



AUTOTEST 2014, St. Louis, MO EXHIBITOR APPLICATION

We hereby apply for exhibit space in AUTOTEST 2014. We agree to abide by show rules and regulations as detailed in the Exhibitors Kit, bulletins issued in advance of AUTOTEST, and to the rules and conditions on the backside of this application (page 2 if using a downloaded ".pdf" file).

PLEASE COMPLETE APPLICATION IN ITS ENTIRETY.

DATE: _____

COMPANY: _____

*** Please use company name as you would like it to appear in promotional materials. ***

PERSON TO RECEIVE BILLING INFORMATION

NAME: _____ TITLE: _____

COMPANY: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

CELL PHONE: _____ E-MAIL: _____

PERSON TO RECEIVE EXHIBITOR INFORMATION

Check here if same as above

NAME: _____ TITLE: _____

COMPANY: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

CELL PHONE: _____ E-MAIL: _____

*** Primary means of communication will be through e-mail. Please keep e-mail addresses current. *** Exhibitor's kits

containing complete AUTOTEST 2014 information regarding shipping, decorating, move-in, move-out, and AUTOTEST 2014 regulations will be available at www.autotestcon.com on June 1, 2014.

PAYMENT INFORMATION

of Booths Purchased: _____

(Booth size is 10' x 10')

Total Cost: _____

(\$2,400 per 10' x 10' booth)

Deposit Paid: _____

(50% Minimum)

Balance Due 3/31/2014: _____

(After 3/31/2014 add \$200.00 late processing fee)

Booth Number: _____

METHOD OF PAYMENT

Deposit: Cash _____ Check # _____ Visa _____ MC _____ AMEX _____
(Make check payable to "IEEE AUTOTESTCON 2014")

Credit Card Number: _____ Exp Date: _____

Balance: E-mail Invoice on or about 2/15/2014: _____ Bill Above Credit Card on 3/15/2014: _____

Signature of Company Representative: _____ Date _____

Signature of ATC 2014 Representative: _____ Date _____

NOTES

All questions should be addressed to Pat McManus, Exhibits Chair, at (314) 234-5616 or patricia.mcmanus@boeing.com. Refer to the backside of this application (page 2 if using downloaded .pdf file) for mailing address & payment information.

IEEE AUTOTEST 2014 CONFERENCE

RULES AND CONDITIONS FOR EXHIBITING

IEEE AUTOTEST 2014 is a specialized event designed for professionals working in the field of automatic test equipment. Exhibits of products or services must be limited in their purposes or uses to such activities. Demonstrations of products are encouraged to the extent possible.

Dates and Hours of Exhibiting

The Exhibit hours have been planned for optimum participation by registrants. Exhibit hours are as follows, subject to change:

Tuesday –	September 16 th	10:30 a.m. until 5:00 p.m.
	Lunch on exhibit floor	12:00 p.m. until 1:30 p.m.
	Reception	6:00 p.m. until 8:00 p.m.
Wednesday –	September 17 th	9:00 a.m. until 5:00 p.m.
Thursday –	September 18 th	9:00 a.m. until 12 noon

Exhibitors are required to have personnel in their booths during Exhibit hours.

Contract

The Exhibitors application, properly executed by the applicant, shall, upon written acceptance and notification of Exhibit space(s) assigned by IEEE AUTOTEST 2014 or its agents, constitute a valid and binding contract. Spaces assigned may be transferred by Conference Management to balance the Exhibit floor against congestion, to avoid confusion in company names, to solve competitive conditions or for similar reasons. No such transfer will be made without notice in writing to the affected Exhibitor.

Payments and Cancellations

All Exhibit spaces shall be rented to exhibitors on a first come, first served basis. No discounts or concessions are made. It is preferred that the full amount of each Exhibit space cost (\$2400.00) accompany the application for booth space. It is also preferred that payment be made by check which should be payable to IEEE AUTOTESTCON 2014 and mailed with a signed application to:

Pat McManus
Boeing
100 Airport Way, MC S100-
2240
Berkeley, MO 63134

Credit cards (MC, VISA, and Amex) will be accepted. If full payment can not be made initially, a minimum of 50% of the full amount of each exhibit space would then be required with the application. Final payment is due prior to March 31, 2014. Add a late processing fee of \$200.00 for any payment made after March 31, 2014. Applications that are not completed at the 2013 Conference may be faxed, mailed or emailed in PDF to Dennis Hecht at the above address.

In the event it becomes necessary for a company to cancel the Exhibit space contract after acceptance by IEEE Autotest 2014, a cancellation fee will be assessed as follows: Written notices received up to May 15th, 2014, will be assessed 10% of the total booth space charge, 50% of the total booth space charge between May 15th, 2014 and June 14th, 2014, 75% of the total booth space charge between June 14th, 2014 and August 15th, 2014, and no refund after August 15th, 2014. Cancellation fees will be assessed whether or not the same space is reassigned to another company following cancellation. Any notice of cancellation must be in writing and signed by an officer of the company.

Demonstrations or Outside Solicitations

No demonstrations or solicitations shall be permitted outside of the Exhibitor's assigned space, and no signs or placards may be displayed on persons, or otherwise, outside the assigned Exhibit space.

