

# General Information and Regulations of the Innovation in Soil-Based Onsite Wastewater Treatment (ISBOWT)

April 7-8, 2014 Albuquerque, NM

**AUTHORITY:** Meeting Management, or its delegate, is charged with complete responsibility and full authority to enforce all of the provisions of these Regulations for the benefit of all concerned. Any exception to or deviation from these rules may be made only by Meeting Management. Meeting Management reserves the right to cancel a contract in the event of Exhibitor violations of the Rules and Regulations described herein.

**REGISTRATION:** Admission to the Exhibition will be by registration badge. All registration badges are nontransferable.

**EXHIBITION DATES, HOURS & LOCATION:** The Exhibition will be held in Sierra I-III of the Albuquerque Embassy Suites Hotel & Spa, Albuquerque, New Mexico. The Exhibition will be open to attendees:

Monday, April 7                    9:00 am–6:00 pm  
Tuesday, April 8                    8:00 am–5:00 pm

Meeting Management reserves the right to make changes in the exhibit hours; however, such changes will be made known as far in advance of the Exhibition as possible.

**CANCELLATIONS:** This contract may be cancelled by the Exhibitor by giving notice in writing to Meeting Management. All cancellations will be subject to a \$100 administrative fee. No refund will be provided for cancellations made after January 1, 2014.

**PHOTOGRAPHING OF EXHIBITORS' DISPLAYS:** The Exhibitor understands that photographs of the Exhibition will be taken by Meeting Management, their official photographer, and others. The Exhibitor authorizes without charge or cost the reproduction and use of such photos in any manner by Meeting Management and others authorized by Meeting Management.

**DISCLAIMER/LIABILITY/INDEMNIFICATION:** Neither the ISBOWT, Albuquerque Embassy Suites Hotel & Spa, nor any of their officers, agents or employees, shall be held liable for any damage, loss, harm or injury to the person or property of the Exhibitor or any of its officers, agents, or employees, resulting from strike, riot, smoke, fire, theft, water, acts of God, accident or any other cause beyond their control. The Exhibitor shall indemnify, defend and hold harmless the ISBOWT, Albuquerque Embassy Suites Hotel & Spa, and any of their officers, agents or employees from any and all claims, demands, suits, liability, damages, losses (including death), costs, attorney's fees and expenses of whatever kind or nature, which might result from or arise out of any action or failure to act on part of the Exhibitor, any of its officers, agents or employees.

**BOOTH DESIGN AND EXHIBITOR SERVICES:** Each Exhibitor will be provided the following free of charge: An exhibit space 10 ft. deep and 10 ft. wide, defined by 8 ft. high back drape and 3 ft. high side drapes, a 2-line identification sign, one 6' skirted (white) table and two chairs.

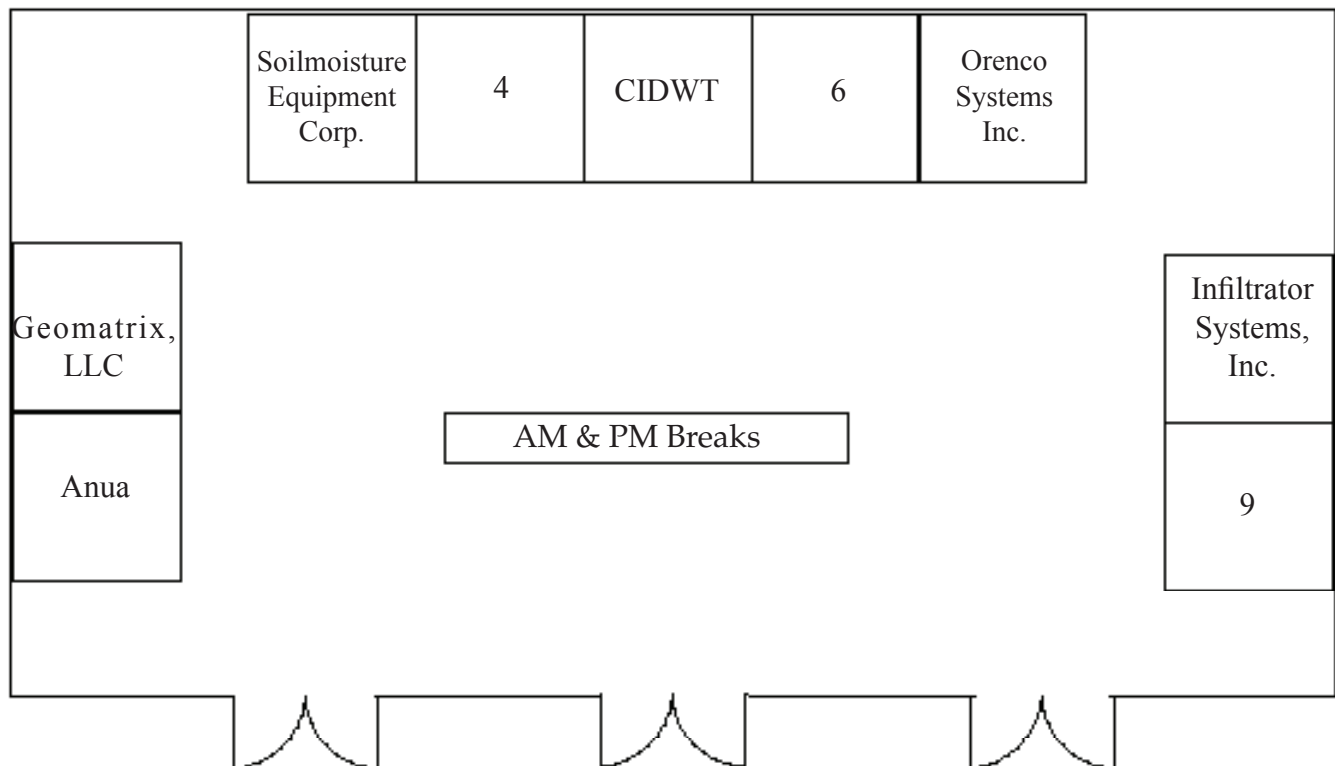
**INSTALLATION AND DISMANTLE:** General installation of exhibits may begin at 6:00 am Monday, April 7 and must be completed by 9:00 am. Meeting Management reserves the right to assign labor to set up, at the Exhibitor's expense, any display that is not in the process of being erected by 8:00 am on Monday. If a booth is completely vacant at 12:00 pm on Monday, Meeting Management reserves the right to take possession of the unoccupied space and may resell it without refund to the original Lessee. All exhibits must remain assembled and intact until 5:00 pm on Tuesday, April 8, 2014.

