2024 Pavilion Contract Agreement
SPIE Astronomical Telescopes + Instrumentation

Benefits:

15% Member discount pricing*
Reduced deposit requirement of 10K or 10% of contract
Assigned unified exhibit space with enhanced exposure “Organizers” allowed to subcontract space to regional “co-exhibitors”
Access to hanging banner allowance above Pavilion onsite

Requirements:

• 600 square feet minimum (54 square meters)
• contiguous space*
• Multiple co-exhibitor representation within exhibit space must have office within contracted Pavilion region; individual satellite exhibit space not eligible
• “Organizers” plan and contract for shared booth design

Includes complementary:

1 co-exhibitor SPIE online and app listing per 100 sq ft. ($825. value each)
Access to 1 Technical Pass per co-exhibitor

Terms:

• “Organizers” identified on SPIE online and app contracted space
• Pavilion Regional Association for the benefit of the region only; no subletting or promotion to outside organizations or regions
• SPIE reserves the right to set growth restrictions and determine final placement
• Co-exhibitor’s earn historical priority points for participation; “organizers” do not earn priority points
• “Organizer” promotes and submits “co-exhibitor” information
COMPANY INFORMATION  (Please type or print clearly. This is how your information will appear in promotional materials.)

Exhibitor Name ________________________________  

SPIE Corporate Member  □ No  □ Yes  Corporate ID# _________

Address ______________________________________  

City ____________________________________________________________________________

State/Prov. ____________________________________________________________________  

Zip/Postal Code ____________________________

Country ______________________________________

General Tel ______________________________________

General Fax ______________________________________  

General Email ________________________________

Web Address ________________________________

The Technical Exhibition is limited to organizations with products or services related to the industry served by the event. See Exhibition Policy #16 for details.

CONTACT INFORMATION

Exhibitor Liaison ________________________________

Job Title ________________________________

Address (if different from above) ________________________________  

Tel ______________________________________

Email ______________________________________

EXHIBITION SPACE  SPIE Corporate Member rates reflect a 15% discount. For information visit spie.org/membership.

<table>
<thead>
<tr>
<th>Space Type</th>
<th>Quantity</th>
<th>Non Member Fee</th>
<th>Corp Member Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tabletop Display</td>
<td>x</td>
<td>$3,295</td>
<td>$2,800.75</td>
</tr>
<tr>
<td>3 m x 3 m Booth*</td>
<td>x</td>
<td>$4,575</td>
<td>$3,688.75</td>
</tr>
<tr>
<td>Island** sqm x</td>
<td>$582 per sqm</td>
<td>$494.70 per sqm</td>
<td>$500 per 9 sqm</td>
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</tbody>
</table>

*Optional booth package x $500 per 9 sqm (applies to booths only) = $ __________

**Increments of 9 sqm, 36 sqm minimum

Exhibition Subtotal = $ __________

Booth packages include 1 reception counter, 1 display counter, 2 chairs, carpet, and wastebasket.

OPTICS.ORG BUYERS GUIDE (Online)

Generate leads year round with a discounted Corporate Partner listing on optics.org. Includes company logo in optics.org buyers guide, one job posting on SPIE Career Center, and logo in all product postings for 12 months.

□ Special Price for SPIE Exhibitors $250 ($850 value)

optics.org Buyers Guide Subtotal ........................................... = $ __________

SPONSORSHIPS  Sponsorships not only extend your brand image, but also drive traffic to your booth.

□ Exhibition Guide Enhanced Listing $1,050 .................. = $ __________
□ General Sponsorship $595 .............................. = $ __________
□ SPIE.org Enhanced Exhibitor Listing $1,675 ............. = $ __________

Sponsorship Subtotal = $ __________

Exhibition Subtotal + Buyers Guide Subtotal + Sponsorship Subtotal = Contract Total = $ __________

ADDITIONAL ADVERTISING AND SPONSORSHIP OPPORTUNITIES

□ I would like a SPIE Sales Consultant to contact me regarding Advertising and Sponsorship opportunities.

SPACE ASSIGNMENTS  Space will be assigned according to date contract and payment are received.

□ We would like to participate in the following Cluster Group: __________________________

Clusters are organized by state or country economic development groups. Space is limited and participation is not guaranteed.

SHARED EXHIBIT SPACE

□ Yes, my company is planning to share space with one or more companies/divisions. A Co-Exhibitor Form will be included in your contract confirmation. A $825 nonrefundable administrative fee is charged to the co-exhibiting company.

