

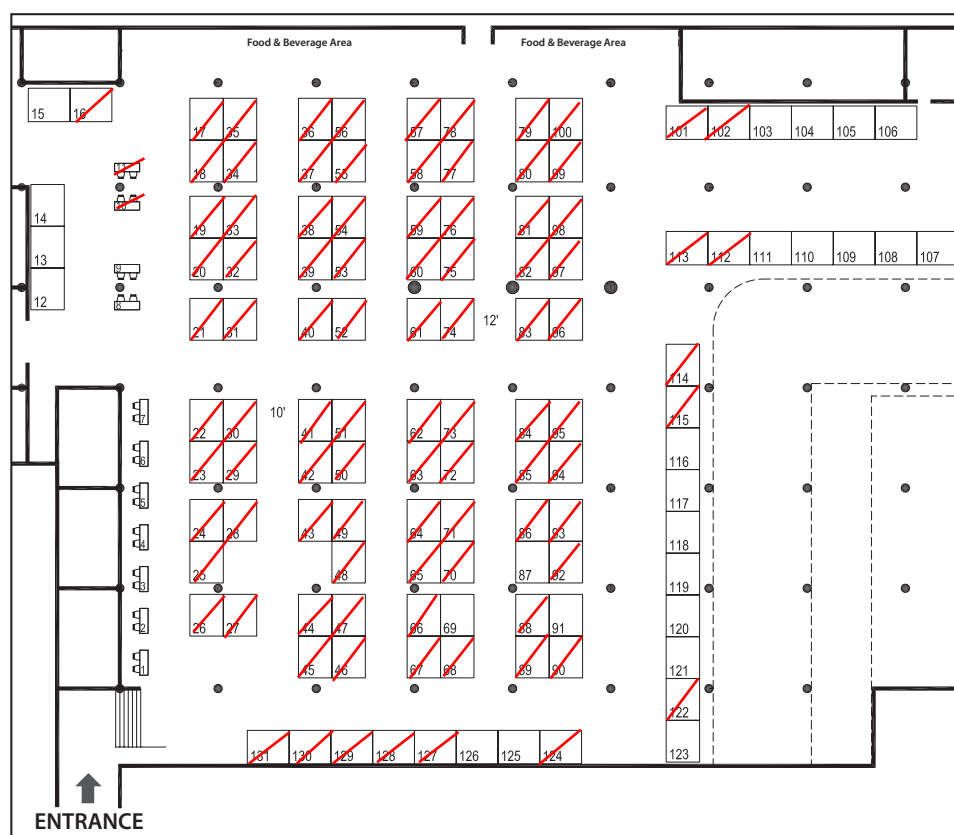
MAKE PLANS NOW TO PARTICIPATE IN IDEA2020

IDEA2020 Conference and Trade Show

Show attracts senior decision makers in district energy, distributed generation, combined heat and power, microgrids, sustainable energy, waste heat recovery and energy efficiency. The trade show showcases the newest technologies and equipment in the district energy industry, and IDEA encourages attendees to visit and meet with vendors and suppliers as much as possible by providing most food functions in the exhibit hall.

Exhibit at the show and attend the conference to explore current issues in the district energy/CHP industry (each exhibit receives one free full conference registration).

Reserve your exhibit space today!



Total Exhibit Spaces: 120 (8' x 10') booths; 11 (6') table tops

Booth Fees

By Dec. 13, 2019 After Dec. 13, 2019

Member Fee:

8' x 10' booth	\$3,225	\$3,325
6' table top	\$2,625	\$2,725

Non-member Fee:

8' x 10' booth	\$4,225	\$4,325
6' table top	\$3,625	\$3,725

Booth fee includes: One full conference registration, two exhibit only personnel registrations, draped back wall and side rails, 6' draped table, two side chairs, and a two-line identification sign.

Table Top fee includes: One full conference registration, two exhibit only personnel registrations, draped back wall, 6' draped table, one side chair, and a two-line identification sign.

111th ANNUAL CONFERENCE & TRADE SHOW ♦ June 22-25, 2020 ♦ Omni Shoreman Hotel ♦ Washington, D.C.

One copy will be returned for your files upon acceptance. This contract is subject to provisions on the reverse of this sheet.

