



ASQ
AMERICAN SOCIETY
FOR QUALITY®

2008 ASQ World Conference on Quality and Improvement

May 5 – 7, 2008 • Houston, Texas • George R. Brown Convention Center

Information in this contract will be used for publishing purposes. This form must be returned with complete information to ASQ headquarters.

EXHIBITOR CONTRACT

(PLEASE PRINT)

Company name (as it should appear in print)

Mr. Ms. Mrs. Dr.

Contact person to receive all exhibitor information

Contact person's title

Address

City

State/Province

Zip/Postal code

Country

Phone

Fax

Web site

Email (will not be published)

Contact person's signature**

**By signing this contract the exhibitor agrees to the rules and regulations on the reverse side of this contract.

BOOTH SELECTION

Please choose three preferred locations for each booth (not in the same area).

Booth 1 _____

Booth 2 _____

Booth 3 _____

Please list any exhibitors or companies that you do NOT wish to be placed next to (if possible).

Please indicate your product/service type for inclusion in the preliminary and final programs.

- | | |
|---|--|
| <input type="checkbox"/> Certification/registrar | <input type="checkbox"/> Publications/videos |
| <input type="checkbox"/> Consulting service | <input type="checkbox"/> Recognition items |
| <input type="checkbox"/> Conference/course/training | <input type="checkbox"/> Research/surveys |
| <input type="checkbox"/> Gauges/equipment | <input type="checkbox"/> Software |
| <input type="checkbox"/> Inspection service | <input type="checkbox"/> Standards |
| | <input type="checkbox"/> Other _____ |

25-word company description (ASQ reserves the right to edit if necessary)

PAYMENT INFORMATION

(Please review cancellation policy under the rules and regulations)

World Conference on Quality and Improvement

- Standard 10' x 10' booth Quantity x \$1,800 each = \$ _____ Amount Due
- Corner booth Quantity x \$2,000 each = \$ _____ Amount Due
- Two-booth \$4,000 Four-booth island \$8,000

Career Fair • Tuesday, May 6, 2008 • (includes 10' x 10' booth)

- World Conference Exhibitor Add-On \$1,000
- Career Fair-Only Exhibitor \$1,500

Amount due \$ _____ Other _____

- Booth spaces are available on a first-come, first-served basis, and acceptance of an exhibitor's contract is at the sole discretion of ASQ.
- A 50% deposit is required upon exhibitor's return of this contract. Exhibitor agrees that an application accepted by ASQ with a deposit shall be deemed as valid and binding.
- If remitting this contract after March 3, 2008, payment must be made in full.
- No exhibitor will be allowed to set up and exhibit unless booth payment has been paid in full.

Check enclosed for \$ _____

(Please make check payable to ASQ, drawn on a U.S. bank, payable in U.S. funds.)

Please charge my credit card \$ _____ VISA MC AMEX PO

Credit card number

Expiration date

Signature

Name of cardholder

(please print)

For ASQ use only

AB# _____ Booth plan # _____

ASQ Representative _____

Booth Assignment(s) _____

Date _____ Payment Received \$ _____

Balance Due \$ _____

PLEASE SIGN THIS CONTRACT AND RETURN IT WITH 50% OF THE BOOTH RENTAL FEE BY MARCH 3, 2008, TO:

ASQ Media Sales
P.O. Box 3005
Milwaukee, WI 53201-3005
Phone 800-248-1946 or 414-272-8575
Fax 414-765-8671
or download contract from: <http://wcqi.asq.org>

1. Exhibitors shall not solicit business in aisles, distribute materials, or use other attention-attracting devices other than in their own booth(s). Exhibitor representatives wearing distinctive costumes or uniforms, or carrying banners or signs separately or as part of their apparel, shall not appear at the exhibit other than in their own booth(s). Additionally, no excessively loud audio or mechanical equipment will be permitted.

The decision of show management is final in determining what noise level is excessive.

2. All decorative materials must be flameproof in accordance with fire safety rules and regulations. This includes drapes, banners, all decorative fabrics, poster paper, foam core board, as well as all hangings, curtains, and drops.

