



ISA – Hamilton Section - Table Top Show
EXPO 2014
 Process & Instrumentation Technology Exhibition
 Tuesday March 25th, 2014 10am- 5pm



**Exhibitor Registration Confirmation
 Contract Confirmation
 Contract**

BETWEEN

ISA – Hamilton Section
 2186 Mountain Grove Ave, Suite 157, Burlington, ON, L7P 4X4

(Herein after called "ISA-HSI")

AND (Please Type or Print Clearly)

Company:	Contact Name:
Street Address:	
City:	Postal Code:
Province:	Country:
Telephone No.:	Telefax No.:
Email Address:	

(Herein after called "THE EXHIBITOR")

The ISA-HSI agrees to provide exhibit space (subject to availability) to THE EXHIBITOR for use at ISA Hamilton EXPO 2014 located at the Royal Botanical Gardens (Main Auditorium), 680 Plains Road West, Burlington, Ontario, for the date of March 25, 2014, from 10 am – 5 pm, all subject to the following guidelines and conditions. ISA Hamilton Section is HST EXEMPT.

(A) Exhibition Space

Qty.	Table-Top Exhibit - 8' Long (White Skirted Table provided by ISA-HSI)	\$ 650.00 ea
	*** Early Bird Special *** SAVE \$100 *** Table-Top Exhibit - 8' Long (White skirted table provided by ISA-HSI) For Confirmation and Payment before December 31, 2013	
	Marketing Opportunities from page 3 - add amount here ----->	
	Total:	\$
NOTE: ***ISA Hamilton does not accept Credit Cards.***		All Taxes EXEMPT

AUTHORIZED BY (please print):	DATED ON:
AUTHORIZED SIGNATURE:	

Exhibitors requiring power at their booth must provide their own one 30-foot extension cord to reach wall outlets

ISA-Hamilton Section
 2186 Mountain Grove Ave, Suite 157
 Burlington, Ontario
 L7P 4X4

Cheryl Menzies–Exhibition Committee
 Phone: (416) 523-2636
 E-Mail: expo@isahamilton.com

(B) Guidelines and Conditions**1. Applications**

Applications for exhibit space must be made on this form, completed as required and accompanied by the required payment. Any application made on behalf of several independent companies that will jointly occupy the exhibit space must be indicated as such. The Exhibitor shall not transfer his rights under the contract without written authorization from ISA-HSI.

2. Duration

The exhibit space is provided for the use of the Exhibitor for the duration of **ISA Hamilton - EXPO 2014**, including move-in, installation and dismantling periods.

3. Move-In and Installation

The Exhibitor will be allowed access to his exhibit space for installation and setup purposes between 3:00 & 5:00 PM on Monday March 24th, 2014 & and after 7:00 am March 25th, to be completed by 9:59 am March 25th, 2014.

4. Dismantling

Dismantling of exhibit equipment will begin at 5:01 PM on March 25th, 2014. Exhibitors are not to begin dismantling of exhibit equipment prior to that time unless authorized in writing by ISA-HSI. All dismantling and equipment removal is to be completed by 7:00 PM on March 25th, 2014.

5. Cancellation

The Exhibitor will be permitted to cancel this contract provided such cancellation notice is received prior to February 1, 2014. In the event of cancellation prior to February 1, 2014, ISA-HSI will refund 50% of the amount paid. Cancellation notice received on or after February 1, 2014 will not entitle the Exhibitor to any refund payment.

6. Exhibit Space and Floor Plan

ISA-HSI reserves the right to allocate exhibit space. ISA-HSI will attempt to accommodate the wishes of Exhibitors that may want grouped spaces or that may want to be beside/across from affiliated exhibitors.

7. Subletting Exhibit Space

No applicant shall assign, sublet or apportion the whole or part of the space as provided.

8. Insurance

Exhibitors must provide adequate insurance for their own goods and exhibits. ISA-HSI assumes no responsibility for losses or damage due to fire, theft, accidents, or other causes. ISA-HSI assumes no responsibility or liability for injury to any officer, employee, agent, delegate of the exhibitor, or to any other person, occupying by reason of anything connected with the exhibitor's participation in the exhibit, while in transit to or from the Exhibition area, while in the Exhibition area or otherwise.

9. Rules and Regulations

The Exhibitor hereby commits himself to comply with all local laws, rules and regulations in force along with the rules and regulations of the Royal Botanical Gardens and those of the ISA-Hamilton Section.

10. Promotions

All participating exhibitors are expected to mail and distribute invitations before the exhibition. All exhibitors are encouraged to promote this exhibition to their customers and associates, thereby assuring a successful event.

11. AC Power

Exhibitors requiring power at their booth must have at least one 30-foot extension cord to reach wall outlets. Should you require two or more outlets for your display, you must also bring a power bar and/or a multi-outlet device.

12. Privacy & Information Policy

The ISA Hamilton Section value personal privacy and any information collected from our event. Information regarding members, event attendees, guests and any participants is considered private and is maintained in the strictest of confidence. As such we cannot release any personal details to any third parties. As far as information concerning EXPO 2014 the ISA Hamilton Section will, upon formal request, provide a complete exhibitor list and all technical information as has been made available from the presentations.

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Marketing Opportunities with ISA Hamilton

Maximize Your Reach with Instrumentation Professionals in the Hamilton- Burlington Area

ISA Hamilton provides an integrated marketing approach with multiple options and vehicles to maximize your market exposure at an amazing value for your marketing dollars.

Website Banner Ads

Limited Inventory Increases Your Value: Ad positions are limited, so you can be assured that your ad is getting seen by hundreds of readers each day. The direct link to your web page means you can track responses as soon as your ad goes online.

Details	# of Spots	Banner Size (jpeg)	Annual Rate	From	To
Home Page	2	150 x 150 or 200x100 pixels	\$ 250 each	July 1 st	June 30 th
About Us	2	150 x 150 or 200x100 pixels	\$ 250 each	July 1 st	June 30 th
Other Pages	8 X 12	150 x 150 or 200x100 pixels	\$ 100 each	July 1 st	June 30 th

Membership Meetings

ISA Hamilton conducts eight monthly membership meetings from fall to spring each year. Sponsorship of membership meeting is available at \$ 500 each. A General Membership Meeting Sponsorship is a one time commitment between your business and ISA Hamilton.

As a Sponsor of a General Membership Meeting you will receive:

- An opportunity to present for 90 minutes on the topic of your choice at the sponsored meeting
- An announcement placed in the broadcast email meeting announcement that will be sent to all ISA Hamilton chapter members recognizing you as the Sponsor of the general membership meeting
- Acknowledgement in the ISA Hamilton's newsletter, "Outlook", as the general membership meeting Sponsor
- A personalized acknowledgment at the meeting, during the general announcements, stating the meeting is being sponsored by you.
- An opportunity to distribute materials during the meeting by placing information at the individual tables, as well as, set up a vendor table for use before and / or after the meeting
- In addition, General Membership Meeting Sponsors get preference to present a paper at the annual ISA Hamilton expo- the only proven instrumentation and automation exposition in the area.

All orders, materials and payments must be received at least 30 days before the month of the ad's first hosting. For further information or to book an ad please email marketing@isahamilton.com

Please mark or circle the Marketing Opportunity that you wish to purchase and enter the amount in the space provided on Page 1.