



IEEE Global Humanitarian Technology Conference Terms & Conditions

IEEE GHTC 2025 Exhibit Space & Patron Application/Contract

[Booth license charge is \$1,600 per 6 ft. x 3 ft. booth.]

Exhibitor: ___ Exhibitor \$1,600 ___ One-Day \$800 ___ Educational \$800 ___ Publisher \$500

Patron Level: ___ Bronze Patron \$500 ___ Silver Patron \$1,000 ___ Gold Patron \$2,500
 ___ Platinum Patron \$5,000 _____ Additional Sponsorship *(please specify)*

Payment is due within 30 days of receipt of contract submission.

Company Information

Company Name _____

Mailing Address _____

City _____ State _____ Zip Code _____ Country _____

Phone _____ Web _____

___ I have read and agree to the attached terms and conditions of this contract.

Print Name _____ Title _____

SIGNATURE _____ **Date** _____

Contact Information

Name _____ Email _____

Phone _____ FAX _____

Mailing Address _____

City _____ State _____ Zip Code _____ Country _____

Payment Information

NOTE: Payment is only by credit card or wire transfer using the online registration system

Billing Address _____

City _____ State _____ Zip Code _____ Country _____

SIGNATURE _____ **Date** _____

1 Please read this contract carefully and print or type all information requested.

2 Complete, sign and send or email to:

IEEE GHTC 2025 Treasurer
c/o Kevin Moore
Colorado School of Mines, 1500 Illinois St., Golden, CO 80401
Email: kmoore@mines.edu



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1. Contract

This application properly executed by applicant (exhibitor) shall upon written acceptance and notification of booths assigned by IEEE GHTC 2025 ("The Event") management constitute a valid and binding contract.

2. Assignment of Space

Assignment of space to exhibitors and those making application will be made in the order of date and time received. The Event will continue to receive applications and assign exhibit space, as it remains available, until shortly before the show opening date. In all cases, total booth payments must be received prior to show opening. The Event assignment of booths is final and shall constitute an acceptance of the exhibitor's offer to occupy space. After assignment, space location may not be changed, transferred or canceled by the exhibitor except upon written request and with the subsequent written approval of The Event management. The Event management reserves the right to reassign exhibitor space in order to modify floor plan for overall benefit of the show.

3. Subletting Space

No exhibitor will assign, sublet, or apportion the whole or any part of the space allotted to him, nor exhibit therein, nor permit any other person or party to exhibit therein, any other goods, apparatus, etc. not manufactured or distributed by the exhibitor in the regular course of his business except upon prior written consent of The Event management.

4. Exhibit Space Rental Rates

Exhibit space rental includes materials and services described herein. Show price per full-conference 6 x 3 space contracted at \$1,600.

5. Payment Requirements and Cancellation Charges

Applications require full payment before booths are assigned. Payment in full is required with submission of contract application or on the date indicated on the invoice. **Payment is only by credit card or wire transfer** using the online registration system. *All cancellations must be made in writing* and will be based on the following

Schedule of refunds:

- **After July 30, 2025 but before August 30, 2025:**
Refund of 50% of the total license fee for cancellation
- **On or after August 30, 2025:**
No refund or credit at any time.

It is understood that The Event reserves the right, at its option, to reassign a cancelled booth regardless of the cancellation rate assessed. In the event that the premises in which The Event is conducted shall become, in the sole discretion of The Event, unfit for occupancy, or substantially interfered with by reason of any cause or causes not reasonably within the control of The Event, this agreement may be terminated by The Event.

For this purpose, the term "cause or causes" shall include, but not by way of limitation, fire, flood, epidemic, earthquake, explosion or accident, blockage, embargo, inclement weather, governmental restraints, restraints or orders of civil defense, or military authorities, act of public enemy, riot or civil disturbance, strike, lockout, boycott or other labor disturbance, inability to secure sufficient labor, technical, or other personnel, failure, impairment or lack of adequate transportation facilities, inability to obtain, or condemnation, requisition or commandeering of necessary supplies or equipment, local, state or federal law, ordinance, rule, order, decree or regulation, whether legislative, executive, or judicial, and whether constitutional, or act of god.

Should Event terminate this agreement pursuant to the provision of this paragraph the exhibitor waives any and all claims for damages and agrees that Event may, after computing the total amount of The Event cost and expenses in connection with its preparation for and conducting of The Event, (including a reasonable



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reserve for claims and other contingencies), refund to the exhibitor, as and for complete settlement and discharge of all said exhibitor's claims and demands, and amount which bears the same relationship to the fee paid by said exhibitor as the total refundable amount as computed above bears to the total amount of fees paid by all exhibitors.

6. Exhibit Booth Manning and Dismantling Schedule

A representative must man exhibit space during all times when exhibition is officially open. Exhibit space must be maintained in a neat and orderly manner throughout the exhibition. Exhibitors may begin dismantling only after hours stated in exhibitor service manual. Exhibitors are responsible for removal of all materials used in their display. Any exhibitor leaving materials after hours stated in exhibitor service manual will be charged for the materials' removal.

7. Losses or Damage

Exhibitor agrees that The Event shall not be liable for any damage or liability of any kind or for any loss, damage or injury to persons or property during the term of this agreement, from any cause whatsoever by reason of use, occupation and enjoyment of exhibit space by exhibitor or any person thereon with the consent of exhibitor, and that exhibitor will defend, indemnify and save harmless, The Event from all liability whatsoever, on account of any such damage, or injury, whether or not caused by negligence of or breach of an obligation by exhibitor or its employees or representatives. Exhibitor will be liable for all damages, or liability of any kind or for any loss, damage or injury to persons or any property during the show from any cause whatsoever by reason of use, occupation and enjoyment of exhibit space.

8. Demonstrations

No demonstrations or solicitations shall be permitted outside of the exhibitor's assigned space, and no signs or placards may be displayed on persons or otherwise outside exhibit spaces.

9. 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 and health, together with the rules and regulations of the operators and/or owners of the property wherein the show is held.

10. Policy

It is further agreed that the exhibitor will abide by and comply with rules and regulations concerning local customs that may apply, having agreements with the show Facility or with authorized contractors employed by The Event. Further this agreement is bound by applicable IEEE Policies on Nondiscrimination and the IEEE Event Safety and Conduct Statement.

11. Management

The exhibitor further agrees that the conditions, rules and regulations of The Event management are made a part of this contract and that said exhibitor agrees to be bound by each and all of these rules and regulations, and that the management shall have the full power to interpret, amend and enforce all rules and regulations in the best interest of the show.

12. Alteration of Booth Space

The Event management shall be entitled to alter the layout if, in their opinion, this is in the general interest of the exhibition.