



SPONSOR APPLICATION AND CONTRACT

UNITE 2019 Conference and Exhibition • September 30 – October 2, 2019
 Hilton Minneapolis, 1001 Marquette Avenue, Minneapolis, MN 55403
 Show Dates September 30 & October 1, 2019

COMPANY INFORMATION

SPONSOR CONTACT PERSON

Company Name: _____

Name: _____

Address: _____

Address if at different location _____

City/State/Zip: _____

Country: _____

Telephone Number: _____

E-mail: _____

Website: _____

Telephone Number: _____

Submit signed application by August 23, 2019 to UNITE at admin@unite.org or fax to 804.379.1299. Sponsor staff registration and exhibit payments will be made on-line using the UNITE registration site. Sponsor applicants accepted by UNITE will receive an invitation email to complete the registration and payment process. **Full payment is due by August 30, 2019.** A 5% late fee will be assessed on the unpaid balance if full payment is not received by UNITE by August 30, 2019. All signed contracts are binding regardless of payment. By signing below I agree to all terms and conditions set forth in this agreement. The individual signing below represents and warrants that he/she has the authority to enter into this agreement.

Application by: _____

Signature

Title

Date

We hereby apply for exhibit space in the UNITE Exhibition to be conducted on the dates shown above. We understand and agree that our company must be or become a member of UNITE in order to participate in the 2019 UNITE Conference Exhibition. We understand that upon acceptance by UNITE, this application becomes a contract, under the terms and conditions set forth here and on the following pages, which we have read, understand and accept. We agree to exhibit under and comply with the terms, conditions and regulations printed on the following pages of this contract, and with the rules and regulations in the Exhibitor Manual, which rules and regulations are, by reference, hereby made a part of this contract. We agree to accept reassignment of space if necessary to create a more effective Exhibition.

My company requests exhibit space as listed below.

Exhibit space will be assigned by UNITE on a first come/first served basis with the overriding consideration of delivering the most effective exhibition experience to the conference attendees. If you are concerned about a competitor selecting a location near yours, please notify UNITE and we will work with you to avoid any uncomfortable proximity issues. The 2019 floor plan will be initially distributed via email and the list of sponsors will be made available on the UNITE website, www.unite.org. Note that each exhibit sponsorship includes membership in UNITE and full conference registration for 2 or more sponsor staff determined by the space contracted.

Exhibit Type (includes table, 2 chairs, waste basket)	Exhibit Size (DxW)	Conference Registrations	Base Price	Additional Staff @ \$550 each	Total Price	Balance Due by *August 30, 2019
Table	8X6	2	\$3,950	?	\$3,950	\$3,950.00
Exhibit	8X10	3	\$6,600	?	\$6,600	\$6,600.00
Double Exhibit	8X20	5	\$9,950	?	\$9,950	\$9,950.00
Your Choice:						

MEMBERSHIP		FOR UNITE USE ONLY			
Date Accepted:	_____	Exhibit Price: \$ _____	Exhibit Type: _____	Additional Staff: \$ _____	Exhibit Number(s): #: _____
Accepted by:	_____	Total Due: \$ _____	Deposit Amount: \$ _____	Payment Method: _____	Date: _____
		Amount Due: \$ _____	Final Payment: \$ _____		Date: _____



UNITE Exhibition RULES, REGULATIONS AND SERVICES (Read Carefully – Avoid Misunderstandings)

Exhibitor refers to applicant for exhibit, Facility refers to the Hilton Minneapolis, UNITE refers to UNITE, and their respective owners, employees, managers, officers, directors or agents.

