



OCTOBER 5-8, 2015 – Embassy Suites Chicago Downtown/Lakefront, Chicago, IL

CONTRACT FOR EXHIBIT SPACE

The undersigned by the duly authorized officer, agent or employee (hereinafter called "exhibitor" hereby enters into a contract with the II-VI Workshop for exhibit space at the 2015 II-VI Workshop on October 5-8, 2015, Embassy Suites Chicago Downtown/Lakefront, Chicago, IL, USA. Reservation of exhibit space by show management on behalf of the Exhibitor is conclusively presumed to be adequate consideration to bind the Exhibitor. No alleged representations, understandings, agreements, modifications, alterations, or additions not contained within the body of this written Contract shall insure to the benefit of the Exhibitor or be binding upon II-VI. The Exhibitor further agrees that if, in the opinion of II-VI, it becomes necessary to change the original allocation of space, such changes may be made by notification to the authorized representative of the Exhibitor. Exhibitors shall abide by all rules as stated or amended in the "Rules and Regulations" of the Exhibit that shall become part of this contract.

Terms for Rental and Contractual Obligations

- A. **TABLE TOP RATE:** The rental fee for a Table Top space is seven hundred fifty dollars (\$750.00)
- B. **DEPOSIT AND PAYMENT TERMS ARE:** For exhibitors choosing two payments, fifty percent (50%) of the exhibit rental fee is due no later than July 1, 2015 for contracts received on, or before, July 1, 2015. Thereafter, the 50% payment must accompany the contract. The balance of the rental fee is due and payable by September 2, 2015. **Failure to make payment by said payment dates does not release the contractual or financial obligation on the part of the exhibitor.** Each space contract submitted to II-VI Workshop after September 2, 2015, must be accompanied by full payment of the exhibit space rental fee. Exhibitors will be liable for any cancellation expense, including reasonable Attorney's fees, "reasonable" to be construed as not less than twenty-five percent (25%) of the amount of all other moneys determined to be owed by the Exhibitor. **Please make checks payable to: II-VI Workshop and send payment accompanied by a copy of the signed contract to II-VI Workshop, 411 Lafayette Street, Suite 201, New York, New York 10003. A copy of this contract will be returned to you upon acceptance**
- C. **CANCELLATION:** In the event the Exhibitor cancels the Exhibitor must do so in writing by certified mail (to 411 Lafayette Street, Suite 201, New York, New York 10003), and will be obligated to pay II-VI Workshop liquidated damages based on the schedule listed in **Section Cancellation Policy of Rules and Regulations**. Written notice of cancellation must be received no later than July 1, 2015, to be liable for 0% of rental fee due, and no later than September 2, 2015 to be liable for 50% of rental fee due. Written cancellation on or after September 2, 2015 obligates the exhibitor to pay II-VI Workshop 100% of the rental fee due.

TABLE TOP EXHIBIT SPACE: Space Desired (in priority order) 1. _____ 2. _____ 3. _____

\$750 per table top package \$ _____

TOTAL COST \$ _____

- Package includes (1) 6' S Table and (2) Chairs. Each Table will be separated by 10 – 12 feet on either side but may vary based on the number of tables sold
- Separate registration is required for admittance to the Workshop**

Company Name: _____

Street Address: _____

City, State, Zip Code: _____

Telephone: _____ Fax: _____ Email: _____

Website: _____ Products to be exhibited: _____

Contact Name: _____

Signature: _____ Date _____

By signing above, the individual signing this contract represents and warrants that he/she is duly authorized to execute this binding contract on behalf of named Exhibitor. Acceptance of this contract by the II-VI Workshop representative converts this application into a binding contract between the exhibitor and the II-VI Workshop, covering all aspects of this contract – including the booth rental and the rules and regulations in the attached document.

Credit Card Payment Information

Credit card # _____ Expiration Date _____

Authorized by: _____ Date: _____

For Use by II-VI
Exposition Assigned II-VI workshop Booth Assigned _____ Total Square Feet _____ Total Rental Fee \$ _____

Accepted for II-VI or Show Management _____ Date: _____