3. Any firm or organization not assigned space will be restricted from soliciting business in any manner within the exhibit hall.

4. Exhibitors may not assign, sublet, or apportion all or any part of the space contracted for by them. Products and services exhibited must be those normally manufactured, distributed, and/or sold by the exhibitor. An exhibitor may not display any product or service manufactured and/or provided by another company.

5. Each exhibit must be open for the full duration of official show hours designated by ASQ. No exhibitor shall remove any or all parts of said display prior to the official move-out/dismantling time. Early dismantling of booths will forfeit priority placement at future World Conference shows. This penalty has been enacted to preserve the duration and quality of the show.

6. Each exhibitor must keep an attendant in the display during the hours that the exhibit hall is open. All members of an exhibit staff must be full-time employees of the exhibiting company or a division of that company or must be employed by the company for the duration of the exhibition.

7. Although guard service will be furnished for the show, each exhibitor must make provisions for safeguarding its goods, materials, equipment, and displays at all times. ASQ, the show manager, nor the facility, will be responsible for loss or theft of property belonging to any exhibitor, its agents, employees, visitors, or guests. Each exhibitor must carry full insurance for the entire duration of the show, including move-in and move-out.

8. Exhibitor agrees to hold show management, ASQ, and the GRBCC* owners and/or operators forever harmless from any damages or charges imposed for any violation of any law or ordinance by the negligence of the exhibitor or of those subordinate to the exhibitor.

9. Exhibitors desiring to use the services of contractors other than the official service contractor designated by ASQ must notify the show's decorator and send a copy to the show manager at least 30 days prior to the opening of the exhibit hall. The show manager has the right to refuse admittance to said contractors on the exhibit floor if prior notification has not been made.

10. Labor for the installation and dismantling of exhibits falls under jurisdiction in the GRBCC*. This labor is supplied by ASQ's official show decorator. Labor jurisdiction includes the overall setup and dismantling of exhibits, including signs and carpet laying. This does not, however, include the unpacking and placement of the exhibitor's merchandise in the booth. Labor is not required if the display can be installed by one person in less than 30 minutes without the use of tools. Labor is required for the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. However, an exhibitor may move material that can be hand-carried by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment.

11. The storage of the exhibitor's crates, boxes, and so on is included in the price of the booth. Exhibitors may not store crates, boxes, or any types of large packing materials within their booths for the duration of the show. These containers must be properly marked and will be stored and returned to the booth by the show's decorator after the close of the show. The management of ASQ assumes no liability for damage to crates or boxes. Crates, boxes, supplies, and other exhibit materials not claimed by the exhibitor after the show will be removed at the exhibitor's expense.

12. Carts, dollies, and other wheeled vehicles other than conveyances for the physically handicapped are not permitted on the exhibit floor during official exhibit hours. Additionally, crates, trunks, or any type of packing materials may not be brought into or taken out of exhibit areas during official exhibit hours.

13. No equipment or exhibit materials may be transported on escalators or public passenger elevators. Additionally, exhibits or displays, equipment, stock, or supplies will not be allowed to enter or leave by way of the front entrances of the GRBCC*. Note that there is no parking in the front of the GRBCC*.

14. Exhibitors may not host or sponsor any event, hospitality suite functions, and so on, off the show floor during official show hours. Invitations to such events and company literature may be distributed only from exhibit booths. ALL hospitality suites must be approved by ASQ.

15. Giveaways, magazines, merchandise, and souvenirs may be distributed only within the exhibitor's booth.

16. Food and beverages are not permitted on premises unless purchased through the GRBCC's* Food Service Partners. Food or beverages may not be brought in or delivered to the GRBCC* for personal consumption. Exhibitors planning to distribute food and beverages, whether manufacturer or distributor, must make advance arrangements with the GRBCC* Food Service Partners as well as obtain a city of Houston health permit.