Freight Movement

All freight sent to Freeman Company (the Official Service Contractor) will be placed in assigned Exhibit spaces no later than 1:00 PM on Sunday, September 14th, 2014. Freeman will begin unloading trucks at 12:05 AM Sunday (midnight). Please contact Freeman to schedule the approximate time your truck will be unloaded. Exhibitors may hand-carry their own materials into the Exhibit area. The use or rental of dollies, flat trucks and other mechanical equipment is not permitted. All empty containers must be labeled and placed in the aisle no later than 1:00 PM on Monday, September 15th, 2014. All Exhibits must be completed with booth set up no later than 10:00 PM on Monday, September 15th, 2014.

Equipment Provided by Conference

Each exhibit space will have an 8' high back- and 3' high side-draped curtain walls with a 7"x44" one line ID sign. **Please note that exhibit structures including signs are limited to a maximum height of 14' for island booths, 12' for peninsula booths and 8' for linear booths.** Draperies will be blue and white.

All aisles and common areas of the Exhibit Area will be carpeted in blue. Exhibitors **MUST** provide their own carpeting for their exhibit area. The Exhibit aisle area will be cleaned each night by Freeman janitorial services. **Cleaning of your Exhibit space is optional and can be ordered through Freeman.**

Exhibitor Registration

Each Exhibitor will receive four exhibitor badges for the first booth ordered, and two additional exhibitor badges for each additional booth. Additional exhibitor badges for the Tuesday exhibition, lunch and reception can be purchased at \$35.00 per badge to cover the cost of food and beverages provided on Tuesday in the Exhibit Hall. Additional exhibitor badges for Wednesday and Thursday will be provided on Wednesday and Thursday at no charge. Work passes will be provided for personnel on Sunday, September 14th and Monday, September 15th.

Move in/Move out

The Exhibit area will be available for set-up of displays at 1:00 PM Sunday, September 14th, 2014. All Exhibitors must be ready for the VIP walk-through at 9:30 AM, Tuesday, September 16th, 2014. Exhibits tear down will be from 12 noon to 10:00 P.M. Thursday, September 18th 2014. All freight must be removed by 10:00 AM, Friday, September 19th, 2014. Please make prior arrangements with your freight carriers to ensure they adhere to this schedule. Exhibitors are required to have personnel in their booths during Exhibit hours. Exhibitors **may not dismantle** any part of their displays before the Exhibit closes.

Service Contractors

The Official Service Contractor is Freeman Company. Information regarding shipments will be made available through the AUTOTEST web site www.autotestcon.com.

Compliance with Local Rules

Exhibitors assume responsibility for compliance with pertinent ordinances, regulations and codes of duly authorized local, state and federal governing bodies concerning fire, safety and health, together with the rules and regulations of operators and owners of the property on which the Exhibits is held. Further, Exhibitors agree to abide by and comply with rules and regulations concerning local unions having jurisdiction over the facility in which the Exhibit is held, specifically the Exhibit area and loading dock.

Exhibitor-Designated Contractor

If Exhibitors intend to use a company on-site other than Freeman, a completed Exhibitor-Designated Contractor (EDC) Request form, EDC information and certificates of liability and Workers' Compensation insurance must be submitted to the Exhibits Committee on or prior to August 15th, 2014 for approval. (see the EXHIBITOR-DESIGNATED CONTRACTOR section when the exhibit kit is published on line June 1, 2014)

Loss or Damage

In the event that the premises on which the Conference is held shall become unfit for occupancy or substantially interfered with by reason of any cause or causes not reasonably within the control of IEEE AUTOTEST 2014, this agreement may be terminated by IEEE AUTOTEST 2014. For this purpose, the term "cause or causes" shall include, but not by way of limitation, fire, flood, epidemic, earthquake, lockouts, boycotts, lack of adequate transportation service or acts of God other than named. Should IEEE AUTOTEST 2014 terminate this agreement pursuant to the provisions of this paragraph, the Exhibitor waives any and all claims for damages and agrees that IEEE AUTOTEST 2014, after computing the total amount refundable to all Exhibitors, shall make appropriate refunds. The amount refundable to all Exhibitors shall be the amount by which the total fees paid by all Exhibitors exceeds the total amount of IEEE AUTOTEST 2014 costs and expenses in connection with its preparation for conducting the Conference and Exhibits, including a reasonable reserve for claims and other contingencies. IEEE AUTOTEST 2014, its agents and sponsors, shall not be liable for any damage or for any injury to persons or property during the term of this agreement, from any cause whatsoever by reason of use, occupancy and enjoyment of Exhibit space by an Exhibitor, and that Exhibitors will indemnify and hold harmless IEEE AUTOTEST 2014 from all liability on account of such damage or injury. The Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to Exhibitor's display, equipment and other property brought upon the premises of the Conference site and shall indemnify and hold harmless the agents servants and employees of said Conference site from any and all such losses, damages and claims.

Further Information Regarding Exhibits

Address all communications regarding the Exhibits to:
Pat McManus, AUTOTEST 2014 Exhibits Chair, (314)
234-5616
patricia.mcmanus@boeing.com