



## MAKE PLANS NOW TO PARTICIPATE IN IDEA2022

**IDEA2022 Conference and Trade Show** will be a great opportunity to interact with senior decision-makers in district energy, distributed generation, combined heat and power, microgrids, sustainable energy, waste heat recovery and energy efficiency. The trade show features the newest technology, equipment and best practices 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.

Reserve your exhibit space today!

### Exhibit at the show and attend the conference

to explore current issues in the district energy/CHP industry (each live exhibit receives one free full conference registration).

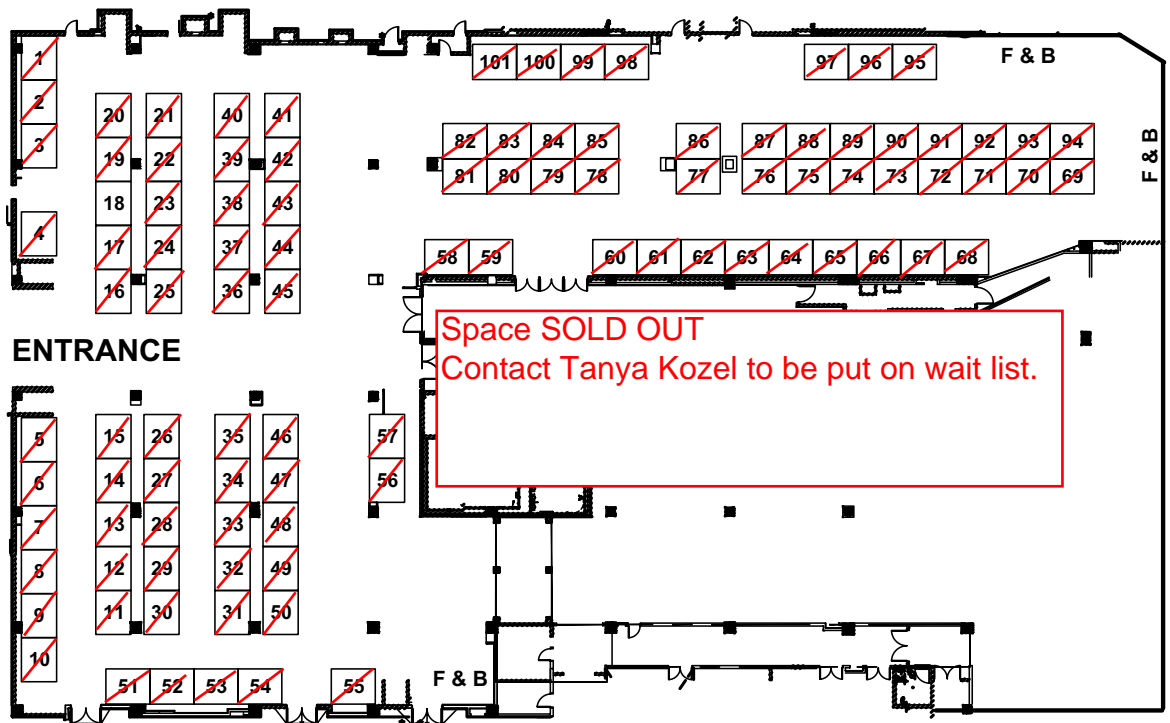


Exhibit layout subject to change.

**Total Exhibit Spaces: 101 booths (10' x 8')**

Exhibit Fees	IDEA2022	With CampusEnergy2022
Member	\$3,250	\$3,100*
Non-member	\$4,250	\$4,100*

\*Both exhibit fees must be paid by Nov. 30, 2021 or individual conf. rates will apply. Fee will increase by \$100 if not paid by Dec. 17, 2021.

**Exhibit 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.

**IDEA will be following all local and federal health and safety guidelines and strictly adhere to public health guidance.**

For more information contact: Tanya Kozel at [tanya.idea@districtenergy.org](mailto:tanya.idea@districtenergy.org); 720-541-7913 or IDEA at 508-366-9339

113<sup>th</sup> ANNUAL CONFERENCE & TRADE SHOW | JUNE 6–9, 2022 | Sheraton Toronto Centre Hotel | Toronto, ON

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 \_\_\_\_\_ 2021/2022 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 Sheraton Toronto Centre Hotel, June 6-9, 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, Sheraton Toronto Centre Hotel and the city of Toronto, Canada. 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:	IDEA2022 Only	With CampusEnergy2022	\$ Enclosed
Member Fee:	\$3,250	\$3,100*	\$ _____
Non-member Fee:	\$4,250	\$4,100*	\$ _____

*\*Both exhibit fees must be paid by Nov. 30, 2021 or individual conf. rates will apply. Fee will increase by \$100 if not paid by Dec. 17, 2021.*

III. Choices for locations are as follows (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. 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, or Monday dinner must either register as a conference delegate or purchase meal tickets separately. (Exhibitor registration instructions will be sent to confirmed exhibitors in March 2022.)

VI. This form was submitted by:

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

Company \_\_\_\_\_

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 IDEA2022 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 after Feb. 25, 2022. 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 IDEA2022 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 Booths.** Total of 100 (10' x 8') 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.
- 5. Installation and Dismantling.**

Exhibit Set-Up: Monday, June 6, 2022, 8:00 am - 3:30 pm  
Exhibit Dismantling: Wednesday, June 8, 2022, 3:00 pm - 6:00 pm
- 6. Official General Contractor.** 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.** Each exhibit includes one full conference registration and two exhibit only personnel registrations. Exhibitors must complete their registration by May 6, 2022 and then exhibitors can sign in at the Registration Desk on Monday, June 6, 2022 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 Sheraton Toronto Centre 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 Sheraton Toronto Centre 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.

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 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.