



IS2015 Sponsors and Exhibitors Agreement

1. SPONSOR AGREEMENT:

1.1 An invoice will be issued upon receipt of this contract. All payments are due in full 10 days following receipt of invoice or on April 15, 2015 whichever comes first. All invoices will be issued and paid in USD. Bank Transfer details will be provided in invoice. All wire transfers and bank fees must be paid by sender.

1.2 Cancellations will be accepted in writing only. A cancellation notice must be received no later than December 31, 2014 to receive a full refund. Cancellation between January 1, 2015 and April 14, 2015 will be subject to a 50% cancellation fee, while any cancellation on or after April 15, 2015 will be subject to a 100% cancellation fee.

1.3 INCOSE's performance under this agreement is subject to acts of god, war, acts of terrorism or similar acts, government regulations, disaster, strikes, civil disorder, curtailment of transportation facilities, threats to the public health, or other cause beyond the control of INCOSE, making it inadvisable, illegal, or impossible to hold the Symposium or any part thereof. This agreement may be terminated for any one or more of such reasons. Monies refundable to the Sponsor, at the sole discretion of INCOSE, shall constitute a proportionate share of the balance of the aggregate sponsorship fees received, which remains after deductions for expenses incurred by INCOSE. In no case shall the amount of the refund to the Sponsor exceed the amount of the sponsorship paid.

1.4 The undersigned agree to abide by the terms and conditions of this contract related to payments and by any additional INCOSE rules and regulations. This contract and its attachments are the sole definition of the benefits of the sponsorship program. The undersigned give INCOSE permission to use our Organizational name and logo for the purpose of sponsorship recognition and to display on any applicable sponsored items. Certain recognition opportunities have specific deadlines, and failure to provide timely applications, logos, or artwork, etc., may result in a loss of benefits. Failure to provide final payment by the deadline will result in forfeiture of all deposits and removal from the sponsorship program. The undersigned certify that s/he is authorized to commit the Organization to this agreement.

2. EXHIBIT AGREEMENT:

2.1 Inability to Perform:

INCOSE's performance under this agreement is subject to acts of god, war, acts of terrorism or similar acts, government regulations, disaster, strikes, civil disorder, curtailment of transportation facilities, threats to the public health, or other cause beyond the control of INCOSE, making it inadvisable, illegal, or impossible to hold the Symposium or any part thereof. This agreement may be terminated for any one or more of such reasons. Monies refundable to the Exhibitor, at the sole discretion of INCOSE, shall constitute a proportionate share of the balance of the aggregate exhibitor fees received, which remains after deductions for expenses incurred by INCOSE. In no case shall the amount of the refund to the Exhibitor exceed the amount of the booth payment.

2.2 Liability Exclusions:

Exhibitor agrees to indemnify, save harmless and defend the Organizers against any liability, claims or expenses resulting from any loss or damage to property or injury to any persons occurring upon or about the leased premises arising from the use of the leased premises by the Exhibitor, its employees or agents.

Exhibitor shall be fully responsible to pay for any and all damages to property owned by the Hotel, its owners or managers, which result from any act or omission of exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, the Hotel, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from, out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor, its agents, employees, and business invitees which arise from or out of the exhibitor's occupancy and use of the exhibition premises, the Hotel or any part thereof.

2.3 Insurance:

It is the sole responsibility of each exhibitor to procure and maintain general liability insurance and property insurance covering bodily injury, personal injury and property damage to the exhibitor's property including but not limited to theft, breakage, loss, fire, explosion, water damage, terrorism, vandalism, storm and hail damage. Copies of insurance certificates shall be provided to ASK International by April 15, 2015. A sample of the insurance certificate is available for download. Please note that the certificate holder shall be GES (Global Experience Specialists, Inc. – Exhibitor Services – 4060 Lind Avenue SW, Renton WA 98057– USA). Failure to comply may constitute grounds for cancellation of this agreement and forfeiture of funds paid.

2.4 Exhibit Operation, Installation & Dismantling:

Installation of exhibits may commence on Sunday, July 12th at 9am at Hyatt Regency Bellevue on Seattle's Eastside. All exhibits must be fully assembled and ready for display no later than 6pm on Sunday, July 12th. Exhibits shall be open and staffed at all times during scheduled exhibitor hours. Dismantling of exhibits may begin after 3pm on July 16th. All exhibits and materials must be totally removed from the exhibit hall no later than 8:00pm on Thursday, July 16th. No dismantling is allowed before 3pm on Thursday, July 16th. Exhibitor agrees to avoid any deterioration of the rented booths and equipment.

2.5 Assignment of Space & Payment:

All exhibit space will be allocated on a first-come, first-served basis. Confirmation of space will be sent upon receipt of the signed contract and full payment. INCOSE reserves the right to reassign booth space as needed. All payments are due in full 10 days following receipt of invoice or on April 15, 2015 whichever comes first. Exhibit space must be occupied solely by your organization in exhibiting your products and services at the INCOSE International Symposium. No exhibitor shall assign, sublet, or share the whole, or any part of, the space contracted.

2.6 Booth Specifications:

The standard booth size is 8'x10' or 8'x20'. The booth price in this agreement provides for installation, maintenance and removal of standard framing materials. The materials include partitioning walls (white panel inserts with silver metal), white header incl. exhibitor name. In addition, you will receive a power connection, 2-arm lights, (1) wastebasket, (1) 6' skirted table, and (2) Contour chairs.

