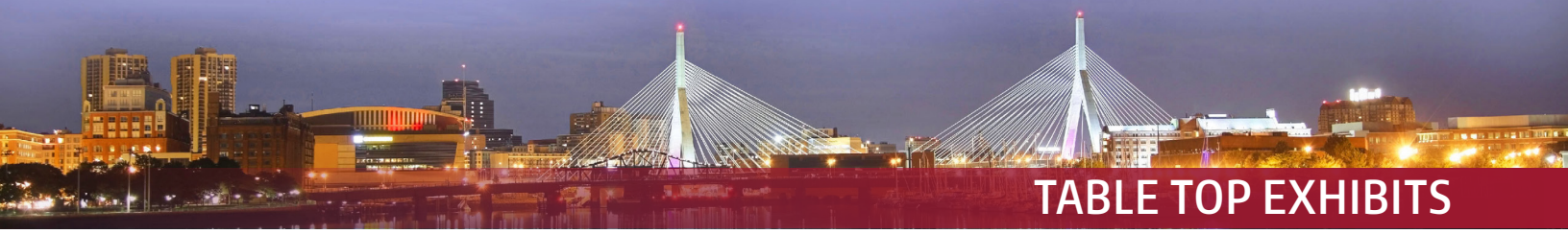


# LEADING THE WAY CampusEnergy2022



Feb. 15-18 | Westin Boston Seaport District Hotel | Boston, Mass.



## TABLE TOP EXHIBITS

**You won't want to miss this unique opportunity to reach a very targeted audience.**

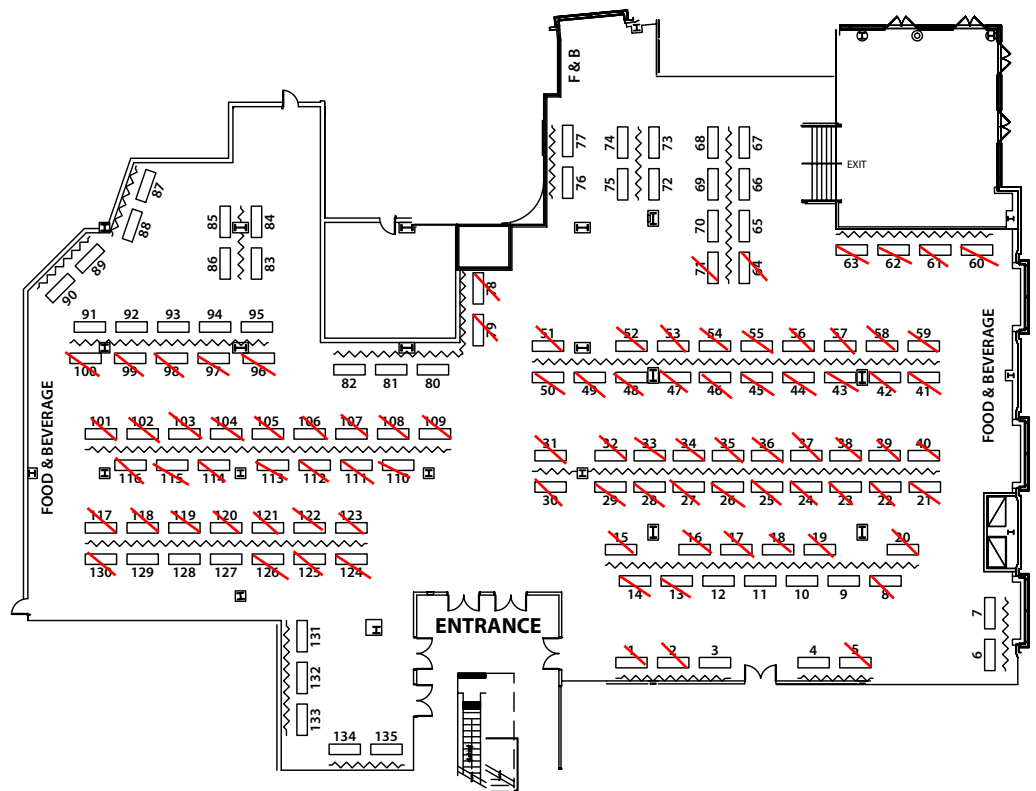
CampusEnergy2022 will attract more than 1000 attendees, including hundreds of campus physical plant managers who maintain and upgrade the facilities at a college, university, airport or healthcare campus. The IDEA Campus Energy Conference is widely recognized for its high-quality technical program and peer exchange, attracting campus engineering and utility professionals eager to solve problems and share solutions. This event provides you with direct access to district energy professionals in a relaxed atmosphere that is conducive to meeting with potential customers.

CampusEnergy 2022 will be co-hosted by the utilities departments of Harvard University and MIT.

