

EXHIBITOR CONTRACT.

Sponsored by
SPIE.EUROPE

For enquiries, contact
SPIE Sales:

Laurence Devereux
Tel: +44 29 2278 9031
Fax: +44 29 2089 4750
laurence@spieeurope.org

Please mail or fax original,
signed contract and
required payment to:

SPIE Events Europe Ltd.
2 Alexandra Gate
Ffordd Pengam
Cardiff CF24 2SA UK
Tel: +44 29 2089 4747
Fax: +44 29 2089 4750
info@spieeurope.org
www.SPIE.org

SPIE.PHOTONEX

Exhibition Dates: 25-26 October 2023
Conference Dates: 24-26 October 2023
SEC
Glasgow, United Kingdom

COMPANY INFORMATION (Please type or print clearly. This is how your information will appear in promotional materials.)

Exhibitor Name _____
SPIE Corporate Member No Yes Corporate ID# _____
 University Company Government Publisher Association Other _____
Address _____
City _____ State/Prov. _____
Zip/Postal Code _____ Country _____
General Tel _____ General Fax _____
General Email _____ Web Address _____
Parent Company or Publisher Name _____
Company's Main Product Line _____

The Technical Exhibition is limited to organizations with products or services related to the industry served by the event. See Exhibition Policy #15 for details.

CONTACT INFORMATION

Exhibitor Liaison _____ Job Title _____
Address (if different from above) _____
Tel _____ Email _____

EXHIBITION SPACE SPIE Corporate Member rates reflect a 15% discount. For information visit spie.org/membership.

Space Type	Quantity	Non Member Fee	SPIE Corp Member Fee
Tabletop Display	_____ x	<input type="checkbox"/> £1,225	<input type="checkbox"/> £1,041.25 = £ _____
Shell Stand (6-8 sqm)	_____ sqm x	<input type="checkbox"/> £400 per sqm	<input type="checkbox"/> £340 per sqm = £ _____
Shell Stand (>9 sqm)	_____ sqm x	<input type="checkbox"/> £380 per sqm	<input type="checkbox"/> £323 per sqm = £ _____
Raw Space (>12 sqm)	_____ sqm x	<input type="checkbox"/> £285 per sqm	<input type="checkbox"/> £242.25 per sqm = £ _____

Exhibition Fee = £ _____

VAT 20% = £ _____

Exhibition Subtotal = £ _____

20% VAT will be charged to UK companies only. SPIE Events Europe Ltd.'s VAT number is GB840 296 332. If you have a VAT exemption certificate, please e-mail a copy with your contract.

OPTICS.ORG BUYERS GUIDE (Online) Generate leads year round with a discounted Corporate Partner listing on optics.org. Includes company logo in optics.org buyers guide, one job posting on SPIE Career Center, and logo in all product postings for 12 months.

Special Price for SPIE Exhibitors £215 (£725 value) optics.org Buyers Guide Fee = £ _____

VAT 20% = £ _____

optics.org Buyers Guide Subtotal = £ _____

SPONSORSHIPS Sponsorships not only extend your brand image, but also drive traffic to your booth.

Exhibition Guide Enhanced Listing £357.50 = £ _____

General Sponsorship £395 = £ _____

SPIE.org Enhanced Listing £907.50 = £ _____

Sponsorship Fee = £ _____

VAT 20% = £ _____

Sponsorship Subtotal = £ _____

Exhibition Subtotal + Buyers Guide Subtotal + Sponsorship Subtotal = **Contract Total** = £ _____

ADDITIONAL ADVERTISING AND SPONSORSHIP OPPORTUNITIES

I would like a SPIE Sales Consultant to contact me regarding **Advertising** and **Sponsorship** opportunities.

SHARED EXHIBIT SPACE

Yes, my company is planning to share space with one or more companies/divisions.

A Co-Exhibitor Form will be included in your contract confirmation. A **£400** nonrefundable administrative fee is charged to the co-exhibiting company.

