



Society of Asian Scientists & Engineers (SASE)

National Convention and STEM Career Fair

October 6 - 8, 2022

Georgia World Congress Center

Atlanta, GA

Company Name: _____

Contact Name: _____ Title: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Website: _____

Floorplan Link: <https://www.rocexhibitions.com/floorplans/22sase/exfx.html#floorplan>

Please choose your 1st, 2nd and 3rd choice booth numbers and we will assign your first option if available, moving on to your 2nd and 3rd if not. If no booth numbers are noted, one will be assigned by SASE Event Management.

Booth Preferences: 1. _____ 2. _____ 3. _____ Booth Size: _____ x _____

Sponsorship Opportunities (_____)

Career Fair Opportunities (_____)

Additional Opportunities (_____)

***Booth Information**

All Booths are 10' x 10' exhibit spaces unless otherwise specified; Each 10' x 10' and 10' x 20' booths include one 6' table, two chairs, one wastebasket; 10' x 30' and 20' x 20' booths include two 6' tables, 4 chairs 2 wastebaskets; larger booths receive three 6' tables, 6 chairs, 3 wastebaskets. All inline & perimeter booths receive pipe & drape. Booth carpet is not included, exhibitors will need to order carpet for their booth or provide their own. Booth carpet is not required. No more than three representatives are allowed per single booth. Additional representatives can be arranged upon request.

INVOICE RECAP (to be completed by Event Management)

BOOTH NUMBER: _____

BOOTH SIZE: _____

SPONSORSHIP OPPORTUNITIES \$ _____

CAREER FAIR OPPORTUNITIES \$ _____

ADDITIONAL OPPORTUNITIES \$ _____

TOTAL \$ _____

*50% Deposit must accompany completed contract

** Balance due July 15, 2022

AUTHORIZED SPONSOR SIGNATURE _____

TITLE _____ **DATE** _____

By signing I acknowledge that I have received the rules and regulations contained on page 3 of this contract. The signed contract shall become a binding contract in accordance with the terms of the agreement and all rules and regulations.

AUTHORIZED SASE SIGNATURE _____

TITLE _____ **DATE** _____

Check enclosed for payment (make check payable to SASE, address listed below)

Credit Card or ACH/Wire Transfers: A payment link will be provided with your confirmation

Payment Terms

*Fifty percent (50%) of total participation cost is due upon completed contract

*Final payment is due July 15, 2022

*Beginning July 15, 2022, full payment must accompany completed contract

* SASE reserves the right to deny access if invoice is not paid in full prior to move in

Cancellation Policy

*Cancellations are subject to one hundred percent (100%) of all monies paid to be retained by SASE

*Cancellations will result in the forfeit of all registration badges

Liability: The parties hereby agree that it is the duty and the responsibility of each Exhibitor to install and put the exhibit into place before the opening of the Exhibits, that all property, material and/or equipment shipped to or from the conference site by Exhibitor is at the sole risk of the Exhibitor. It is mutually agreed that SASE, its officers, agents, contractors and employees shall not be liable to the Exhibitor for any and all losses, damages or injuries to all persons or property including, but not limited to, destruction of the Exhibit at the Conference site resulting from any cause, condition or activity. All claims for any such loss, damages or injuries are expressly and knowingly waived by the Exhibitor.

Insurance: Exhibitors must have adequate insurance coverage including automobile coverage if applicable, obtained at their own expense, with SASE named as an additional insured, for property loss or damage to themselves for liability for property damage and personal injury to others. SASE and its agents and employees assume no risk and the Exhibitor expressly releases them of and from any and all liability for damages, injury or loss to any person or goods, from any cause whatsoever. Each Exhibitor agrees to indemnify and hold harmless SASE, its agents, employees, directors, officers and consultants, and the Georgia World Congress Center, Atlanta, GA, against all claims, demands, suits, costs or expenses because of injury, loss or damages.

Sign and Return: Please email completed and signed form to clarence.low@saseconnect.org or maria.labriola@saseconnect.org

- Make checks payable to SASE. Mail check to: P.O. Box 11179, Denver, CO 80211-0179
- For Payment and Sponsorship Questions, contact Clarence Low, at 303-902-7202

EXHIBITION RULES AND REGULATIONS

1. **EVENT MANAGEMENT:** The words 'Event Management' as used herein shall mean event management, Society of Asian Scientists and Engineers (SASE) and ROC Management, Inc., or its officer or Committees or Agents or Employees acting for it in the management of the Exhibition.