This is the 25th year for table top exhibits at this conference, and it continues to be a very popular format. Exhibit space is limited. Only 135 table top spaces will be available for this CampusEnergy2022 Conference. **Space is assigned on a first-come, first-served basis, so please act promptly.**

Companies that agree to exhibit at this conference and IDEA2022 in Toronto will receive a discounted price if both exhibit fees are paid by Nov. 30, 2021.

IDEA will be following all local, state and federal health and safety guidelines and strictly adhere to CDC guidance.



### EXHIBIT INFORMATION

**Total Table Tops:** 135, six-foot draped tables

Table Top Fees*	Campus Only	With IDEA2022 exhibit*
Member	\$3,650	\$2,875
Non-member	\$4,650	\$3,875

\*Both fees must be paid by Nov. 30, 2021 or individual conference rates will apply.

(\*Fee includes table top, plus one full registration. Additional exhibitors must register for the conference. Fees must be pre-paid — No exceptions.)

**Exhibit Setup:** Feb. 15, 12:00 pm - 4:00 pm

**Exhibit Tear Down:** Feb. 17, 3:00 pm - 6:00 pm

**FOR MORE INFORMATION VISIT:** [www.districtenergy.org](http://www.districtenergy.org)

This contract is subject to provisions on the reverse of this sheet.

Application to exhibit dated \_\_\_\_\_ by and between \_\_\_\_\_  
\_\_\_\_\_ hereafter called "Exhibitor" and International District Energy Association.

I. In accordance with the following terms, conditions, and regulations governing exhibits of the conference of IDEA at the Westin Boston Seaport, Feb. 15-17, 2022, the undersigned hereby makes application for exhibit space(s) which, when accepted by IDEA, becomes a contract. Terms and conditions on the back of this page are a part of this contract. The undersigned agrees to abide by all rules, requirements, restrictions, and regulations as set forth in this agreement or as may be especially designated by Management, Westin Boston Seaport or the city of Boston. Failure to abide by such rules and regulations results in forfeiture of all monies paid or due to the Management under terms of this agreement.

II. Cost of conference exhibit space:	Campus Only	With IDEA2022 exhibit*	\$ Enclosed
Member Fee:	\$3,650	\$2,875	\$ _____
Non-member Fee:	\$4,650	\$3,875	\$ _____

\*Both fees must be paid by Nov. 30 or individual conference rates will apply.

III. Booth choices (in order of preference): 1st: \_\_\_\_\_ 2nd: \_\_\_\_\_ 3rd: \_\_\_\_\_ 4th: \_\_\_\_\_

List any company(s) you wish to be near: \_\_\_\_\_

List any company(s) you do not wish to be near: \_\_\_\_\_

IV. Each exhibiting company receives one full conference registration per table top exhibit. Exhibit only personnel wishing to attend technical sessions, luncheons, Wednesday dinner must either register as a conference delegate or purchase meal tickets separately. (Exhibitor registration instructions will be sent to confirmed exhibitors in Dec. 2021.)

V. This form was submitted by (*This person will receive all correspondence related to the trade show*):

Contact Person: (First Name) \_\_\_\_\_ (Last Name) \_\_\_\_\_

Company - as it should be listed \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Website \_\_\_\_\_

Signature - I agree to the terms of this exhibit contract.

### Payment

My check is enclosed, payable to IDEA  Invoice  Use IDEA credit  
Invoice will be sent with option to pay by secure link with credit card or ACH. Check payments should be sent to IDEA immediately to ensure your exhibit space.

Please charge my credit card:  Visa  MasterCard  American Express

Name on Card: \_\_\_\_\_

Payment Address: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ 3-4 digit code: \_\_\_\_\_

Signature: \_\_\_\_\_

### For IDEA Staff Use Only

Amt. Paid \$ \_\_\_\_\_ Bal. Due \$ \_\_\_\_\_ Bal. Paid \$ \_\_\_\_\_ Booth(s)Assigned \_\_\_\_\_ Accepted by Show Manager \_\_\_\_\_

# Rules and Regulations

These Contract Conditions, Rules and Regulations are a part of the **CampusEnergy2022** Application and Contract for Exhibit Space and should be carefully read before signing the space application. After completing the Application and Contract for Exhibit Space, please give a copy of these Rules and Regulations to the person(s) responsible for the construction of your table top(s).