For Office Use Only

Date _____

Amt Rec'd _____

CC Cash Check

Check# _____

Reg# _____

IDN# _____

32903-XPX23ST

PAYMENT INFORMATION Contracts submitted after 27 April 2023 require 100% payment.

- A minimum deposit of 25% on Exhibition Space and Sponsorships must accompany contract.
- Payments due in full on 28 May 2023. On 29 May 2023, a 5% late fee will be added to all unpaid balances.
- On 27 June 2023, defaults in payment will result in space cancellation.
- See Exhibition and Sponsorship Policies regarding cancellations and space reduction.
- Please contact SPIE Sales at info@spieeurope.org if contract confirmation is not received within 7 business days.

Please check one of the following options:

- Cheque/Money Order enclosed (payable to SPIE) for **entire amount** in Contract Total. = £ _____
- Cheque/Money Order enclosed (payable to SPIE) for **25% deposit** (.25 x Contract Total) = £ _____
- Charge **entire amount** in Contract Total to credit card = £ _____
- Charge **25% deposit only** (.25 x Contract Total) to credit card (applicable before 27 April 2023) = £ _____

CREDIT CARD — Please contact SPIE to make credit card payments. SPIE accepts VISA, MasterCard, American Express, Diners Club, and Discover cards. Credit card payments will be converted to your local currency by your card company or bank (see <https://www.xe.com/> to convert your total fees).

- Wire transfer for **25% deposit only** (.25 x Contract Total) = £ _____
- Wire transfer for **entire amount** in Contract Total = £ _____

Bank wire transfer information will be sent to you upon receipt of this contract.

AGREEMENT

The signers of this contract warrant they are authorized to sign on behalf of the contracted company and hereby authorizes SPIE to reserve exhibition space, sponsorships, or advertising for use by this company during the **2023 SPIE Photonex Exhibition**. The undersigned acknowledges receipt of and agrees to make payment at the rates listed, abide by all terms, policies, and other provisions of this contract. The undersigned also acknowledges that SPIE may share contact information with event service providers for the sole purpose of soliciting orders relevant to the exhibition.



Contractor's Signature: _____ **Date:** _____

POLICY INFORMATION

Exhibitor and Sponsor (CLIENT) Policies

1) SPACE ASSIGNMENT AND PAYMENT: SPIE reserves the right to determine final placement of the CLIENT. A space may be revoked or changed by SPIE if payment is not in accordance with the payment schedule. SPIE retains the exclusive right to revise the exhibition floor plan and/or move assigned CLIENTS as necessary. SPIE is not obligated to reimburse the exhibiting company for any costs stemming from relocation.

2) PAYMENT SCHEDULE:

- A minimum 25% deposit of the total contracted amount (including VAT) must accompany contract. Contracts submitted after 27 April 2023 require 100% payment.
- All contracted charges must be paid in full by 28 May 2023. On 29 May 2023, a 5% late fee will be added to all unpaid balances.
- On 27 June 2023 defaults in payment will result in cancellation of this contract (subject to the cancellation fee schedule).

No space or sponsorship will be reserved or assigned unless appropriate payment and signed contract are received at SPIE Events Europe Ltd. Office at Alexandra Gate, Ffordd Pengam, Cardiff, CF242SA UK. Account delinquency will result in CLIENT'S inability to exhibit or sponsor at contracted exhibition as well as book space in future exhibitions. For accounts with more than one unpaid invoice, all cash received will be paid to oldest invoice first.

2a) VAT: Local VAT at 20% is due to be paid by UK exhibitors only. SPIE Events Europe Ltd.'s VAT number in the United Kingdom is GB840 296 332. If you have a VAT exemption certificate, please e-mail a copy with your contract.

