



**IPC/SMTA High Performance Electronics Assembly
Cleaning Symposium
TABLETOP APPLICATION
ROSEMONT, ILLINOIS – OCTOBER 28-29, 2008**

TABLETOP SPACE APPLICATION: IPC/SMTA MEMBER - **\$1000(US)** NON-MEMBER - **\$1200(US)**

A tabletop display entitles your company to ONE complimentary registration for the conference. If you wish to send additional personnel to man your display, they will need to be registered at the special additional exhibitor rate of \$150 per person.

Please indicate below the individual you would like us to register at no charge. (Payment information must be included with this application.)

Registrant Name _____ Job Title/Mail Stop _____

Company _____

Address 1 _____

Phone _____ Ext. _____ Fax _____

E-Mail _____

City/State/Country/Zip/Postal Code _____

*Contact Person _____ Contact Person's E-mail _____

Authorized Signature _____

Signature also indicates you read and accept the Payment Policy, Rules and Regulations, and submitted a payment authorization.

Tabletops are subject to availability. Spaces will be confirmed upon receipt of applications on a first-come, first-served basis. Each table-top exhibit will consist of the following:

- One (1) 1.83m x .46m' draped table. • No equipment, exhibit booths, or hardwalls allowed. • No electricity provided.
- Tabletop exhibitors may place a sign or vertical exhibits on their tables as long as they fit the 1.83m x .46m table area and does not exceed .91m from the tabletop.

PAYMENT INFORMATION: ALL TABLETOPS SHALL BE PAID IN FULL WITH SUBMISSION OF AN APPLICATION.

Please choose one payment option:

- Check enclosed in the amount of \$ _____ payable to IPC
- Bill my P.O. # _____ and send the invoice to the address below **(IPC/SMTA Members Only)**
- Bill my credit card: MasterCard VISA American Express Diners Club
- Will send \$ _____ via wire transfer to JP Morgan Chase, 120 South LaSalle Street, Chicago, Illinois 60603, SWIFT code CHASUS33, (Acct Name) IPC-Depository Account, (Acct#) 0018231861, (ABA Routing #) 071000013.

Card # _____ Expiration Date _____

Card Holder Name _____

Billing Address _____

City/Postal Code/Country _____

Country Code/Phone _____ Authorized Signature _____

*The rules and regulations printed on the reverse side hereof shall constitute part of this contract and the exhibitor agrees to abide and conform hereto. By signing above, the individual whose name appears on this contract represents that he/she is duly authorized to execute this binding contract on behalf of named exhibitor. **Cancellations:** All cancellations must be in writing and shall become effective when received by IPC. Cancellations received on or before three weeks prior to the event will be refunded in the full amount. No refunds will be issued after October 1, 2008.*

**Please fax or mail completed tabletop display application to:
Attn: Michelle Michelotti
(847) 615-5622**

RULES AND REGULATIONS

- 1) **Qualification of Exhibitor:**
Exhibitor must be a manufacturer or independent representative of a manufacturer which produces products that conform to the subject matter covered in the technical program or that are used in relevant ancillary work (such as trade magazines or books, etc.).
- 2) **Products and Services to be Exhibited:**
No exhibitor shall exhibit, or permit to be exhibited, in the space allotted to it any goods or services other than those that conform to the subject matter covered in the technical program, nor shall it exhibit, or permit to be exhibited, displays or advertising material of any sort, bearing any name or form of advertisement other than its own.
- 3) **Space Usage and Allocation:**
The space applied for is to be used solely for the exhibitor whose name appears on the application and it is agreed that the applicant will not assign, sublet or apportion the whole or any part of the space allotted, without the prior written approval of IPC/SMTA.
- 4) **Standard Booth Equipment:**
 - a) One (1) 1.83m x .46m draped table.
 - b) No electricity provided. Tabletop exhibitors must make arrangements for the use of power cords and extension cables with the hotel or convention center directly.
- 5) **Exhibit & Display Rules and Regulations:**
 - a) Tabletop exhibitors may place a sign or vertical exhibits on their tables as long as they fit the 1.83m x .46m table area and do not exceed .91m from the top of the table.
 - b) No equipment, exhibit booths, or hard walls allowed.
- 6) **Installation of exhibits:**
Tabletop display setup will begin at 7:00 am on the first day of the conference and must be completed by 8:00 am. Exhibitors will be notified, at a later date, if table set-up is possible the evening before.
- 7) **Contests, Promotions, and Literature Distribution:**
Exhibitors shall not permit exhibition raffles, donations, or other promotional measures that require guests to be present at a specified location and time, and all promotional plans must be approved by IPC/SMTA. Catalogs, souvenirs, literature, printed matter, or any other items deemed to be objectionable in the opinion of IPC/SMTA management shall not be distributed at the exhibition. Any and all distribution of materials must be made from the exhibitors' booth space. Exhibiting trade publishers are prohibited from soliciting advertising in the exhibition hall. They may distribute their own trade publications from their booth space, but no automatic distribution is to be made to the individual booths of exhibitors.
- 8) **Prohibited Function:**
Any function which is not part of the IPC/SMTA "Official Program" is prohibited. This includes, but is not limited to banquets, breakfasts, luncheons, parties, hospitality suites, seminars, technical programs, sporting events, social functions, or any other program during the event.
- 9) **Liability Release and Indemnification:**
Exhibitor releases IPC/SMTA, its contractors and their respective directors, officers, employees, agents, and members, and each of them from any claims, liabilities, losses, damages, costs, or expenses relating to or arising out of any injury to any personnel of exhibitor or to any other person or any loss of or damage to any property of exhibitor or any other property where such injury, loss, or damage is incident to, arises out of, or is in any way related to exhibitor's participation in the event, and the exhibitor shall be responsible for any such injury, loss, or damage, and any expenses relating thereto. Exhibitor shall indemnify, defend and hold harmless IPC/SMTA and its contractors, and their respective directors, officers, employees, agents and members, and each of them, from and against all claims, liabilities, losses, damages, costs, or expenses, including reasonable attorney's fees and costs of litigation, relating to or arising out of exhibitor's participation in the event, provided that the foregoing shall not apply to injury, loss, or damage caused by or resulting directly from the sole negligence of either IPC/SMTA or its contractors.
- 10) **Authority of Exhibition Management:**
IPC/SMTA shall have the power to adopt and enforce all show attendance rules and regulations with respect to the kind, nature, and eligibility of exhibitors adopted by it or set forth herein. IPC/SMTA has the power to enforce all rules and regulations. IPC/SMTA's decision on such matters shall be final.