PAYMENT INFORMATION  Contracts submitted after 19 December 2023 require 100% payment. See policy #2 for payment schedule and policy #3 for cancellation policy.

PAYMENT AMOUNT  Please check one of the following:

□ 25% deposit only – applicable before 19 December 2023 ............ = $ __________
□ Entire amount in Contract Total ........................................... = $ __________

PAYMENT TYPE

Please check one of the following:

□ Check
□ Credit Card – SPIE accepts VISA, MasterCard, American Express, Diners Club, and Discover cards.*
□ Wire Transfer

Payment instructions will be sent to you upon receipt of this contract.

*Credit card payments will be converted to your local currency by your card company or bank (see https://www.xe.com to convert your total fees).

AGREEMENT  The signers of this contract warrant they are authorized to sign on behalf of the contracted company and hereby authorize SPIE to reserve exhibition space, sponsorships, or advertising for use by this company during the SPIE Astronomical Telescopes + Instrumentation 2024 Exhibition. The undersigned acknowledges receipt of and agrees to make payment at the rates listed, abide by all terms, policies, and other provisions of this contract. The undersigned also acknowledges that SPIE may share contact information with event service providers for the sole purpose of soliciting orders relevant to the exhibition.

Contractor’s Signature: ________________________________  Date: ________________
POLICY INFORMATION - Exhibitor and Sponsor (CLIENT) Policies

1. SPACE ASSIGNMENT AND PAYMENT: SPIE reserves the right to determine final classification of the CLIENT. A space may be revoked or changed by SPIE if payment is not in accordance with the payment schedule. SPIE retains the exclusive right to revise the exhibition floor plan and/or move assigned CLIENTS as necessary. SPIE is not obligated to reimburse the CLIENT for any costs stemming from relocation.

2. PAYMENT SCHEDULE: • A minimum 25% deposit of the total contracted amount must accompany contract. Contract submitted on or after December 2023 require 100% payment.

3. CANCELLATION/SPACE REDUCTION: Any cancellation, space reductions, or requests for changes of this contract must be made in writing to SPIE, subject to the following fees:
   - On or before 18 December 2023 – Eligible for full refund less a $500 administrative fee.
   - Between 19 December 2023 – 17 February 2024 – Deposit forfeited; excess of deposit paid will be refunded in full.
   - After 17 February 2024 – No refund.

4. CONTRACTED SPACE: Contracted space must have staff and exhibit materials present during open exhibition hours. Failure to do so will result in 50% loss of priority points and $250 fee. Late set-up and early tear-down of exhibition space is a public safety concern and harms both CLIENT and SPIE reputation.

5. CORPORATE MEMBERSHIP: Corporate membership pricing is valid only if the membership is in good standing and dues are fully paid prior to submission of exhibition contract and membership remains in good standing through the duration of the contracted exhibition. If the membership expires prior to or dues are not fully paid at the time of the contracted exhibition, the CLIENT pricing reverts to the non-member rates and the contracted CLIENT will be liable for the balance due.

6. DISPUTE RESOLUTION / ARBITRATION: Any controversy, claim or dispute arising out of or relating to this agreement, shall be settled through binding arbitration conducted in accordance with the rules of the JAMS Endispute (JAMS) in Washington State, pursuant to the law of that State for determination by a panel of three arbitrators, one selected by CLIENT, one by SPIE and the third by the two selected arbitrators. Should arbitration fail or be deemed invalid, the court of the county in which the exhibit hall is located shall have jurisdiction over the parties and resolution of necessary disputes or actions shall be enforced as any federal, state, or local court. Refusal to comply with such request is grounds for expulsion from the event.

7. SECURITY: All exhibitors will receive a free, basic company listing in the optics.org Buyers Guide.

8. FOOD AND ALCOHOL: Food and alcohol must be supplied and served by facility catering services only. CLIENTS must obtain written permission from SPIE Exhibition Management along with a signed service agreement from the facility.

