



**Independent Electrical
Contractors**

Booth Reservation Form

IEC Convention & Expo 2021

Denver, October 6-9, 2021 · meetings@ieci.org

Exhibit Booth Fees

Booth Size (select one)	Price (through December 31, 2020)
10' X 10'	\$4,015
10' X 20'	\$6,775
10' X 30'	\$9,400
20' X 20'	\$11,750

(2 booth personnel are allotted per each 10' X 10' space)

Contact Information

Company: _____
Contact Name: _____
Address: _____
City/State/Zip: _____
E-mail: _____
Office Phone: _____ Fax: _____

Payment

Check: Enclosed is a check made payable to Independent Electrical Contractors.

Send all payments to: IEC Convention & Expo 2021, 2900 South Quincy Street, Ste 720, Arlington, VA 22206 or billing@ieci.org

-OR-

Fax completed form with credit card information to: IEC Convention & Expo 2021, (703) 549-7448

Credit Card: Visa MasterCard American Express
Card Number: _____ Exp. Date: _____ Security Code: _____
Cardholder Name: _____
Authorized Signature: _____
Card Billing Address: (Same as above) _____

Email receipt to: _____



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Booth Information

Please indicate how your booth sign should read (20 letters or less):

Please list any companies that you do not want next to your exhibit booth:

Listing Information

Contact Person Name: _____

Contact Person E-mail: _____

Contact Person Phone Number: _____

Company Phone Number: _____

Company Website: _____

Company Description (50 words or less):

CANCELLATION POLICY: Cancellation requests must be submitted in writing to IEC Convention & Expo 2021. The date on which written notice of cancellation is received will be considered the official cancellation date. A cancellation received in writing on or before July 1, 2021, will be charged a processing fee of 20% of your booth costs. IEC is unable to provide any refunds for cancellations made after July 1, 2021. Funds forfeited because of cancellation cannot be applied to other activities.

☐ I agree to the terms and conditions for exhibiting at IEC Convention & Expo 2021.

Signature: _____

Name: _____

Date: _____

Terms and Conditions for Exhibiting at IEC Convention & Expo 2021

1. The company listed as the exhibiting firm ("Exhibitor") intends to exhibit at IEC Convention & Expo 2021, October 6-9, 2021, the Colorado Convention Center, Denver, CO. Acceptance of this contract with IEC ("Show Management") constitutes a binding contract ("Agreement"). Show Management reserves the right to reject any application for space for any reason. If management personnel of any Exhibitor changes or Exhibitor is purchased by another company/organization, this Agreement becomes binding on such company/organization.
2. It is agreed that Exhibitors will not hold, organize, advertise, or otherwise support any events, functions, or programs that conflict with the scheduled IEC Convention & Expo 2021 events and will not otherwise solicit participants away from the show floor. Signs, banners, or advertisements promoting events that conflict with the IEC Convention & Expo 2021 schedule will not be permitted. If an Exhibitor is found to be in violation of these requirements, then they will be forced to forfeit their space with no refund and will not be able to exhibit the following year.
3. It is agreed that the Exhibitor's booth set up must be completed by Wednesday, October 6, 2021 at 5PM MT.
4. Each Exhibitor will receive two complimentary booth personnel name badges per 10x10 space reserved, as indicated on the booth reservation form.
5. Show Management reserves the right to remove, at Exhibitor's cost, any unacceptable signage, banners, or advertisements at the sole discretion of Show Management.
6. It is agreed that Exhibitors will conduct themselves and their business in a professional manner that reflects a positive image on Show Management, the electrical industry and the event in general. Show management shall have sole discretion in determining if any Exhibitors are in violation of this requirement.
7. It is agreed that Exhibitor "no-shows" will not be given priority for the IEC Convention & Expo 2022.
8. It is agreed that no Exhibitor shall sub-lease or otherwise share its booth with any other company without prior, written approval by Show Management.
9. Each Exhibitor is required to secure adequate insurance protection against loss of and/or damage to equipment and/or display materials, from any cause, and against loss through personal injury to his/herself, his/her employees or to visitors of the IEC Convention & Expo 2021. A copy of the certificate must be provided by the Exhibitor to Show Management no later than September 15, 2021. All unofficial vendors and service companies must provide Certifications of Insurance for themselves and their employees. It is the responsibility of the exhibiting company to inform all their independent service providers of the insurance requirement and deadline dates for submission of certificates. Certificate holders must include and hold harmless Show Management Company and the Colorado Convention Center.