2. **ELIGIBLE EXHIBITS:** Exhibits will be limited to those companies or other entities offering materials, products or services of specific interest to registrants. Event Management reserves the right to determine the eligibility of any product floor display. Exhibiting manufacturers' representatives and/or distributors must list their participating principals as the exhibitors of record. Only the sign of the exhibitor whose name appears upon the face of this contract may be placed on the exhibit space or in the printed list of Exhibitors of the Exhibition. No exhibitors or advertising will be allowed to extend beyond the space allotted to the Exhibitor, or above the back and side rails. Event Management reserves the right to reject, eject, or prohibit any exhibit in whole or in part, or Exhibitor or their representatives upon the Event Management's good faith determination that the same is not in accordance with these rules and regulations. Event Management reserves the right to relocate an exhibit space at anytime. In such event the exhibitor will have no financial remedy with Event Management.

3. **LIMITATION OF LIABILITY:** Event Management will not be responsible for loss or damage to displays or goods belonging to exhibitors, whether resulting from fire, storms, acts of God, air conditioning or heating failure, theft, pilferage, mysterious disappearance, bomb threats or other causes. All such items are brought to the Exhibition and displayed at exhibitor's own risk, and should be safeguarded at all times by the exhibitor. Event Management will provide the services of a reputable agency for perimeter protection during the period of installation, event and dismantling and Exhibitor agrees that the provision of such services constitutes adequate discharge of all obligations of the Event Management to supervise and protect Exhibitors property within the Exhibition. Exhibitors may furnish additional guards at their own cost and expense, only with prior approval by Event Management.

The Exhibitor agrees that Event Management shall not be responsible in the event of any errors or omission in the Exhibitors official event directory and in any promotional material.

Exhibitor agrees to indemnify Event Management against and hold it harmless for any claims and for all damages, costs and expenses, including without limitation, attorney's fees and amounts paid in settlement incurred in connection with such claims arising out of the acts or negligence of Exhibitor, their Agents or Employees.

Event Management agrees to indemnify Exhibitor against and hold it harmless for any claims and for all damages, costs and expenses including without limitation, attorney's fees and amounts paid in settlement incurred in connection with such claims arising out of acts of negligence of Event Management or its employees.

4. **DEFAULT IN OCCUPANCY:** If exhibition space is not occupied by the time set for completion of installation of displays, such space may be possessed by Event Management for such purposes as it may see fit.

5. **SUB-LEASING:** Exhibitor shall not sublet their space, or any part thereof, of the exhibition of anything not manufactured or sold in their own name, except where such articles are required for the proper demonstration of operation of Exhibitor's display, in which case identification of such articles shall be limited to the regular nameplate, imprint, or other identification which in standard practice appears normally on them. Exhibitor may not permit in their exhibit space non-exhibiting Companies' Representatives. Rulings of the Event Management shall in all instances be final with regard to use of any exhibit space.

6. **DAMAGE TO PROPERTY:** Exhibitor is liable for any damage caused to building floors, walls or columns, or to standard exhibit space equipment, or to other Exhibitor's property. Exhibitor may not apply paint, lacquer, adhesives, or other coating to building columns and floors or to standard exhibit space equipment.

7. **OFFICIAL SERVICE CONTRACTOR:** To assure orderly and efficient installation, operation, and removal of the displays, and to minimize confusion by the presence or solicitation of unknown or unqualified firms, Event Management, has designated an official service contractor. In venues where permitted, Exhibitors may be free to use its own display house providing the outside contractor for set up and dismantle of the exhibit submits a request, in writing, to Event Management and includes a list of the names of all display company representatives working in the exhibit area along with the proof of liability insurance satisfactory to Event Management.

8. **SPECIAL SERVICES:** Electricity, gas, water, and other utilities, as well as other special services needed by individual Exhibitors, are provided only when the Exhibitor orders and agrees to pay for them specially from the persons authorized to supply such services in conformity with City, insurance and other requirements.

9. **EXHIBIT SPACE REPRESENTATIVES:** Exhibit space representatives shall be restricted to Exhibitor's Employees and their authorized Representatives. Exhibit space representatives shall wear badge identification furnished by Event Management at all times. Event Management may limit the number of exhibit space representatives at any time. All exhibit spaces must be staffed by the Exhibitor during all open event hours.

10. **ELECTRICAL SAFETY:** All wiring on displays or display fixtures must conform to the applicable standards established by various Governmental Agencies and standard fire inspection ordinances. All display wiring must exhibit the seal and/or such other seals of official approving agencies as may be required at the site of the Exhibition.

