



IEEE IEMDC 2017 CONFERENCE

EXHIBITION RULES AND REGULATIONS

Booth Furnishings. Each exhibitor shall be provided with an 8' x 10' booth unless a larger booth has been contracted. Exhibits should not exceed 10 feet in height. Each booth will have one 8-foot skirted table and two chairs. If you need additional furniture, you must request it through the iemdc2017 secretariat at iemdc@iemdc2017.org

Shipping, Moving, and Storage. The exhibitor is responsible for shipping exhibits to and from Miami, FL, and paying for cost of the same. The exhibitor is responsible for all storage and labor cost. Please ship your exhibit materials that you do not bring with you to directly to the hotel (Hilton Miami Downtown, 1601 Biscayne Blvd, Miami, FL 33132). Also, please label shipment with IEEE IEMDC 2017. Exhibitors will not be permitted to store packing crates and/or boxes in the booth or exhibit area during the show, however, when marked with the name and address of the exhibitor, they will be stored and returned to the booth. It is the exhibitors' responsibility to mark and identify all crates and boxes.

Installation/Dismantling/Layout. Installation will take place Sunday May 21, 2017 from 2:00-5:00 PM and from 7:00 to 9:00 AM on Monday, May 22, 2017. All exhibits must be in place by 9:00 AM and may remain in place up to Wednesday, May 24. Dismantling will begin at about 2:00 PM and completed by 4:00 PM on that day. Booths will be assigned on a first-come, first-served basis determined by the date when both the contract and payment are received. Show hours are subject to change prior to the event. If such a change occurs, the exhibitors will be contacted. Booth assignments will be given upon arrival to the show and received from the registration office at the IEEE IEMDC 2017.

Displays and Decorations. Exhibitors may not use signs, banners or decorations that exceed 10 feet in height. The exhibitors must keep all exhibit materials within their 8' x 10' exhibit area (except in cases where a larger booth has been contracted). Merchandise, signs, decorations, or display features shall not be pasted, taped, nailed, or tacked to the walls of the exhibit room.

Electricity. Electrical accommodations will be provided through the services contractor. Each booth will be furnished with a power strip with a minimum of 500 watts, 120 VAC. If more power is needed, please contact the IEMDC 2017 Secretariat.

Booth Personnel. Each 8' x 10' booth shall be staffed by no more than three people. Exhibitors must submit a list of personnel who will be staffing their exhibit, for registration purposes, by May 14, 2017. One registration fee is included as part of the exhibit plan.

Indemnity and Limitation of Liability. Exhibitor agrees that IEEE IEMDC 2017 and the Hilton Miami Downtown Hotel shall not be liable for any damage, theft, or liability of any kind or for damage or injury to persons or property during the term of this agreement, from any cause whatsoever, by reason of use, occupation and enjoyment of the exhibit space by exhibitor or any person thereon with the consent of the exhibitor, and that the exhibitors will indemnify and save harmless IEEE, the IEMDC 2017 Conference organizers and the Hilton Miami Downtown Hotel from all liability whatsoever, on account of any such damage, or injury, whether or not caused by negligence of or breach of an obligation by exhibitors or its employees or representative.

Fire Laws. Federal, State and City fire laws must be observed. Light wood and cloth decorations must be flameproof. Wiring must comply with fire department and underwriters rules. Smoking in exhibits is forbidden. Aisles and fire exits cannot be blocked by exhibits.

Insurance. Exhibitors shall effect coverage for all exhibit merchandise at site and in transit, if applicable, the IEMDC 2017 Conference organizers and the Hilton Miami Downtown Hotel shall not be responsible for any loss or damage. The exhibitors shall carry their own fire insurance and public liability insurance.

Guard Service. Security of the exhibit area is not maintained by the Hilton Miami Downtown Hotel. General guard service will be provided by the Conference in the exhibit and the conference registration area. If needed, guard service may be contracted by the exhibitor to provide individual exhibit coverage, extended show hour coverage, etc.

Termination or Modification of Exhibits. If, because of war, fire, strike, exhibit facility renovation project, government regulations, public catastrophe, act of God or the public enemy, or other cause beyond the control of IEEE IEMDC 2017, the exhibit of any part thereof is prevented from being held, is canceled by IEEE IEMDC 2017, or the exhibit space becomes unavailable, IEEE IEMDC 2017 in its sole discretion, shall determine and refund to the exhibitor its proportionate share of the balance of the aggregate exhibit fees received that remain after deducting expenses incurred by IEEE IEMDC 2017 and reasonable compensation to IEEE IEMDC 2017. In no case shall the amount of refund to the exhibitor exceed the amount of exhibit fee paid. IEEE IEMDC 2017 reserves the sole discretion to ask an exhibitor to alter or remove their exhibit if IEEE IEMDC 2017 feels that the exhibit is in any way inappropriate.