A 8'x20' booth will receive (2) 6' skirted tables and (4) Contour chairs.

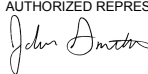
The Academic booth size is 8'x10'. The booth price in this agreement provides for installation, maintenance and removal of standard framing materials. The materials include partitioning walls (white panel inserts with silver metal), white header incl. exhibitor name. In addition, you will receive a power connection, 2-arm lights, (1) wastebasket, (1) 6' skirted table, and (2) Contour chairs. No exhibitor property or supplied furniture may be placed outside the booth space as this creates a hazard and a deviation from building and fire codes.

2.7 Security:

INCOSE will provide 24-hour security at the Hyatt Regency Bellevue on Seattle's Eastside for all displays for the duration of the Symposium. While every precaution will be taken, INCOSE assumes no liability for providing this service. The ultimate responsibility remains with the individual exhibitors to protect their property and appropriate protection and insurance should be arranged.

2.8 Cancellations:

Cancellations will be accepted in writing only. Cancellation of exhibit booth space received by March 31, 2015 will be eligible to receive a full refund. Cancellations received between April 1, 2015 and May 15, 2015 will be eligible to receive a 50% refund per rented booth. We regret that refunds cannot be allowed for booth cancellations occurring after May 15, 2015. The undersigned agree to abide by the terms and conditions of this contract related to payments and by any additional INCOSE rules and regulations. This contract and its attachments are the sole definition of the benefits of the exhibit program. The undersigned gives INCOSE permission to use our Organizational name and logo for the purpose of booth recognition and to display on any applicable items. Certain recognition opportunities have specific deadlines, and failure to provide timely applications, logos, or artwork, etc., may result in a loss of benefits. Failure to provide final payment by the deadline will result in forfeiture of all deposits and removal from the exhibit program. The undersigned certify that s/he is authorized to commit the Organization to this agreement.

ACORD 1.		CERTIFICATE OF LIABILITY INSURANCE			DATE (MM/DD/YY) 01/01/15	
PRODUCER ABC Insurance Agency Fax: (212) 555-6100 1234 Broker Lane New York, NY 10895 Attn: Joe Agent (212) 555-6102 ext. 1234				THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.		
INSURED 2. Big Boom Company, Inc. 1234 Corporate Lane New York, NY 10895 Attn: Joe Smith Phone: (212) 555-5349 Fax: (212) 555-9819				INSUREERS AFFORDING COVERAGE		
				INSURER A: Hartford Insurance Company of Illinois		
				INSURER B: Aetna Casualty & Surety Company		
				INSURER C: Travelers Insurance Company		
				INSURER D: Royal Insurance Company		
				INSURER E:		
COVERAGES						
3. THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	4. TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	9. LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	7. 01/01/15	8. 01/01/16	EACH OCCURENCE \$1,000,000 FIRE DAMAGE (Any one fire) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGRREGATE \$2,000,000 PRODUCTS-COMP/OP AGG \$2,000,000	
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	SKLS-029499S	01/01/15	01/01/16	COMBINED SINGLE LIMIT \$1,000,000 (Ea accident) BODILY INJURY \$ (Per person) BODILY INJURY \$ (Per accident) PROPERTY DAMAGE \$ (Per accident) AUTO ONLY-EA ACCIDENT OTHER THAN \$ \$ AUTO ONLY: \$ \$	
A	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	XL1234567	01/01/15	01/01/16	EACH OCCURENCE \$1,000,000 AGGREGATE \$1,000,000 \$ \$ \$	
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/15	01/01/16	X WC STATU- ORY LIMITS OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE -POLICY LIMIT \$1,000,000	
D	OTHER				Each Occurrence & Aggregate	
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS 5. Global Experience Specialists, Inc. (GES) (Official Service Provider), The International Council on Systems Engineering (Show Management), Hyatt Regency Bellevue (Facility), and The INCOSE Symposium (Show) are hereby named as additional insured, except for Workers' Compensation. Global Experience Specialists, Inc. (GES) and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Global Experience Specialists, Inc. (GES), shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory. Show date(s) are: July 13 - 16, 2015 at city of Bellevue.						
CERTIFICATE HOLDER		X ADDITIONAL INSURED; INSURER LETTER: X		CANCELLATION		
6. Global Experience Specialists, Inc. (GES) Exhibitor Services 4060 Lind Avenue SW Renton, WA 98057				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS		
				AUTHORIZED REPRESENTATIVE  10.		

1. PRODUCER: Insurance Agent / Broker who issues certificate.
2. NAME OF INSURED: Must be the legal name of contracting party.
3. TYPES OF INSURANCE: Must include types required by contract. See Official Services Provider Information (form L-3) in this exhibitor manual).
4. FORM OF COVERAGE: Must be "occurrence" form of coverage.
5. NAME ADDITIONAL INSURED: Global Experience Specialists, Inc. (GES) (Official Service Provider), The International Council on Systems Engineering (Show Management), The INCOSE Symposium (Show) and Hyatt Regency Bellevue (Facility) as additional insureds on a primary and non-contributory basis.
6. CERTIFICATE HOLDER: Must be Global Experience Specialists, Inc. (GES)
7. POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
9. LIMITS OF INSURANCE: Must be the same or greater than required by contract. See #10 on Agreement and Rules and Regulations between GES and EAC (L-4).
10. AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.