- 1. Assignment of Space:** IDEA reserves the right to make changes to the floor plan of table tops as may be deemed necessary and revise same from time-to-time.
- 2. Exhibit Fees and Payment for Space.** If the required payment is not received by Nov. 1, 2021 the fee will increase by \$100. If the fee is not received by Nov. 30, 2021, the show management reserves the right to reassign the reserved space. Checks should be made payable to: "IDEA" in U.S. dollars and must be mailed to: IDEA, 1800 West Park Dr., Suite 350, Westborough, MA 01581. Receipt of payment does not oblige IDEA to accept a contract as binding. IDEA retains the option of returning funds.
- 3. Cancellation.** Cancellations of exhibit space must be directed in writing to IDEA, 1800 West Park Dr., Suite 350, Westborough, MA 01581. Refunds, less an administrative fee of \$300 per booth, will be made at the discretion of the exhibit management, but no refund will be given for a cancellation made after Nov. 1, 2021. Exhibitors who decide to cancel their participation prior to an official event cancellation announcement from IDEA will do so in accordance with the normal cancellation schedule and will not be eligible for any additional refunds should IDEA be forced to cancel the event at a later date.

If CampusEnergy2022 is unable to convene due to conditions beyond IDEA's control including ordinances put in place by local, state, and/or federal governments, exhibitors will be given the option to utilize their paid booth fee towards a virtual booth (if applicable) or transfer paid booth fee for an IDEA exhibit event taking place in the following year.
- 4. Exhibit Space.** Total of 135, 6' table tops. Spaces will include 6' table and one side chair.
- 5. Installation and Dismantling.**

Exhibit Set-Up: Tuesday, Feb. 15, 2020, 12:00 - 4:00 pm  
Exhibit Dismantling: Thursday, Feb. 17, 2020, 3:00 - 6:00 pm
- 6. Official General Contractor.** IDEA has appointed Levy as the official general contractor for the CampusEnergy2022 Conference & Tradeshow. The official contractor will e-mail to each exhibitor, an information and service kit that provides exhibitors with complete shipping instructions, production information, and other forms for all services needed during the installation, show period, and removal of exhibits.
- 7. Exhibitor Registration.** Exhibitors must follow the instructions to register online by January 7 and then they can pick up their badge at the Registration Desk on Tuesday, Feb. 15, between 9:00 am - 5:00 pm. Exhibitors will be given badges which are to be worn at all times in the exhibit hall. No one will be admitted to the exhibit hall without a badge.
- 8. Use of Space.** Exhibitors shall not assign, share or sublet any space without written consent of IDEA. Care must be taken that the display does not interfere with the view of other exhibitors. Noticeable noise produced from operation of any equipment or apparatus is not permitted. Exhibit space is a 6 foot table. You may only use a 7 foot wide and 2 foot deep area. If your exhibit exceeds this area you will be asked to remove it.
- 9. Liability.** IDEA and the Westin Boston Seaport will not be held responsible for the safety of the property of the exhibitors from theft, fire, damages, accident, or other causes. Exhibitor agrees to protect, save, and hold IDEA and the Westin Boston Seaport and all agents and employees thereof (hereafter collectively called "indemnities") forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the exhibitors or those holding under the exhibitor. Further, exhibitor shall at all times protect, indemnify, save, and hold harmless the indemnities against and from any and all losses, costs (including attorney's fees), damages, liability, or expense arising from or out of or by reason of any accident of bodily injury or other occurrence to any person or persons, including the exhibitors, its agents, employees, and business invitee which arises from or out of or by reason of said exhibitor's occupancy and use of the exhibition premises or a part thereof.

IDEA is not liable for any loss sustained by the participant as a result of the participant's or any third party's failure to access the conference website, or as a result of any breakdowns, software errors, incomplete or inaccurate transfer of information.
- 10. Safety Regulation.** Exhibitors must adhere to all municipal and state laws, rules and regulations. No combustible decorations may be used at any time; all drapes, table coverings, and other materials must comply with fire department regulations.
- 11. Security.** The trade show is being held in an exhibit hall and security will be provided during non-exhibit hours. However, neither IDEA nor the Austin Convention Center can be responsible for any exhibit materials. Please take necessary precautions each day to safeguard your exhibit materials.
- 12. Failure to Occupy Space.** Space not occupied by the close of the exhibit installation period, as specified in these rules and regulations, will be forfeited by the exhibitor. This space may be resold, reassigned or used by the exhibit management.
- 13. Show Cancellation.** In the event the conference or exhibit is canceled, IDEA will not be held liable for any expenses incurred by the exhibitor beyond the rental cost of the booth space.
- 14. Selection of Exhibitors.** Only firms and organizations whose services and products are appropriately related to the purpose of IDEA shall be permitted to exhibit. IDEA reserves the right to decline or prohibit any exhibit which in its judgement is inappropriate, this reservation being all-inclusive as to person, things, printed matter, products and conduct.
- 15. Exhibitor Sponsored Functions.** Hospitality suites, meetings or dinners must be arranged by the exhibitor with the hotel and cannot coincide with official IDEA functions.