3) CANCELLATION/SPACE REDUCTION: Any cancellation, space reductions, or requests for changes of this contract must be made in writing to SPIE, subject to the following fees:

- On or before 26 April 2023 – Eligible for full refund less a £421.50 administrative fee.
- Between 27 April – 26 June 2023 – Deposit forfeited; excess of deposit paid will be refunded in full.
- After 26 June 2023 – No refund.

In the event of cancellation or reduction of contracted space, and subject to the above schedule, SPIE shall retain the right to: resell cancelled space without rebate or allowance to the CLIENT, cancel requested affiliate space, and reduce priority points by 50%* for non-participation. Non-participation over two consecutive years results in complete loss of priority points*. (*If applicable.)

4) CONTRACTED SPACE: Must have staff and exhibit materials present at booth during all open exhibition hours. Exhibition space must remain intact until the final closing of the exhibit hall. Failure to do so will result in 50% loss of priority points* and a £84.50 fee. (*if applicable.)

5) CORPORATE MEMBERSHIP: Corporate membership pricing is valid only if the membership is in good standing and dues are fully paid prior to submission of exhibition contract and membership remains in good standing through the duration of the contracted exhibition. If the membership expires prior to or dues are not fully paid at the time of the contracted exhibition, the CLIENT pricing reverts to the nonmember rates and the contracted CLIENT will be liable for the balance due SPIE Europe.

6) FOOD AND ALCOHOL: Food and alcohol must be supplied and served by facility catering services only. CLIENTS must obtain written permission from SPIE Exhibition Management

along with a signed service agreement from the facility.

7) FORCE MAJEURE: In the event that the premises in which the Exhibition is or is to be conducted shall become, in the sole discretion of SPIE, unfit for occupancy, or in the event the holding of the Exhibition or the performance of SPIE under the Exhibit Reservation Contract (of which these Rules and Regulations are a part) are substantially or materially interfered with by virtue of any cause or causes not reasonably within the control of SPIE, said Contract and/or the Exhibition (or any part thereof) may be terminated by SPIE. SPIE shall not be responsible for delays, damage, loss, increased costs, or other unfavourable conditions arising by virtue of cause or causes not reasonably within the control of SPIE. If SPIE terminates said Contract and/or the Exhibition (or any part thereof) as aforesaid, then SPIE shall not be liable to the CLIENT other than for a prorated refund of such CLIENT'S space price payment less a proportionate share of all Exhibition expenses incurred and committed by Show Management of actual expenses, such as, but not limited to, advertising, convention center fees, etc., to the extent any monies remain after payment of such expenses and there shall be no further liability on the part of either party. For purposes hereof, the phrase "cause or causes not reasonably within the control of SPIE" shall include, but not by way of limitation: fire, casualty, flood, epidemic, pandemic, earthquake or inclement weather; explosion or accident; blockade or embargo; governmental restraints; restraints or orders of civil defence or military authorities; terrorism or threat of terrorism, act of public enemy, riot, or civil disturbance; strike, lockout, boycott, or other labour disturbance; inability to secure sufficient labour, technical, or other personnel; failure, impairment, or lack of adequate transportation facilities; inability to obtain, or condemnation, requisition, or commandeering of necessary supplies or equipment; local, state, or Federal law, ordinances, rule, order decree, or regulation, whether legislative, executive, or judicial, and whether constitutional or unconstitutional; or Acts of God.

8) HARASSMENT: SPIE promotes an environment that is free of inappropriate behavior and harassment by or towards employees, members, attendees, volunteers, contracts, supplies, or customers. Any form of harassment is unacceptable and will be promptly and thoroughly investigated. SPIE will not permit or condone any acts of retaliation against anyone who files harassment complaints or cooperates in an investigation of same. Individuals not complying with this policy may be asked to leave the event.