9. FORCE MAJEURE: In the event that the premises in which the Exhibition is or to be conducted shall become, in the sole discretion of SPIE, unfit for occupancy, or in the event the holding of the Exhibition or the performance of SPIE under the Exhibit Reservation Contract (of which these Rules and Regulations are a part) are substantially or materially impeded by virtue of any cause or causes not reasonably within the control of SPIE, said Contract and/or the Exhibition (or any part thereof) may be terminated by SPIE. SPIE shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue of cause or causes not reasonably within the control of SPIE, unless written notice is given to CLIENT and said Contract and/or the Exhibition (or any part thereof) as aforesaid, then SPIE shall not be liable to the CLIENT other than for a refund of such CLIENT’s space price payment less a proportionate share of all Exhibition expenses incurred and committed by Show Management of actual expenses, such as, but not limited to, advertising, convention center fees, etc., to the extent any monies remain after payment of such expenses 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 SPIE” shall include, but not by way of limitation: fire, casualty, flood, epidemic, pandemic, earthquake or inclement weather; explosion, or accident; blockade or embargo; governmental restraints; restraints or orders of civil authority; or any 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, or condemnation, requisition, or comman- dation of necessary supplies or equipment; local, state, or Federal law, ordinances, rule, order, decree, or regulation, whether legislative, executive, or judicial, and whether constitutional or unconstitutional; or Acts of God.

10. INSURANCE: Coverage is not optional. CLIENT shall, at its own expense, secure and maintain through the term of this contract, including move-in and move-out days, fire, theft, terrorism or threat of terrorism, 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, or condemnation, requisition, or command of necessary supplies or equipment; local, state, or Federal law, ordinances, rule, order, decree, or regulation, whether legislative, executive, or judicial, and whether constitutional or unconstitutional; or Acts of God.

11. LIABILITY: Upon approval of this contract by an authorized CLIENT representative, it is expressly understood that the CLIENT has read and agrees to abide by the SPIE liability policies. SPIE, and all organizations and individuals who are employed by or associated with it, in connection with this Exhibition/ Sponsorship, will not assume responsibility and shall be held harmless by all CLIENTS for damage or loss resulting from theft, terrorism or threat of terrorism, or any other cause whatsoever, including accident or injury to CLIENTS, their employees and agents, the public, or others. The CLIENT is responsible for any loss or damage to the exhibit building or equipment incurred through carelessness, or otherwise, of the CLIENT or its employees or agents.

12. LOSSES: SPIE is not responsible for damage to CLIENT’s property or lost shipments either inbound or outbound, nor for moving costs. Damage to inadequately packed property is CLIENT’s own responsibility. If CLIENT materials, fixtures or equipment fail to arrive, CLIENT is nevertheless responsible for the exhibit space reserved as per this contract. CLIENTS are advised to insure against these risks.

13. MUSIC LICENSING: No copyrighted music may be played in the exhibition area (including but not limited to: background music on video or audio presentations) without appropriate documented permissions and/or licensing, which is the responsibility of the CLIENT to obtain as well as pay any and all associated fees.

14. RECORDINGS/PHOTOS: Recording and photos of any kind is prohibited without explicit permission from on-site company representatives. Individuals not complying with the rules will be asked to leave the exhibit hall. Refusal to comply with such request is grounds for expulsion from the event.

15. SECURITY: SPIE will provide general security service on a 24-hour basis to the Exhibition area from the beginning of setup hours through the conclusion of the Exhibition. However, SPIE is not responsible for loss or damage to CLIENT’s property. CLIENTS are advised to insure against these risks.

16. SELLING ON THE SHOW FLOOR: The Technical Exhibition is limited to organizations with products or services related to the industry served by the event. Direct sales and/or delivery of non-related, retail or consumer products are prohibited.

17. TRANSPORTATION/SETUP: All transportation costs, and any other costs related to exhibit setup not explicitly offered above by SPIE, are to be paid by the CLIENT.

18. GRAPHIC DUE DATES: When applicable, all graphics are due to SPIE by 2 May 2024. All graphics received after 2 May 2024 will be subject to a 5% rush charge for production.

19. EXHIBITING BENEFITS: • Each contracted tabletop exhibiting company will receive one non-author non-technical pass. All other contracted exhibiting companies receive two non-author technical passes.

Exhibition Space Specifications

A Tabletop Display is defined by system panel walls and includes a .6 m x 1.8 m tabletop display, 100v/200w electrical outlet, carpet, wastebasket, and company name board.
A Booth is a 3 m x 3 space defined by system panel walls and includes a company name board. UTILITIES AND BOOTH FURNISHINGS ARE NOT INCLUDED. Exhibitors are required to rent booth carpet area.
A Booth Package is an optional add on to a 9 sqm booth and includes 1 reception counter, 1 display counter, 2 chairs, carpet, and wastebasket.
An Island is a grouping of at least four booths not divided by system panel walls and exposed to aisles on all four sides. UTILITIES AND BOOTH FURNISHINGS ARE NOT INCLUDED. Exhibitors are required to carpet exhibit space.