17. BOOTH RESTRICTIONS:

Standard Booth:

- Booths cannot exceed 8 feet in height.
- No booths may obstruct adjacent booths from the line of sight of exhibit attendees at any angle. All display fixtures more than 3 feet in height must be confined to that area of the exhibitor's space and at least 3 feet from the aisle line.
- Multilevel booths are not permitted.
- All signs must be free-standing. No sign may be strung between posts, etc. No sign may be placed outside the booth.
- No pennants may be used unless authorized by show management.

Island Booth:

- Exhibit fixtures, components, and identification signs will be permitted to a maximum height of 20 feet.
- Since an island booth is automatically separated by the width of an aisle from all neighboring exhibits, full use of the floor space is permitted.
- A sketch of each exhibit plan should be submitted to ASQ for approval.

18. Where an exhibitor's display is built beyond the limitations and restrictions as set in these rules and regulations governing exhibits, ASQ reserves the right to correct such display violations by having the exhibitor alter, remove, or rearrange any or all of the display so that it will be in compliance.

19. ASQ reserves the right to modify the floor plan if in its sole judgment it is in the best overall interest of the exposition.

20. The distribution of promotional gummed stickers, confetti, and glitter is prohibited. Additionally, nothing may be taped, nailed, stapled, tacked, or otherwise affixed to ceilings, painted surfaces, fire sprinklers, columns, fabric, or decorative walls. This goes for all surfaces throughout the building, not just in the exhibit hall. Helium balloons are strictly prohibited within the GRBCC*.

21. The recording, either audio or video, of any part of the event is not permitted without prior written consent of ASQ.

22. Installation must be completed by one hour prior to the opening of the show.

23. All exhibitors and attendees must wear badges at all times.

24. Exhibitors with badges will be allowed to enter the exhibit hall a half-hour before and may stay a half-hour after official show hours.

25. Admission to the exhibit hall is open to the public. Children under 16 years of age are not permitted in the exhibit hall.

26. Conference exhibit, ASQ, or GRBCC* will not be liable for the fulfillment of this contract as to delivery of space, and further will not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions due to the following: the building being destroyed by fire, act of God, public enemy, national emergency, strikes, the authority of the law, or any other causes beyond their control. They will, however, in the event of not being able to hold an exhibit for any of the aforementioned reasons, reimburse the exhibitor pro-rata for any prepaid rent, less any and all legitimate expenses incurred by the conference exhibit and ASQ for advertising, salaries, fees, and so on.

27. Exhibitors violating any one of these rules may be expelled from the conference. The show manager and executive director of ASQ will make determination of such violation.

28. Any matters not specifically covered by the rules and regulations of the exhibit shall be subject solely to the decision of ASQ.

29. All exhibitors who sell merchandise from the show floor, or who take orders on either a wholesale or retail basis, must register as a dealer with the Texas Department of Revenue and must adhere to the local laws regarding sales/use tax collections for the city of Houston. Forms and further information will be available in the Exhibitor Service Manual.

30. Display vehicles - All vehicle batteries must be disconnected while on display. Gasoline is allowed in the tanks of display automobiles, but it should not exceed two gallons (five gallons or less for diesel fuel tanks) and the gas cap must be taped or locked. Duplicate keys for vehicles on display must be provided to show management and/or to show security, prior to the doors opening, in the event of an emergency. These keys shall be kept on premises during the entire length of the exhibit. Additionally, exhibitors must apply and pay for a city of Houston fire prevention permit.

31. Cartons, packages, or other containers brought in or removed from the GRBCC* by show personnel, exhibitors, or service contractors may be subject to inspection.

32. In compliance with the city of Houston Ordinance No. 92-565, smoking is prohibited in all public areas of the GRBCC*.

CANCELLATION POLICY:

The exhibitor is required to give notice of cancellation or withdrawal from the exposition in writing. Notices received prior to or on February 5, 2008, are responsible for 50% of the total cost of exhibit space contracted. Any exhibitor who submits a cancellation/withdrawal notice after February 5, 2008, will be responsible for 100% of the total cost of exhibit space contracted.

* GRBCC = George R. Brown Convention Center