Application to exhibit dated this _____ day of _____ 2019 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 Omni Shoreman Hotel, June 22-25, 2020, 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, Omni Shoreman Hotel and the city of Washington, D.C. 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 annual conference exhibit space:

	By Dec. 13, 2019	After Dec. 13, 2019	\$ Enclosed
Member Fee: 8' x 10'	\$3,225	\$3,325	\$ _____
Non-member Fee: 8' x 10'	\$4,225	\$4,325	\$ _____
Member Fee: 6' table top	\$2,625	\$2,725	\$ _____
Non-member Fee: 6' table top	\$3,625	\$3,725	\$ _____

III. Choices for locations are as follows (in order of preference):

- | | |
|--------------------------|--------------------------|
| 1. Booth number(s) _____ | 4. Booth number(s) _____ |
| 2. Booth number(s) _____ | 5. Booth number(s) _____ |
| 3. Booth number(s) _____ | 6. Booth number(s) _____ |

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

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

Payment

- ☐ Please send invoice
☐ Check, payable to IDEA
☐ Credit card payment
 ☐ Visa ☐ MasterCard
 ☐ American Express

Name _____

Signature _____

Card Number _____

Exp. Date _____ 3-4 digit code _____

Amount _____

IV. Please type or print this information exactly as it should appear on booth identification sign and in all promotional material.

Company Name _____	City _____	State/Province _____
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V. Each exhibiting company receives one full conference registration per booth and two exhibit only personnel. Exhibit only personnel wishing to attend technical sessions, luncheons, Monday dinner, and Chair's Banquet must either register as a conference delegate or purchase meal tickets separately. (Exhibitor registration instructions will be sent to confirmed exhibitors in April 2020.)

VI. This form was submitted by:

Contact Person: (First Name) _____ (Last Name) _____

Company _____

Address _____

City _____ State _____ ZIP _____

Telephone _____

E-mail _____ Website _____

Signature _____

For IDEA Staff Use Only

Amount Paid \$ _____ Balance Due \$ _____ Balance Paid \$ _____ Booth(s) Assigned _____

Accepted by Show Manager _____

Rules and Regulations

These Contract Conditions, Rules and Regulations are a part of the IDEA2020 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 booth(s).

- 1. Assignment of Space.** IDEA reserves the right to make changes to the floor plan of booths 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 the due date, the show management reserves the right to reassign the reserved space. Checks should be made payable to: "IDEA" 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 within 100 days of set-up day. In case of fire or any other causes beyond the control of management that prevent holding the show, this contract will not be binding. If your company has already exhibited at the Campus Energy 2020 Conference, this exhibit fee is non-refundable.
- 4. Exhibit Booths.** Total of 120 (8' x 10') booths. Booths include flame-proof drapery backwall (8' high) and side-rail (3' high). A 2' x 6' table, two side chairs, and a two-line identification sign (7" x 44") bearing the exhibitor's name and booth number. Table Top Exhibits - Total of 11 (6') tables. Table Top includes: draped back wall (8' high), 6' draped table, one side chair, and a two-line identification sign. Exhibit space is the table top. Table Top exhibit must only be 6' wide.
- 5. Installation and Dismantling.**
Exhibit Set-Up: Monday, June 22, 2020, 8:00 am - 3:30 pm
Exhibit Dismantling: Wednesday, June 24, 2020, 3:00 pm - 6:00 pm
- 6. Official General Contractor.** IDEA has appointed GES as the official general contractor for the IDEA2020 Annual Conference & Tradeshow. The official contractor will e-mail to each exhibitor, about 90 days prior to the show opening, 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.** Each exhibit includes one full conference registration and two exhibit only personnel registrations. Exhibitors must complete their registration by May 22, 2020 and then exhibitors can sign in at the Registration Desk on Monday, June 22, 2020 between 8:00 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 no display extends more than 8' above the floor or more than 3' in depth from the back wall of the booth, or interferes with the view of other exhibitors. Noticeable noise produced from operation of any equipment or apparatus is not permitted.
- 9. Liability.** IDEA and the Omni Shoreham Hotel 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 Omni Shoreham Hotel 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.
- 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 Omni Shoreham Hotel 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.** If the conference or exhibit is canceled due to circumstances beyond the control of IDEA, 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 coordinated and approved at least 30 days in advance with IDEA Event staff and must not coincide with nor conflict with official IDEA conference program.