under the terms of the contract, the exhibitor agrees to pay fifty percent (50%) of the total fee with this application, and further agrees to submit to ITEA the balance due upon receipt of statement but in no case later than **30 Days after Receipt of Invoice.** It is understood that failure by the exhibitor to remit outstanding balance due ITEA by said date shall render all exhibit agreements between the exhibitor and ITEA invalid and shall constitute forfeiture of all monies paid under terms of the contract. An exhibitor who cancels all or part of reserved booth space prior to **31 May 2021** will forfeit fifty percent (50%) of the deposit.

Exhibit applications received within 60 days of the event start date must include full payment. We understand this application becomes a contract when signed by us and accepted by ITEA. In compliance with the requirements set forth by the International Test and Evaluation Association, we certify that we are Equal Opportunity Employers. We have read and agree to abide by all rules, regulations, requirements and conditions outlined in the contract and exhibitor prospectus. **Contracts received without payment will not be assigned a booth space until the 50% deposit is received. Exhibitors not paid in full 30 days after receipt of invoice will be removed from the floor plan until the deposit is received.**

2. Eligible Exhibits

Exhibit management reserves the right to determine the eligibility of any company or product for inclusion in the exposition.

3. Contractor Service Information

In the best interest of the exhibitors, exhibit management has selected certain firms to serve as official contractors to provide various services to the exhibitors. It is agreed that the exhibitor will abide by and comply with rules and regulations concerning local unions having agreement with the exposition facility or with authorized contractors employed by show management.

Complete information, instructions and schedule of prices regarding drayage, labor for erecting and dismantling, electrical work, furniture, cleaning, etc. will be included in the Exhibitors' Service Manual, to be forwarded after exhibit booth space has been confirmed. An Exhibitors' Service Center will be maintained on the exhibit floor until the opening of the exhibit hall to facilitate service requests from exhibitors.

4. Security

Guard service will **NOT** be provided by exhibit management during the hours the show is closed. Each exhibitor should make provisions to safeguard his or her goods from the time they are placed in the booth until the time they are removed. ITEA will not be responsible for loss or damage due to any cause. Do not leave laptop computers or other valuable equipment in the exhibit hall unattended; exhibit management will not be responsible for loss or damage.

5. No dismantling will be permitted before closing time.

It is expressly agreed by the exhibitor that in the event he or she fails to install his or her products in his or her exhibit space, or fails to pay the space rental at the time specified, exhibit management shall have the right to take possession of said space and lease same or any part thereof to such parties and upon such terms and conditions as it may deem proper.

Exhibitors must check-in and have booth set up by timelines given. Booth set-up will be forced at prevailing labor rates if exhibitor has not checked in at least 30 minutes prior to the set-up deadline. No exhibitor shall have the right prior to closing of exposition to pack or remove articles in exhibit. **There are NO exceptions to this policy. There will be a $250 penalty for early dismantling.**

6. Use of Exhibit Space

Exhibitors agree not to assign or sublet any space allotted to them without written consent of exhibit management, nor to display or advertise goods other than those manufactured or carried by them in the regular course of business.

7. Restrictions

Exhibit management reserves the right to restrict exhibits which are objectionable because of noise, glaring or flashing lights, method of operation or any other reason, and also to prohibit or evict any exhibit which, in the opinion of exhibit management, may detract from the general character of the exhibition. This reservation includes persons, things, conduct, printed matter or anything exhibit management judges to be objectionable. In the event of such restriction or eviction, exhibit management is not liable for any refund of any amount paid hereunder. No display material exposing an unfinished surface to neighboring booths will be permitted. Demonstrations must be so located that crowds collected will be within the exhibitor's space, and not blocking aisles or neighboring exhibits. Contests of any kind must first be approved in writing by exhibit management.

8. Exhibitor Activities

Company/Exhibitor agrees not to schedule or conduct any outside activity including, but not limited to, receptions, seminars, symposia and hospitality suites that are in conflict with the official program.

