

## **Rules for Exhibitors – INFORMS Annual Meeting 2014 San Francisco, Nov. 9-12**

**CONTRACT:** The Contract for Exhibit Space, properly executed by the Exhibitor and accepted in writing by INFORMS, shall be considered a binding agreement between the Exhibitor and INFORMS and subject to the rules stated in this document.

**REGISTRATION:** Exhibitor registration fee includes two complimentary registrations (good for admission to the exhibition hall, all sessions and social events) for each booth purchased plus four additional booth-only staff.

**PAYMENT TERMS/CANCELLATIONS:** The full exhibit fee must accompany the application and contract. Exhibitors who cancel a contract in writing, postmarked by August 22, 2014, will receive a refund of fees paid less a \$250 cancellation fee. There will be no refunds for cancellations after August 22, 2014. If exhibits are cancelled by INFORMS, all payments will be refunded in full.

**BOOTH ASSIGNMENTS:** Booth choice will be made on a first-come, first-served basis, upon receipt of the signed Contract for Exhibit Space and payment. Assignments will not be made until payment is received. Exhibit Service Manuals will be emailed in July 2014.

**BOOTH INFORMATION:** Booth size is 8' x 10' with 8' drapery back wall and 3' drapery side rails. Signage: 7" x 44" two-line identification sign with company name, city, state, country and exhibit booth number is included. All exhibits must be arranged so as not to obstruct the view of adjacent booths. Exhibits are not to exceed 8' in height on the back wall or 3.5' in height along the side walls. Adequate overhead lighting is provided. Individual electrical outlets are not included.

**USE OF SPACE:** All materials and activities must be confined to the limits of the exhibit booth and shall not interfere with traffic or other exhibits. Promotion is limited to products and services of exhibiting companies only. Reassignment, subletting or sharing of exhibit space is prohibited. Excessive noise, which would interfere with other exhibitors, is not allowed. INFORMS reserves the right to alter the location of exhibit booths in the best interest of the exhibits and the conference.

**FIRE PRECAUTIONS:** Exhibitors must use materials that will pass fire inspection. Drapes and curtains must be flame proofed. The storage or use of flammable or explosive materials, or any substance prohibited by local laws or insurance carriers is forbidden. The Hilton San Francisco and Parc 55 Wyndham hotel, to insure compliance with local regulations, must do all electrical work.

**DAMAGE, RISK OF LOSS, INDEMNITY, INSURANCE:** The Exhibitor agrees to indemnify and hold harmless INFORMS, Hilton San Francisco and Parc 55 Wyndham hotel and the exhibit service company and their respective officers, employees and agents against (1) liability for damages on account of personal injury or property damage suffered by any person arising out of the installation, maintenance, use, operation, removal of the exhibit and use of the exhibiting premises, and (2) costs and expenses related to the foregoing (including reasonable attorney's fees). The Exhibitor will obtain and maintain, for the period of use of the exhibition premises, comprehensive general commercial liability insurance insuring INFORMS, the exhibit service company, Hilton San Francisco and Parc 55 Wyndham hotel (and their respective officers, employees and agents) and the Exhibitor against loss from and liability for damages on account of loss or injury suffered by any person arising out of the installation, maintenance, use and operations and removal of the exhibit and use of the exhibition premises. The insurance will be in the amount of not less than \$1,000,000 combined single limit. The Exhibitor understands that INFORMS, the exhibit service company, Hilton San Francisco and Parc 55 Wyndham hotel do not maintain insurance covering the Exhibitor's property and agrees that they (and their respective officers, employees and agents) will have no liability for damage thereto or loss thereof and it is the sole responsibility of the Exhibitor to obtain such property insurance.

**CERTIFICATES OF INSURANCE MUST BE PROVIDED TO INFORMS BY Sept. 19, 2014.**