11. **SAFETY AND FIRE LAWS:** All applicable fire and safety laws and regulations must be strictly observed by the Exhibitor. Cloth decorations must be flameproof. Wiring must comply with local Fire Department and Underwriters' Rules. Smoking in exhibits is forbidden. Crowding will be restricted, aisles and fire exits must not be blocked by exhibits. No displays of paper, pine boughs, leafy decorations, trees, or tree branches are allowed. Acetone and most rayon drapes are not flameproof and may be prohibited. No storage behind exhibits is provided or permitted.

12. **DECORATION:** Event Management shall have full discretion and authority in the placing, arrangement and appearance of all items displayed by Exhibitor and may require the replacing, rearrangement or redecoration of any item or of any exhibit space, at the Exhibitors expense. Exhibitor must make certain that surfaces or dividers and back-walls are finished in such a manner as not to be unsightly or have logos or promotion facing Exhibitors in adjoining exhibit spaces. If such surfaces remain unfinished by the "must be set time" outlined in the service manual, Event Management shall authorize the official decorator to effect the necessary finishing or removal of unfinished displays at the Exhibitor's expense. Any displays on which set-up has not been started by the "must be set time" outlined in the exhibitor manual, Event Management reserves the right to have such displays installed at the Exhibitor's expense. Event Management will not allow any installation or moving of exhibit spaces or freight one-hour prior to the opening of the exhibit floor.

Height and Floor Coverings:

Exhibit spaces and/or displays must be built, erected within the height limits and guidelines set forth in the exhibitor manual. Any Exhibitor whose exhibit space exceeds the height limits and/ or guidelines will be required at their own expense to alter the display to conform to the limits and guidelines.

13. **SOUND LEVEL:** Mechanical or electrical devices which produce sound must be operated so as not to prove disturbing to other Exhibitors. Event Management reserves the right to determine the acceptable sound level in all such instances.

14. **PERFORMANCE OF MUSIC:** The Exhibitor acknowledges that any live or recorded performances of copyrighted music which occur in the Exhibitor's exhibit space must be licensed from the appropriate copyright owner or agent. The Exhibitor undertakes full responsibility for obtaining any necessary licenses and agrees to indemnify and hold harmless Event Management from any damages or expenses incurred by Event Management due to the Exhibitor's failure to obtain such licenses.

15. **LOTTERIES / CONTESTS:** The operation of games of chance, or lottery devices, or the actual or simulated pursuit of any recreation pastime is permitted only to the extent permitted by applicable law and on written approval from Event Management. Furthermore, any such activity shall remain within the constraints of the exhibit space only.

16. **PERSONNEL AND ATTIRE:** Event Management reserves the right to determine whether the character and/or attire of exhibit space personnel is acceptable and in keeping with the best interests of Exhibitors and the Exhibition. Further, Exhibitor expressly agrees that they and their personnel will not conduct official exhibitor functions in their private rooms during business hours of the Exhibition.

17. **RETAIL SALES:** Retail sales by exhibitors is prohibited.

18. **OBSTRUCTION OF AISLES OR EXHIBIT SPACES:** Any demonstration of activity that results in obstruction of aisles or prevents ready access to nearby Exhibitors' exhibit spaces shall be suspended for any periods specified by Event Management.

19. **ADMISSION:** Admission is open to all affiliated with the industry served by the Exhibition. No persons under 18 years of age will be allowed on the exhibit hall floor during move in or move out unless otherwise specified. Event Management shall have sole control over admission policies at all times.

20. **TERMINATION OF EXHIBITION:** In the event that the premises in which the Exhibition is or is to be conducted shall become, in the sole discretion of Event Management, unfit for occupancy, or in the event the holding of the Exhibition or the performance of Event Management under the contract (of which these Rules and Regulations are a part) are substantially or materially interfered with by virtue of any cause or causes not reasonably within the control of Event Management, said contract and/or the Exhibition (or any part thereof) may be terminated by Event Management. Event Management shall not be responsible for delays, damage, loss, increased costs or other unfavorable conditions arising by virtue of any cause or causes not reasonably within the control of Event Management. If Event Management terminates said contract and/or the Exhibition (or any part thereof) as aforesaid, then Event Management may retain such part of any Exhibitor's rentals shall be required to recompense it for expenses incurred up to the time such contingency shall have occurred, and there shall be no further liability on the part of either party. For purposes hereof, the phrase "cause or causes not reasonably within the control of Event Management" shall include, but not by way of limitation; fire; casualty; flood; epidemic; earthquake; explosion or accident; blockage embargo; inclement weather; governmental restraints; or orders of civil defense or military authorities; act of public enemy; riot or civil disturbance; strike, lockout, boycott or other labor disturbance; inability to secure sufficient labor; technical or other personnel failure; impairment or lack of adequate transportation facilities; inability to obtain condemnation, requisition or commandeering of necessary supplies or equipment; local, State or Federal laws, ordinances, mandates, rules orders, decrees or regulations whether legislative, executive or judicial, and whether constitutional or unconstitutional; or Act of God.