**SECURITY:** Meeting Management will provide overnight security in Sierra I-III on Monday, April 7 and will take reasonable precautions to safeguard exhibitors' property. The Exhibitor will remove any items that are easily removed from their booth or arrange special security through the exclusive security contractor.

**COMPLIANCE WITH FACILITY REGULATIONS:** The Exhibitor agrees to comply with all relevant regulations of the Albuquerque Embassy Suites Hotel & Spa. These regulations are available upon request.

**FORCE MAJEURE:** In the event that the Exhibition area is made unavailable for the Exhibitor's use for any period of time as a result of fire, flood, tempest or any other such cause or as a result of governmental intervention, malicious damage, acts of war, terrorism, strike, lockout, labor dispute, riot or any other cause or agency over which Meeting Management has no control, or should Meeting Management decide that because of any such cause it is necessary to cancel, postpone or relocate the Exhibition, or reduce the installation time, exhibit hours, or dismantle time, the ISBOWT shall have no liability to or responsibility to reimburse the Exhibitor with respect to any damage or loss directly or indirectly arising as a result thereof.

**AMERICANS WITH DISABILITIES ACT:** The Exhibitor understands that the Americans with Disabilities Act (Public Law 101-336) requires that its display be accessible to persons with disabilities and agrees that it is solely responsible for assuring that its display complies with the provisions of the act.





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Exhibit Manager: Stacey Phelps, sphelps@sciencesocieties.org or  
608-268-3975 • Fax: 608-273-2021 • 5585 Guilford Rd., Madison, WI 53711-5801

**List company/organization information as you would like it to appear on any printed promotional materials:**

Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State/Province \_\_\_\_\_  
 Country \_\_\_\_\_  
 Zip/Postal Code \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 Website \_\_\_\_\_

**YES, PLEASE SEND ME SPONSORSHIP INFORMATION.**

**Contact person:**  
 Name \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email \_\_\_\_\_

**Exhibit Description**

A company or product description of less than 50 words will be printed in the conference proceedings if provided via email to sphelps@sciencesocieties.org by Tuesday, March 4, 2014.

**Booth Information**

Booth # Preferences \_\_\_\_\_  
 Total No. Booths \_\_\_\_\_  
 Booth Fee . . . . . \$1,000 each

**Terms of Payment**

1. Payment of 100% of booth fee is due with the application.  
 2. U.S. Funds only  
 Check payable to Soil Science Society of America  
 Credit Card (VS, MC, AX or DC)  
 Credit Card Number \_\_\_\_\_  
 Exp. Date \_\_\_\_\_ Amt. Authorized \$ \_\_\_\_\_  
 Cardholder Name \_\_\_\_\_  
 Cardholder Signature \_\_\_\_\_

**Contract Agreement**

Application for exhibit is made with the understanding that the applicant company, its directors and employees agree to abide by the rules and regulations.

Name of Authorized Person (please print or type)  
 \_\_\_\_\_

Signature of Authorized Person  
 \_\_\_\_\_

