

June 5-8 | Hilton Chicago | Chicago, IL



MAKE PLANS NOW TO PARTICIPATE IN IDEA2023

IDEA2023 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.

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).

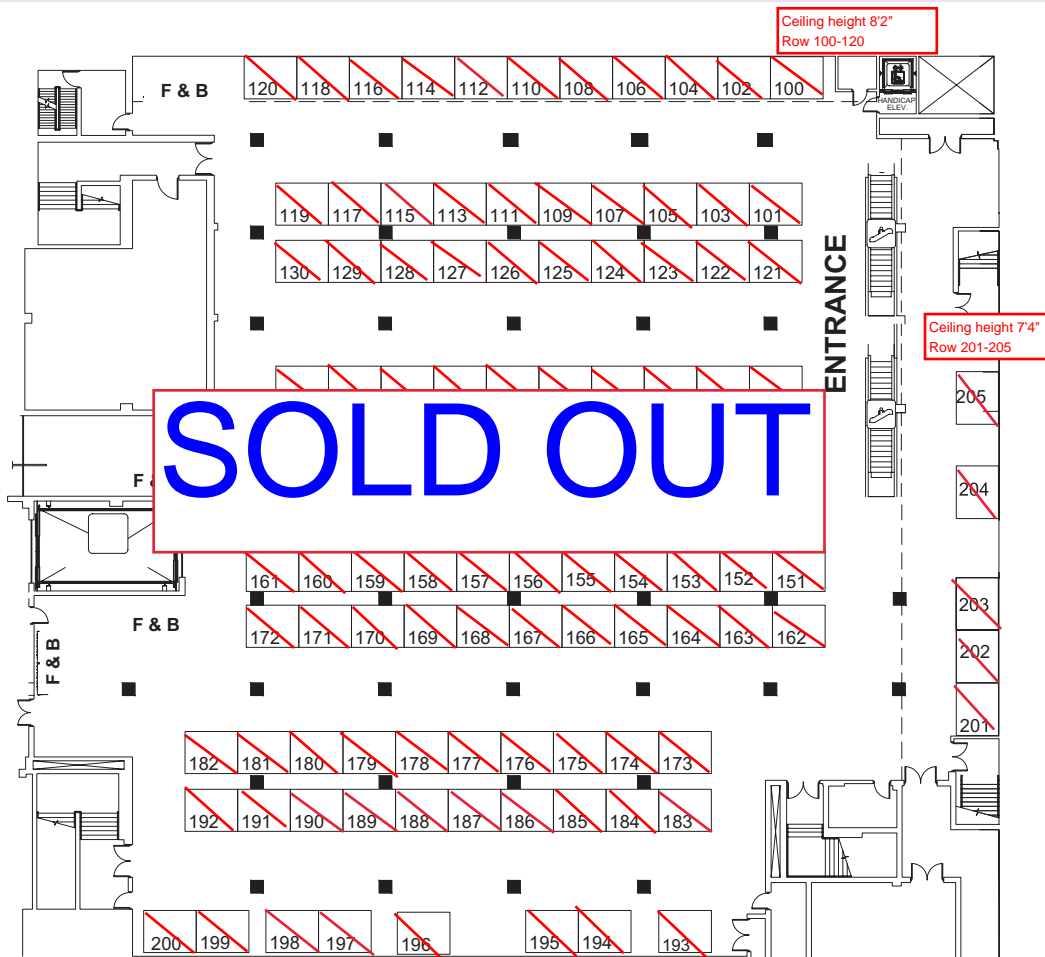
Total Exhibit Spaces: 105 booths (10' x 8')

Exhibit Fees	IDEA2023	With CampusEnergy2023
Member	\$3,315	\$3,215*
Non-member	\$4,315	\$4,215*

*Both exhibit fees must be paid by Nov. 30, 2022 or individual conference rates will apply. Fee will increase by \$100 if not paid by Dec. 6, 2022.

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.

Reserve your exhibit space today!



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

Exhibit layout subject to change.

For more information contact: Tanya Kozel at tanya.idea@districtenergy.org; 410-798-1696 or IDEA at 508-366-9339

114th ANNUAL CONFERENCE & TRADE SHOW | JUNE 5-8, 2023 | Hilton Chicago | Chicago, IL

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 _____ 2022/2023 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 Hilton Chicago, June 5-8, 2023, 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, Hilton Chicago and the city of Chicago. 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:	IDEA2023 Only	With CampusEnergy2023	\$ Enclosed
Member Fee:	\$3,315	\$3,215*	\$ _____
Non-member Fee:	\$4,315	\$4,215*	\$ _____

**Both exhibit fees must be paid by Nov. 30, 2022 or individual conf. rates will apply. Fee will increase by \$100 if not paid by Dec. 17, 2022.*

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

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 2023.)

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 IDEA2023 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. 24, 2023. 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 IDEA2023 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 105 (10' x 8') booths. Booths include flameproof 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 5, 2023, 8:00 am - 3:30 pm
Exhibit Dismantling: Wednesday, June 7, 2023, 3:00 pm - 6:00 pm
- 6. Official General Contractor.** The official contractor (Freeman) will e-mail 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 5, 2023 and then exhibitors can sign in at the Registration Desk on Monday, June 5, 2023 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 Hilton Chicago 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 Hilton Chicago 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 Hilton Chicago 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.** 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.