21. **RESOLUTION OF DISPUTES:** In the event of a dispute or disagreement between: Exhibitor and Official Contractor, or between Exhibitor and a Labor Union or Labor Union Representative; or between two or more Exhibitors, all interpretations of the rules governing the Exhibition, actions, or decisions concerning this dispute of disagreement by Event Management intended to resolve the dispute or disagreement shall be binding on Exhibitor.

22. **RECEIPT OF GOODS AND EXHIBITS:** All arriving goods and exhibits will be received on allowed dates at receiving areas designated by Event Management as outlined in the exhibitor kit. All incoming goods and exhibits must be plainly marked and all charges prepaid.

23. **CARE AND REMOVAL OF EXHIBITS:** Event Management will maintain the cleanliness of all aisles, Exhibitor must, at their own expense, keep exhibits clean and in good order. All exhibits must remain fully intact until the Exhibition has officially ended. Disturbing or tearing down an exhibit prior to the official closing hour of the Exhibition can result in a penalty and a refusal by Event Management to accept or process exhibit space applications for subsequent exhibitions. Exhibits must be removed from the building by the time specified in the Exhibitor's Manual. In the event any Exhibitor fails to remove their exhibit in the allotted time, Event Management reserves the right, at the Exhibitor's expense, to ship the exhibit through a carrier of Event Management's choosing or to place the same in a storage warehouse subject to the Exhibitor's disposition or make such other disposition of this property as it may deem desirable without any liability to the Event Management.

24. **PHOTOGRAPHY:** Before, after, or during event hours, no photography or videotaping will be permitted of any attendee except for by Event Management or the official event photographer. Exhibitors are prohibited from taking photographs or videos of attendees or any exhibit displays (or their contents) without the permission of the attendee or exhibitor involved.

25. **INSURANCE:** Exhibitor is advised to see that their regular company insurance includes extraterritorial coverage, and that they have their own theft, public liability, and property damage insurance.

26. **LOSSES:** Event Management shall bear no responsibility for damage to Exhibitor's property, or lost shipments either coming in or going out, nor for moving costs. Damage to inadequately packed property is Exhibitor's own responsibility. If an exhibit, or portion of an exhibit, fails to arrive, Exhibitor is nevertheless responsible for exhibit space cost. Exhibitor is advised to ensure against these risks.

27. **AMENDMENT TO RULES:** Any matters not specifically covered by the preceding rules shall be subject solely to the decision of Event Management. Event Management shall have full and final authority in the matter of interpretation amendment and enforcement of all said rules and regulations, and that any such amendments when made and brought to the notice of the said Exhibitor shall be and become part hereof as though duly incorporated herein and subject to each and every one of the terms and conditions therein set forth.

28. **DEFAULT:** If the Exhibitor defaults in any of its obligations under this contract or violates any of its obligations or covenants under this contract, including without limitation any Exhibition Rule or Regulation promulgated pursuant to the contract, Event Management may, without notice, terminate this agreement and retain all moneys received on account as liquidated damages. The Event Management may thereupon direct the Exhibitor forthwith to remove its Employees, Agents or Servants, and all of its articles of merchandise and other personal property from the space contracted for and from the Exhibition Hall.

29. **AGREEMENT TO RULES:** Exhibitor, for themselves and their employees, and representatives, agrees to abide by the foregoing rules, rules and regulations set in the exhibitor service kit/manual, and by any amendments that may be put into effect by Event Management.

30. **CONTRACT ACCEPTANCE:** Deposit of your check does not constitute contract acceptance. This agreement shall not be binding until accepted by Event Management.

31. **FORUM SELECTION:** All disputes and matters arising under, in connection with or incident to this Agreement, shall be litigated, if at all, in and before a court in the State of Ohio, to the exclusion of the courts of any other state or country.

32. **CHOICE OF LAW:** This Agreement shall be governed by and construed in accordance with the internal laws of the State of Ohio (regardless of such State's conflict of laws principles).

33. **PROMOTION:** Any promotion in the event city, at but not limited to, the convention center, hotels, airports, restaurants and bars must receive prior written approval from Event Management.