

ISA Hamilton EXPO 2016

Process & Instrumentation Technology Exhibition

Tuesday March 22nd, 2016 10am- 5pm

Exhibitor Registration Confirmation Contract

BETWEEN

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

(Herein after called "ISA-HS")
AND
(Please Type or Print Clearly)

Company:	Contact Name:	
Street Address:	Contact Title:	
City:	Postal Code:	Country:
Province:	Fax:	
Telephone:	Cell (optional):	
Email Address:	Company Website:	

(Herein after called "THE EXHIBITOR")

The ISA-HS agrees to provide exhibit space (subject to availability) to THE EXHIBITOR for use at ISA Hamilton EXPO 2016 located at the Royal Botanical Gardens (Main Auditorium), 680 Plains Road West, Burlington, Ontario, Canada for the date of March 22, 2016, from 10:00AM to 5:00PM, all subject to the following guidelines and conditions. ISA Hamilton Section is HST EXEMPT.

(A) Exhibition Space

#	Description	Cost	Quantity	Amount
1	Table Top Exhibit – 8 foot long <i>White skirted table provided by ISA-HS. Includes one 15amp AC outlet near your booth. However, exhibitors are expected to bring their own 30 foot extension cord to reach the outlet. All items and posters to be on table only, no free standing booths or equipment. Please register your exhibit earlier rather than later to reserve your table. Registrations received after February 15, 2016 will be first come first serve.</i>	\$650.00		
2	Early-Bird Rate – SAVE \$100 <i>Same as #1 but registered/paid before Dec 31, 2015</i>	\$550.00		
3	Marketing Opportunity #1 – website logo (fixed position) <i>Your logo with link on ISA Hamilton website. Email us the logo & link information.</i>	\$250		
4	Marketing Opportunity #2 – website logo (scrolling) <i>Your logo with link on ISA Hamilton website. Email us the logo & link information.</i>	\$100		

ISA Hamilton is HST-Exempt. Do not add HST in the below total.

Acceptable forms of payment are: Cheque or Money Order payable to "ISA Hamilton Section"

 New for 2016: We now accept CREDIT CARD payments ONLINE at www.isahamilton.com/expo/
TOTAL:

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

Option 1: Fill out form, scan & email to expo@isahamilton.com and pay online at www.isahamilton.com/expo
Option 2: Fill out form, and mail along with cheque payable to "ISA Hamilton Section" to:
ISA Hamilton Section
 2186 Mountain Grove Ave, Suite 157
 Burlington, Ontario, L7P 4X4
 Canada

Brent Killins – Expo Chair/President
 Phone: (905) 601-3190
 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-HS.

2. Duration

The exhibit space is provided for the use of the Exhibitor for the duration of **ISA Hamilton EXPO 2016**, 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 21st, 2016 & and after 7:00 AM Tuesday March 22nd, 2016 to be completed by 9:59 AM Tues. March 22nd, 2016.

4. Dismantling

Dismantling of exhibit equipment will begin at 5:01 PM on Tuesday, March 22nd, 2016. Exhibitors are not to begin dismantling of exhibit equipment prior to that time unless authorized in writing by ISA-HS. All dismantling and equipment removal is to be completed by 7:00 PM on Tuesday, March 22nd, 2016.

5. Cancellation

The Exhibitor will be permitted to cancel this contract provided such cancellation notice is received prior to February 1, 2016. In the event of cancellation prior to February 1, 2016, ISA-HS will refund 50% of the amount paid. Cancellation notice received on or after February 1, 2016 will not entitle the Exhibitor to any refund payment.

6. Exhibit Space and Floor Plan

ISA-HS reserves the right to allocate exhibit space. ISA-HS 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-HS assumes no responsibility for losses or damage due to fire, theft, accidents, or other causes. ISA-HS 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

ISA Hamilton Section values 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 the ISA Hamilton EXPO 2016, ISA-HS will, upon formal request, provide a complete exhibitor list and all technical information as has been made available from the presentations.

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 visitors. The direct link to your website means you can track responses by looking at your website logs.

Details	# of Spots	Banner Size (jpg, png or gif)*	Annual Rate	From	To
Website logo & link (fixed position)	4	150x150 or 200x100 pixels	\$250	July 1	June 30
Website logo & link (scrolling logo)	10-20	150x150 or 200x100 pixels	\$100	July 1	June 30

*Note: Animated logos are not permitted.