NO COMPANY WILL BE PERMITTED TO EXHIBIT WITHOUT SUBMITTING AN INSURANCE CERTIFICATE TO SHOW MANAGEMENT – NO EXCEPTIONS.

ALL INSURANCE CERTIFICATES MUST BE RECEIVED BY SHOW MANAGEMENT

NO LATER THAN WEDNESDAY, SEPTEMBER 15, 2021

PLEASE FORWARD CERTIFICATES TO:

IEC National

2900 South Quincy Street, Ste. 720,

Arlington, VA 22206

10. It is agreed that Show Management, Exhibitor Services Company, and the Colorado Convention Center are not liable to any Exhibitor for any loss from damage to property or injuries to persons, agents, employees or others, no matter how sustained. The Exhibitor expressly waives all claims for such a loss. Exhibitor assumes entire responsibility, and hereby agrees to protect, indemnify, defend and hold Show Management, Exhibitor Services Company, the Colorado Convention Center and their employees harmless against all claims for damages to persons or property. Exhibitor also agrees to hold Show Management, Exhibitor Services Company, and the Colorado Convention Center harmless for any government charges, fines or attorney fees arising out of, or caused by installation, removal, maintenance, occupancy or use of the exhibit premises, excluding any such liability caused by sole negligence of the Colorado Convention Center, its employees or agents. In addition, Exhibitor acknowledges that Show Management, Exhibitor Services Company, and the Colorado Convention Center do not maintain insurance covering the Exhibitor's property, and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses.
11. It is agreed that Exhibitor shall conform to exhibiting procedures as described in the Exhibitor Services Company General Information Instructions and shall comply with all verbal safety instructions and exhibiting standards as prescribed by Show Management and Exhibitor Services Company. All displays must remain within the confines of the contracted exhibit space (the standard depth and width is 10 feet by 10 feet for a single booth and the standard height is 8 feet 3 inches). No Exhibitor will be permitted to erect signs or display products in such a manner as to obstruct the view or disadvantageously affect the display of other Exhibitors. Exhibits not conforming to these specifications, or which in design, operation, or otherwise, are deemed objectionable by Show Management in its sole discretion, will be prohibited. **All booths must be carpeted for the Expo.**

12. Any protrusion into the aisle or beyond the outlined boundaries of the purchased area will result in adjustments being made on-site and/or dismantling and removal of your booth before the IEC Convention & Expo 2021 opens. All associated costs for the adjustments and/or dismantling will be the responsibility of the Exhibitor. Should dismantling and removal occur, there will be no refund for space or any other costs incurred by the Exhibitor.

13. Any Exhibitor with a booth designed with multiple rooms must comply with Colorado Fire Code regulations. Any booth not meeting specified requirements will be brought up to spec or removed from the premises before the IEC Convention & Expo 2021 opens. All associated costs for the adjustments and/or dismantling will be the responsibility of the Exhibitor. Should dismantling and removal occur, there will be no refund for space or any other costs incurred by the Exhibitor. Contact Exhibitor Services Company for more details.

