



SAE 2017 On-Board Diagnostics Symposium

September 26-28, 2017 ■ Location TBD ■ Anaheim, CA ■ U.S.

AGREEMENT FOR TABLETOP SPACE

Company Name (as company name should appear): _____

Contact Name: _____ **Title:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Cell Phone:** _____ **Fax:** _____

Email: (required to receive exhibitor details): _____ **Web Address:** _____

Signature (cannot be processed without signature): _____ **Date:** _____

Completion and submission of this form constitutes agreement to **Terms and Conditions** below.

\$TBD per Tabletop Table Qty: _____ Table #: _____ Total \$ _____

Fee includes:

- One (1) 6' table with two (2) chairs and wastebasket
- One (1) symposium registration (Includes access to: technical sessions, refreshment breaks, lunches, reception and tabletop exhibits)
- Company profile in the symposium event guide* and online exhibitor directory (*Profile must be received prior to print deadline: August 2016)

PAYMENT TERMS

100% payment is required upon contract submission unless other terms have been approved by SAE. **NO REFUNDS WILL BE ISSUED AFTER August 12, 2017.**

PAYMENT METHODS:

Please make checks payable to SAE International, complete the contract and mail with payment to: SAE International, Accounts Receivable, 400 Commonwealth Drive, Warrendale, PA 15096-0001 or fax to: +1 - 724-776-1830 with credit card payment info.

Credit Card (Type) _____ **Card No:** _____ **Exp. Date:** _____

Amount: \$ _____ **Signature** (cannot be processed without signature): _____

Wire/Bank Transfer Information: SunTrust Bank Account # 206706413, ABA # 061000104, Swift Code – SNTRUS3A

Tabletops are available on a first-come, first-serve basis to customers and exhibiting companies for that particular event. Offers will be confirmed through the submission of a signed copy of this agreement.

Cancellation of Tabletop - In the event of exhibit cancellation and SAE receives notice of such cancellation more than sixty (60) days prior to the opening date of the event then SAE shall retain a service charge equal to 50% of the total tabletop amount. Within thirty (30) days of the opening day of the event, the customer is liable for 100% of the total amount.

Liability and Indemnification - Neither SAE nor the management of the site shall be liable for damage, loss or destruction of the exhibitor property by reason of fire, theft, accident or other destructive causes. Neither SAE nor the management of the site nor any of their employees, agents, or servants will be accountable or liable for accidents to exhibitors, their employees, agents or servants. The exhibitor shall be liable to SAE and/or the site for any damage done to the building and/or the furniture and fixtures contained therein which shall occur through acts or omissions of the exhibitor, its employees, agents or servants. The exhibitor hereby assumes the entire and full responsibility and liability for and agrees to indemnify and hold harmless SAE International, its officers, directors, members, staff and other representatives from and against any and all claims, damages, injury (including without limitation, death at any time resulting there from), loss or expense (including without limitation, all attorney fees and other expenses of any arbitration or litigation) of any nature resulting from any injury or damage to any person or property which occurs as the result of any act or omission of the exhibitor, its employees, agents or servants.

Insurance - The exhibitor must, at own expense, obtain and maintain Comprehensive General Liability insurance, on an occurrence based policy, with a limit of not less than \$1,000,000 per occurrence/\$2,000,000 aggregate combined singled limit bodily injury/property damage (including products and completed operations coverage and host liquor liability), Automobile Liability insurance no less than \$1,000,000 combined singled limit and Workers' Compensation (statutory limits) coverage. Exhibitor shall provide SAE International with one current certificate of insurance reflecting evidence of coverage listing SAE International as additional insured no less than 30 days in advance of show date.

***Value Added Tax (VAT)** - When applicable, SAE is required to charge VAT to all attendees, with the exception of any attendees who are themselves VAT registered in the country hosting the event and who are able to prove this to the satisfaction of SAE. The appropriate percentage rate of VAT will therefore be added at the checkout in addition to the net attendance fees stated and will be payable to SAE at the same time. If you are a business attendee, you may be eligible to obtain a refund of this VAT from the European country's government by submitting a valid claim under the 13th Directive (non EU business attendees) or under the Refund Directive (EU business attendee not VAT registered) within the statutory deadline. Further information can be obtained from the local tax authorities or by contacting a VAT reclaim agent such as Meridian Global Services (info@meridianglobalservices.com).