9) INSURANCE: Coverage is not optional. CLIENT shall, at its own expense, secure and maintain through the term of this contract, including move-in and move-out days, the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of CLIENT and shall be written on per occurrence basis. Claims made policies are not acceptable and do not constitute compliance with CLIENT'S obligations under this paragraph. Required Coverages: (A) Comprehensive General Liability Insurance with limits not less than an equivalent of £1,000,000 each occurrence, an equivalent of £2,000,000 aggregate, combined single limit for bodily injury (including death), contractual, and operation of mobile equipment, products and liquor liability (if applicable); SPIE must be listed as an additional insured, as well as any other parties as required by the facility. (B) Worker's Compensation insurance.

Certificate of Insurance (COI); CLIENT shall provide SPIE with evidence thereof in the form of a COI from their carrier, 30 days prior to show dates. CLIENT acknowledges that SPIE has no obligations to maintain insurance on CLIENT'S behalf.

10) LIABILITY: Upon approval of this contract by an authorized CLIENT representative, it is expressly understood that the CLI-

ENT has read and agrees to abide by the SPIE liability policies. SPIE Events Europe Ltd., and all organisations and individuals who are employed by/or associated with it, in connection with this Exhibition/Sponsorship, will not assume responsibility and shall be held harmless by all CLIENTS for damage or loss resulting from fire, theft, terrorism or threat of terrorism, or any other cause whatsoever, including accident or injury to CLIENTS, their employees and agents, the public, or others. The CLIENT agrees to pay promptly for any and all damages to the exhibition building or its equipment incurred through carelessness, or otherwise, of CLIENT or its employees or agents.

11) LOSSES: SPIE is not responsible for damage to CLIENT'S property or lost shipments either inbound or outbound, nor for moving costs. Damage to inadequately packed property is CLIENT'S own responsibility. If CLIENT materials, fixtures or equipment fails to arrive, CLIENT is nevertheless responsible for the exhibit space reserved as per this contract. CLIENTS are advised to insure against these risks.

12) MUSIC LICENSING: No copyrighted music may be played in the exhibition area (including but not limited to: background music on video or audio tape presentations) without appropriate documented permissions and/or licensing, which is the responsibility of the CLIENT to obtain as well as pay any and all associated fees.

13) RECORDINGS/PHOTOS: Recording and photos of any kind is prohibited without explicit permission from on-site company representatives. Individuals not complying with this policy will be asked to surrender their recording media and to leave the exhibition hall. Refusal to comply with such request is grounds for expulsion from the event.

14) SECURITY: SPIE will provide general security service on a 24-hour basis to the Exhibition area from the beginning of setup hours through the conclusion of the Exhibition. However, SPIE is not responsible for loss or damage to CLIENT'S property. CLIENTS are advised to insure against these risks.

15) SELLING ON THE SHOW FLOOR: The Technical Exhibition is limited to organisations with products or services related to the industry served by the event. Direct sales and/or delivery of non-related, retail or consumer products are prohibited.

16) TRANSPORTATION/SETUP: All transportation costs, and any other costs related to exhibit setup not explicitly offered above by SPIE, are to be paid by the CLIENT.

17. GRAPHIC DUE DATES: When applicable, all graphics are due to SPIE by 9 September 2023. All graphics received after 9 September 2023 will be subject to a 5% rush charge for production.

18) EXHIBITING BENEFITS:

- All exhibitors will receive a free, basic company listing in the Optics.org Buyers Guide
- Each contracted tabletop exhibiting company will receive one non-author technical pass. All other contracted exhibiting companies receive two non-author technical passes.

Exhibition Space Specifications

Tabletop Display - Includes draped table, 2 chairs, carpet, waste basket, and company ID sign. Maximum height of tabletop display from table surface is 1.50m and width can't exceed the width of the table. Utilities not included.

Shell Stands - Display space defined by hard walls. Height restriction to 2.5m. Includes lighting, company ID sign, electricity, carpet, and waste basket. Additional utilities and furnishings not included.

Raw Space includes electrical connection. Furnishings not included. Exhibitors are requested to carpet exhibit space.