14. Exhibitors shall not conduct any activities in the aisles or in space other than the Exhibitor's designated space unless approved by Show Management. This includes the use of models to distribute materials for a specific company. Demonstrations will be permitted on the exhibit floor only within the confines of the Exhibitor's booth. All sound amplification devices and other sound producing equipment and activities of the Exhibitor shall be limited to reasonable volume level which shall not project beyond the boundaries of the Exhibitor's space or otherwise interfere with activities. Should there be an infraction of this rule the Exhibitor will be asked to comply. Should the noncompliance continue, it will result in expulsion from the expo hall.

15. The *Americans with Disabilities Act* (ADA) requires that exhibits be unrestricted to program accessibility. All activities, programs and services taking place, whether they are audio and/or visual, must be made accessible to any person with disabilities. If any requirements are not met, Show Management will be required to take appropriate action. If you have any questions about the ADA booth design/construction, please contact meetings@ieci.org.

16. Early booth dismantling (while attendees are still on the tradeshow floor) is distracting and unsafe. Any Exhibitor who dismantles early, or leaves their booth unattended during show hours, will be denied permission to exhibit the following year.

17. All independent service contractors must comply with the regulations listed in the *Official Service Contractors Form*. They must also submit the *Notice of Intent to Use Exhibitor Appointed Contractor* form. It is the responsibility of the exhibiting company to inform their independent service contractors of these requirements and determine their compliance. Failure to comply with these requirements will result in the expulsion of the independent service contractor and the assignment of the official service contractor (Exhibitor Services Company) to complete all requirements for the preparation of the booth for the show and/or for the removal and all shipping of the booth to its home destination after the show. All costs associated with such action will be the responsibility of the Exhibitor. Exhibitors must notify Show Management if food and/or beverages will be distributed at Exhibitor's booth.

18. Show Management retains the right to determine the eligibility of any Exhibitor or material for exhibit in accordance with its rules and regulations. Show Management will attempt to comply with the Exhibitor's preferences; however, the final location and dimensions of the Exhibitor's space and exhibit materials shall be determined at the discretion of Show Management. The Exhibitor agrees that Show Management has the right to make changes in the floor plan and the arrangement of any booths at any time.

19. Cancellation requests must be submitted in writing to IEC Convention & Expo 2021. The date on which written notice of cancellation is received will be considered the official cancellation date. Cancellation received in writing on or before July 1, 2021 will be charged a processing fee of 20% of your booth costs. Show Management is unable to provide any refunds for cancellations after July 1, 2021. Funds forfeited because of cancellation cannot be applied to other Show Management activities.

20. It is agreed that full payment must be received by September 1, 2021. If payment in full is not received by this date Show Management reserves the right to release booth space. Any Exhibitor who has not paid in full for booth space will not be permitted to set up a booth on the show floor.

21. Show Management will be on site always during installation, show hours, and dismantling to accommodate your needs. For assistance, stop by the exhibit sales office. Exhibitor Services Company will maintain an Exhibitor's Service Center on the exhibit floor during move in, exhibit hours and move out. The center will provide on-site coordination of all exhibit details and will serve as the supply center for many services outlined and included in the order forms in the Exhibitor Services Company General Information Instructions.

22. Security service will be provided for the exhibit hall on a 24-hour basis during set-up, exposition hours and dismantling until all exhibitor freight and material have been removed from the exhibit hall. Show Management, Exhibitor Services Company and the Colorado Convention Center will exercise reasonable care in safeguarding your property. However, Show Management, Exhibitor Services Company, the Colorado Convention Center, the designated security company, and any of their officers, agents or employees will not assume responsibility for lost or stolen property. The general security that the exposition management will use cannot guarantee any more than a presence to deter theft. The primary responsibility for safeguarding your exhibit and your merchandise is yours. Exhibitors are urged to give security a high priority. In an environment, such as the exposition, the vulnerability to loss and theft is high.

The badge system is an essential part of the security system at any event. For this reason, Show Management will instruct security personnel to allow only personnel with the appropriate badge within the exhibit area. Under no circumstances will anyone be allowed on the expo floor without proper identification. We appreciate your full cooperation and attention in complying with this system.