GENERAL

- 1. Installation and Dismantlement:** Exhibitor agrees to comply with assigned move-in and installation days and hours to be specified in the Exhibitor Manual. Unless an Exhibitor receives in writing special permission from UNITE, the Exhibitor may not dismantle their display until the final closing of the show.
- 2. Liability:** Exhibitor shall be fully responsible to pay for any and all damages to property owned by the Hilton Minneapolis, its owners or managers, which result from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, UNITE, its officers, directors, employees and agents and also the Hilton Minneapolis, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from, out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the Hotel or any part thereof.
- 3. Insurance:** All property of the Exhibitor is understood to remain under its custody and control in transit to and from or within the confines of the Facility. Neither UNITE nor the Hilton Minneapolis maintains insurance covering Exhibitors' property. Exhibitors shall carry Comprehensive General Liability coverage, including premises, operations and contractual liability coverage of at least \$500,000 for Personal Injury Liability, and \$500,000 for Property Damage Liability, and statutory Workman's Compensation with Employer's Liability with a limit of at least \$100,000. Certificates of Insurance shall be furnished if requested by UNITE.
- 4. Security:** Although guard service may be furnished, neither UNITE nor the Facility can or will be responsible for damage to, loss or theft of property belonging to any Exhibitor, their agents, employees or guests. Each Exhibitor is to carry their own insurance.
- 5. Force Majeure:** In the event the Facility or any part of the exhibit area thereof is unavailable whether for the entire event, or a portion of the event, as a result of fire, flood tempest or other such cause or as a result of governmental intervention, malicious damage, acts of war, strike, lockout, labor dispute, riot or other cause or agency over which UNITE has no control, or UNITE decides that because of any such cause that it is necessary to cancel, postpone, or resite the exposition or reduce the move-in and installation time, show time, or move-out time, UNITE shall not be liable to indemnify or reimburse the Exhibitor in respect of any damage or loss, direct or indirect arising as a result thereof.
- 6. Laws Applicable:** This contract shall be governed by the law of the State of Illinois. Exhibitor agrees to abide by the rules and regulations of the facility.
- 7. Cancellation of Exhibit Space:** In the event this application is not accepted, space rental fees or deposits made to UNITE will be returned. Upon acceptance of the application by UNITE, a contract then becomes effective. Space assigned may be relinquished without charge before August 23, 2019. If space is canceled for any reason on or after August 24, 2019, UNITE shall be entitled to retain or collect 100% of the Exhibitor's contract obligation. Cancellation notice must be received by UNITE in writing. The date UNITE receives the written cancellation will determine the percentage of the cancellation fee. UNITE reserves the right to cancel any contract with any Exhibitor at any time prior to or during the show. In the event of cancellation of the show because of circumstances beyond the control of UNITE, space rental fees or deposits made to UNITE shall be returned on a



pro-rata basis after payment of any incurred expenses or costs which have been accrued by UNITE prior to the date of cancellation, plus \$200 for administration and overhead.

- 8. Reduction of Exhibit Space:** The exhibitor will incur a penalty fee on the amount of the reduced space. An exhibit downsize notice must be received by UNITE in writing. Notification dates and percentages of penalty fees are the same as for canceling exhibit space. See above paragraph for dates. Depending on the original exhibit size, the exhibitor may be required to select their reduced exhibit space from any unsold exhibit space. UNITE reserves the right to re-assign exhibit space to improve exhibition experience of the conference attendees.
- 9. Exhibit Space Sharing Prohibited:** Assigned exhibit space is for the exclusive use by the contracted exhibiting company only. Exhibitors are not permitted to assign, sublet or share the whole, or any part of the space they have contracted. Exhibitors may not permit employees of non-exhibiting companies to use their exhibit to promote their company's products or services or the contracted Exhibitors' products or services unless the product or service is sold primarily or exclusively by the exhibiting company. Exhibitors will incur a penalty for sharing an exhibit. Contracted exhibitors sharing their exhibit with another exhibitor will be assessed a penalty equal to 50% of the contracted exhibitor's base exhibit rate.
- 10. Late Fee:** *A 5% late fee will be assessed on the unpaid balance of exhibit space if final payment is not received by UNITE by August 30, 2019.

