



IDEA2017

Sustaining
Our Success

108TH ANNUAL CONFERENCE & TRADE SHOW
June 26-29 | Fairmont Scottsdale Princess | Scottsdale, AZ

A Special Invitation to Exhibit



www.districtenergy.org

MAKE PLANS NOW TO PARTICIPATE IN IDEA2017



IDEA2017 | Sustaining Our Success

108TH ANNUAL CONFERENCE & TRADE SHOW
 June 26-29 | Fairmont Scottsdale Princess | Scottsdale, AZ

Total Exhibit Spaces: 120 (8' x 10') booths

Booth Fees	By Jan. 20, 2017	After Jan. 20, 2017
Member Fee:	\$3,150	\$3,250
Non-member Fee:	\$4,150	\$4,350

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.

Exhibit Set-Up:

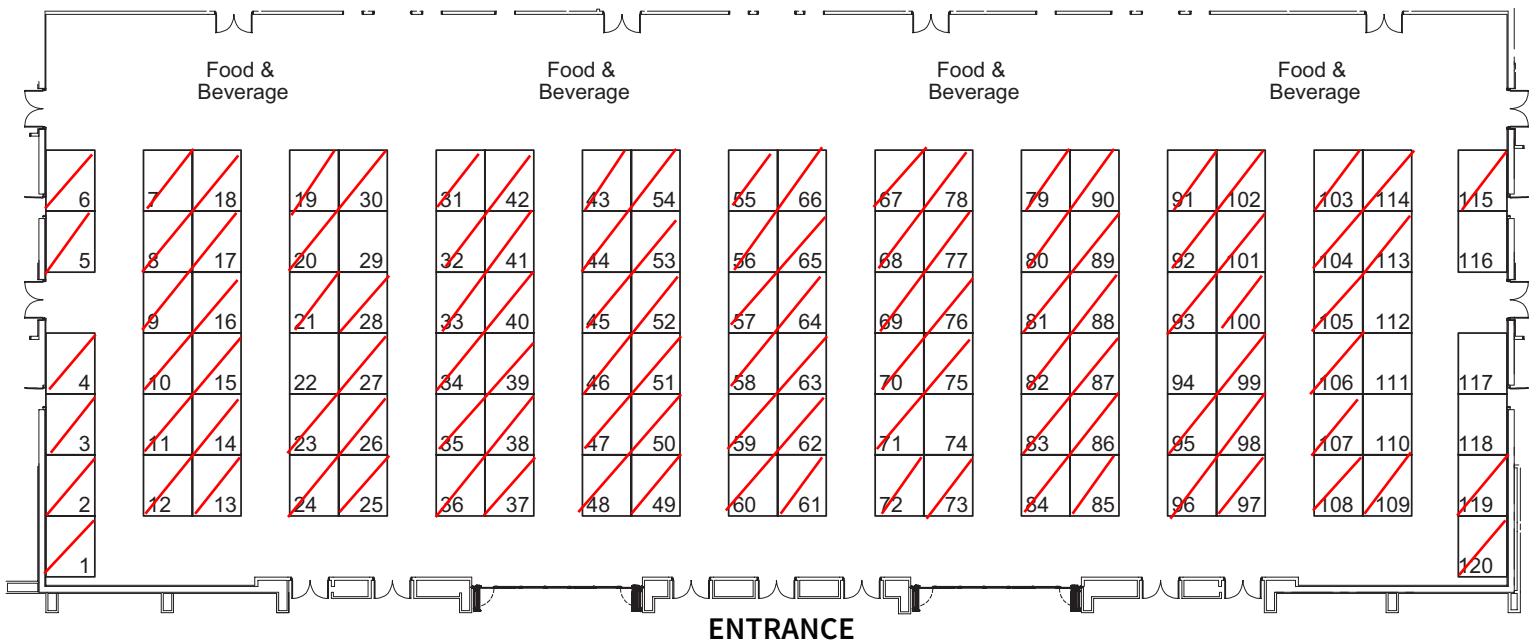
Monday, June 26, 2017 — 8:00 am - 3:30 pm

Exhibit Dismantling:

Wednesday, June 28, 2016 — 3:00 pm - 6:00 pm

For more information contact Tanya Kozel at tanya.idea@districtenergy.org or www.districtenergy.org/calendar.htm

Reserve your exhibit space today!





108TH ANNUAL CONFERENCE & TRADE SHOW | June 26-29, 2017 | Scottsdale, AZ

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 _____ 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 Fairmont Scottsdale Princess, June 26-29, 2017, 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, Fairmont Scottsdale Princess or the city of Scottsdale, Arizona. 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:	By Jan. 20, 2017	After Jan. 20, 2017	\$ Enclosed
Member Fee: 8' x 10'	\$3,150	\$3,250	\$ _____
Non-member Fee:	\$4,150	\$4,350	\$ _____

III. Booth choices (in order of preference): 1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

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 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 2017.)

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

Contact Person: (First Name) (Last Name)

Company

Address

City State ZIP

Telephone E-mail

Signature

Payment

My check is enclosed, payable to IDEA 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

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 IDEA 2017 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.** Applications will not be processed nor space assigned without the required payments and signatures. If the required payment is not received by February 3, 2017, the show management reserves the right to reassign the reserved space. Checks should be made payable to: "IDEA" in US dollars and must be mailed to: IDEA, 24 Lyman St., Suite 230, 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, 24 Lyman St., Suite 230, 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 90 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.
- 4. Exhibit Booths.** Total of 120 (8' x 10") booths. All booths will include flameproof drapery backwall (8' high) and side-rail (3' high). Also included, 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 26, 2017, 8:00 am - 3:30 pm
Exhibit Dismantling: Wednesday, June 28, 2017, 3:00 pm - 6:00 pm
- 6. Official General Contractor.** IDEA has appointed Alliance Exposition Services as the official general contractor for the 2017 IDEA 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.
Please note: Do not ship directly to the Fairmont Scottsdale Princess. Shipments will not be accepted. Shipping instructions and drayage fees will be included in the exhibitor service kits.
- 7. Exhibitor Registration.** Exhibitors must complete their registration by May 26, 2017 and then exhibitors can sign in at the Registration Desk on Monday, June 26, 2017 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 Fairmont Scottsdale Princess 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 Fairmont Scottsdale Princess 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 the Palomino Ballroom and security will be provided during non-exhibit hours. However, neither IDEA nor the Scottsdale Fairmont Princess 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 or dinners must be arranged by the exhibitor with the hotel and cannot coincide with official IDEA functions.