

Exhibitor Terms & Conditions

Winter Simulation Conference

December 11-14, 2016

Crystal Gateway Marriott – Arlington, VA

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 one complimentary conference registration for each booth purchased plus four additional exhibit hall passes for booth-only staff. Additional exhibitor benefits are outlined here: <http://meetings2.informs.org/wordpress/wintersim2016/exhibits/>

PAYMENT TERMS/CANCELLATIONS: The full exhibit fee must accompany the application and contract. Exhibitors who cancel a contract in writing, postmarked by October 12, 2016, will receive a refund of fees paid less a \$250 cancellation fee. There will be no refunds for cancellations after October 12, 2016. If exhibits are cancelled by INFORMS, all payments will be refunded in full.

BOOTH ASSIGNMENTS: Booth assignments 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 available in August 2016.

BOOTH INFORMATION: Booth size is 10' wide x 8' deep with 8' drapery back wall and 3' drapery side rails. A 7" x 44" two-line identification sign with company name and exhibit booth number is included. Table and chairs are not 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. The exhibit space within the hotel is carpeted.

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. Crystal Gateway Marriott or Hollins Exposition must do all electrical work to insure compliance with local regulations.

DAMAGE, RISK OF LOSS, INDEMNITY, INSURANCE: The Exhibitor agrees to indemnify and hold harmless INFORMS, Hollins Exposition, and Crystal Gateway Marriott and their respective officers, employees and agents against (1) liability for damages on account of personal injury or property damage suffered by any third party arising out of the installation, maintenance, use, operation, removal of the exhibit by

Exhibitor and use of the exhibiting premises by Exhibitor, and (2) costs and expenses related to the foregoing (including reasonable attorney's fees), provided that the indemnified party: (a) promptly notifies Exhibitor of any such claim, (b) cooperates with Exhibitor in connection with the defense or settlement of any such claim, and (c) permits Exhibitor to control the defense and/or settlement of any such claim.

The Exhibitor understands that INFORMS, Hollins Exposition and Crystal GatewayMarriott 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 caused by any third party and it is the sole responsibility of the Exhibitor to obtain such property insurance. Each exhibiting company desiring to insure its exhibit and display materials against loss of any kind must do so at its own expense.

The undersigned agrees to abide by all requirements, restrictions and obligations detailed in these terms and conditions.