9. Responsibility

If the exhibitor fails to comply in any respect with the terms of this agreement, exhibit management shall have the right, without notice to the exhibitor, to offer said space to another exhibitor, or to use said space in any other manner. This shall not be construed as affecting the responsibility of the exhibitor to pay the full amount specified by the contract.

10. Compliance

The exhibitor assumes all responsibility for compliance with all pertinent ordinances, regulations and codes of duly authorized local, state and federal governing bodies concerning fire, safety, health, together with the rules and regulations of the operators and/or owners of the property wherein the exhibit is held. Cloth decorations must be flameproof. Wiring must comply with fire department and underwriters' rules.

11. Liability

ITEA shall not be responsible for any loss, theft or damage to the property of the exhibitor, its employees, or representatives. Further, exhibit management will not be liable for damage or injury to persons or property during the term of this agreement from any cause whatsoever by reason of the use or occupancy of the exhibit space by the exhibitor or his assigns, and the exhibitor shall indemnify and hold harmless exhibit management from all liability, which might ensue from any cause whatsoever; if the exhibitor's material fails to arrive, the exhibitor is nevertheless responsible for all amounts due hereunder. The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitor's displays, equipment and other property brought upon the premises and shall indemnify and hold harmless the Hotel agents, servants and employees from any and all such losses, damages and claims. Exhibitors are advised to carry special insurance to cover exhibit material against damage and loss, and public liability insurance against injury to the person or property of others.

12. Cancellation or Termination of Exposition

In the event that the premises where the exposition is to be held shall, in the sole determination of exhibit management, become unfit or unavailable for occupancy, or shall be substantially interfered with, by reason of picketing, strike, embargo, injunction, act of war, terrorism, act of God, fire or state of emergency declared by any government agency or by reason of any municipal, state or federal law or regulation or by reason of any other occurrence beyond the control of exhibit management, exhibit management may cancel or terminate the exposition.

In the event of such cancellation or termination, the exhibitor waives any and all claims the exhibitor might have against exhibit management for damages or expenses and agrees to accept in complete settlement and discharge of all claims against exhibit management the exhibitor's prorated share of the total amount paid by all exhibitors less all costs and expenses incurred by exhibit management in connection with the exposition, including a reserve for future claims and expenses in connection therewith.

13. Management

Exhibit management reserves the right to interpret, amend and enforce these regulations as it deems proper to assure the success of the exposition.

14. CAN-SPAM Act Compliance

ITEA exhibitors that use e-mail to contact attendees must abide by the 3 basic types of compliance as defined in the CAN-SPAM Act: Unsubscribe compliance; Content compliance; and, Sending Behavior compliance.

Unsubscribe compliance

. A visible and operable unsubscribe mechanism is present in all emails.
. Consumer opt-out requests are honored within 10 business days.
. Opt-out lists also known as Suppression lists are only used for compliance purposes.

Content compliance

. Accurate "From" lines (including "friendly froms") . Relevant subject lines (relative to offer in body content and not deceptive)
. A legitimate physical address of the publisher and/or advertiser is present. PO Box addresses are acceptable in compliance with 16 C.F.R.316.2(p) and if the email is sent by a third party, the legitimate physical address of the entity, whose products or services are promoted through the email should be visible.
. A label is present if the content is adult.

Sending behavior compliance

. A message cannot be sent through an open relay . A message cannot be sent without an unsubscribe option.
. A message cannot be sent to a harvested email address . A message cannot contain a false header . A message should contain at least one sentence.
. A message cannot be null.
. Unsubscribe option should be below the message.

NOTE: There are no restrictions against an ITEA exhibitor and sponsor emailing its existing customers or anyone who has inquired about its products or services, even if these individuals have not given permission, as these messages are classified as "relationship" messages under CAN-SPAM. But when sending unsolicited commercial emails, it must be stated that the email is an advertisement or a marketing solicitation. Note that recipients who have signed up to receive commercial messages from you are exempt from this rule.