



SAE 2017 Thermal Management System Symposium
October 10-12, 2017 ■ Inn at St. John's ■ Plymouth, MI ■ USA

CONTRACT FOR TABLETOP

Company Name: _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____ Web Address: _____

Signature: _____ (cannot be processed without signature)

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

\$3,400 per TABLETOP DISPLAY Table Qty: _____ Table #: _____ Total \$ _____

Fee includes:

- One (1) 6' table with two (2) chairs and wastebasket
- Two (2) symposium registration (*Includes access to: technical sessions, refreshment breaks, lunches, reception and tabletop exhibits*)
- Company profile in the symposium event guide (*Profile must be received prior to print deadline: TBD, 2015*)
- Company profile in the online exhibitor directory

To request a quote for additional exhibitor badges, **contact: Arlene DiSilvio, +1 (724) 772 4060 / arlene.disilvio@sae.org**

PAYMENT TERMS

100% payment is required upon contract submission unless other terms have been approved by SAE. Exhibitor agrees to enclose 100% of the total rental cost with this executed agreement.

NO REFUNDS WILL BE ISSUED AFTER 09/18/2017

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 with credit card payment to SAE at 724-776-1830.

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.

SUB-LEASING - Exhibitor shall not allow any other corporation or firm or its representatives to use the space allotted to the exhibitor, nor shall the exhibitor display articles not manufactured or normally sold by the exhibitor. Co-participation by any other corporation or firm or its representatives in space assigned to the original applicant must be authorized by written permission from SAE, and shall incur an additional charge of 25% of the total cost for exhibit space for each additional participant.

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.