SERVICES

- 11. Exhibit Space Furnishings and Installation:** Each exhibitor will receive an identification banner and one electrical outlet (15 amp circuit) free of charge from UNITE. UNITE will also provide one skirted table, two chairs and one wastebasket per space ordered. Exhibitors may provide their own furnishings, and may specify their own independent service contractor for the erection and dismantling of custom displays. Local regulations, licensing and labor agreements must be followed. For your convenience, the official contractor will rent, on advance order, appropriate furniture of all kinds, rugs and other accessories, and also will provide signs (other than standard exhibit identification) at Exhibitor's expense. An Exhibitor Manual, to be supplied, will contain order forms and additional information. Exhibits shall be so arranged as to not obstruct the general view of other exhibits and shall be limited to 8 feet in height except where specially authorized.
- 12. Labor:** Exhibitors will be responsible for labor charges incurred in connection with the assembly, draping, repairs and dismantling of their own exhibits.
- 13. Badges:** Each Exhibitor representative must be officially registered to participate in UNITE, and may not wear an identification badge issued to any other person.

RESTRICTIONS

- 14. Fire Safety:** All construction material must conform to standard safety practices. Table and back wall drapes supplied by the official decorator and those supplied by the Exhibitor, together with textile or paper displays and decorations, must be flameproof. No combustible decorations, such as crepe or tissue paper, cardboard or corrugated paper, may be used to any time. All packaging containers and materials are to be removed from the floor and may not be stored under tables or behind displays. Displays are subject to inspection and approval for safety.
- 15. Meetings:** No Exhibitor shall hold any meetings or events that conflict with official UNITE conference sessions, activities, or show hours.
- 16. Irregular Activities:** Persons, firms or organizations which have not regularly contracted with UNITE for occupancy of space in the show will not be permitted to display or demonstrate any products, processes or services, to solicit orders, wear any identification other than that of the contracting Exhibitor, or to distribute advertising or other materials at the exposition. Any infringement from this regulation will result in prompt removal of the offending person from the



Facility. Exhibitors may not enter the exhibits of other Exhibitors without invitation; no Exhibitor may call or invite a visitor out of one exhibit and into his own. Exhibitors must remain within their own exhibit space in distributing literature or other materials; the aisles may not be used for this purpose.

- 17. Food and Beverage:** Exhibitors may not serve or dispense food or beverages of any type from their exhibit space.
- 18. Printed Matter:** Circulars or advertising matter of any description may be used or distributed only within the space assigned to the Exhibitor presenting such material. Only literature published or approved by UNITE may be distributed at the registration desk, in the registration area, in the meeting rooms, in the exposition areas, or in transportation under lease to UNITE.
- 19. Objectionable Practices or Displays:** Use of noisemakers, huckster-type promotion and presentations which may be judged not in good taste, lacking in dignity, or not in keeping with the purpose of UNITE are prohibited. Exhibitor personnel must be technically knowledgeable as to the Exhibitor's product or service. Models, outside demonstrators and entertainers may not be utilized without direct permission, in writing, from UNITE.
- 20. Sound Level:** Use of sound, motion pictures and videotapes will be permitted, where appropriate to the display, provided sound is maintained at not more than a "conversational" level. Use of any sound amplification facilities will be considered a violation of this policy. UNITE reserves the right to restrict Exhibitors use of sound and other devices which may interfere with the best interest of UNITE as a whole.
- 21. Product Limitations:** Only those products and/or services considered by UNITE to be of interest to users of Unisys (and compatible) computer systems and environments, and to promote the continuing use of Unisys (and compatible) computer systems and environments, may be exhibited at UNITE. Employment-related displays or solicitation are not permitted.
- 22. Violations:** Complaints of any violation of rules and regulations are to be made promptly to UNITE and Exhibitors and their personnel agree to abide by the decision of UNITE.
- 23. Amendments:** Any and all matters not specifically covered by the preceding rules and regulations and the rules and regulations contained in the Exhibitor Manual shall be subject to the decision of UNITE. UNITE shall have the full power to interpret, amend, and enforce these rules and regulations, provided any amendments, when made, are brought to the notice of Exhibitors. Each Exhibitor, for itself and its employees, agrees to abide by the foregoing rules and regulations and by any amendments or additions thereto in conformance with the preceding sentence.
- 24. Default:** Exhibitors will not be permitted to set up their exhibits, or will be subject to eviction without refund, if this contract is violated.