

**PLEASE COMPLETE PAGE 1 AND INITIAL ALL PAGES.  
APPLICATIONS WITHOUT INITIALS OR SIGNATURE WILL NOT BE ACCEPTED.**

## CONTACT INFORMATION

Organization \_\_\_\_\_

(Please list organization name exactly as you want it to appear on the website, marketing materials, etc.)

URL \_\_\_\_\_

Primary Point of Contact \_\_\_\_\_

(This is the person who will receive the confirmation, invoice, and planning information)

Job Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_

(This application, including all terms and conditions only becomes a binding contract when it is received and accepted by USGIF. By signature above, the individual signing this application hereby accepts the attached terms and conditions, and represents and warrants that he/she is duly authorized to execute binding contracts on behalf of the above listed organization.)

### **Co-Sponsorships - \$7,500 USGIF members / \$10,000 non-members (2 Available)**

- Ability to emcee a portion of the day (exact role TBD)
- Logo/brand recognition on website, on-site signage, and select marketing materials
- Ability to provide (1) piece of marketing collateral to be distributed at registration desks
- (1) turn-key booth space to include 6' draped table, 2 chairs, power, internet
- (5) Registrations for staff and (3) Registrations for guests
- Priority Points - 3.75 members, 5 non-members

### **Reception - \$6,500 USGIF members / \$8,750 non-members (Exclusive)**

- Logo/brand recognition on cups and napkins used during reception
- Logo/brand recognition on website, on-site signage, and select marketing materials
- (1) turn-key booth space to include 6' draped table, 2 chairs, power, internet
- (3) Registrations for staff
- Priority Points - 3.25 members, 4.38 non-members

### **Food and Beverage - \$5,000 USGIF members / \$6,750 non-members (Exclusive)**

- Logo/brand recognition on cups and napkins used during breakfast, breaks and lunch
- Logo/brand recognition on website, on-site signage, and select marketing materials
- (1) turn-key booth space to include 6' draped table, 2 chairs, power, internet
- (2) Registrations for staff
- Priority Points - 2.5 members, 3.38 non-members

### **Lanyards - \$3,500 USGIF members / \$4,750 non-members (Exclusive)**

- Branded Lanyards
- Logo/brand recognition on website, on-site signage, and select marketing materials
- (1) turn-key booth space to include 6' draped table, 2 chairs, power, internet
- (2) Registrations for staff
- Priority Points - 1.75 members, 2.38 non-members

### **Exhibit Space - \$1,500 USGIF members / \$2,000 non-members / \$500 government/academia (Limited Availability)**

- (1) turn-key booth space to include 6' draped table, 2 chairs, power, internet
- (2) Registrations for staff
- Priority Points - .75 members, 1 non-members, .03 government/academia

# TERMS AND CONDITIONS



**1. Contract for Exhibit Space or Sponsorship.** This application for exhibit space or sponsorship (when signed by The United States Geospatial Intelligence Foundation and upon return of a signed copy to you with notice of exhibit space and/or sponsorship assignment) constitutes a contract for the right to use the space or sponsorship. The United States Geospatial Intelligence Foundation from this point forward will be referred to as USGIF.

By submitting an application for exhibit space or sponsorship, the applicant releases USGIF, Hyatt Regency Dulles, and official event contractors and their respective affiliates, employees, officers, mortgagors and contractors (the "Indemnitees") from any and all liabilities to applicant, its agents, contractors, licensees, or employees that may arise or be asserted as a result of submission of an application or of participation in this exhibit. Acceptance of an application does not imply endorsement by USGIF of the applicant's products, nor does rejection imply lack of merit of product or manufacturer. USGIF, at its sole discretion has the right to determine eligibility of any company or product for inclusion in the event and retains the right to rescind the contract within 30 days if the exhibit is deemed to be contrary to the best interests of the event. Upon such rescission, USGIF's sole obligation will be to refund exhibit fees paid and received by USGIF, as provided in Paragraph 14, except exhibitor will receive no refund in the event of an exhibitor's breach or repudiation of these terms and conditions. Without obligation to exhibitor (including, without limitation, any obligation to adjust the exhibit fee or compensate exhibitor for relocation costs), USGIF, at its sole discretion has the right to move any exhibitor's location in the exhibit hall for any reason.

**2. Exhibit Booths.** Standard Booth package includes one six foot table, two chairs, internet, and electricity. All exhibits must be set up between 6:30 am and 8:00 am on Monday, April 25, 2016. All exhibits must be removed in their entirety between the hours of 6 pm and 7 pm on Monday, April 25, 2016. The Hyatt Regency Dulles will be carpeted. Exhibitor acknowledges that, under USGIF contract with the Hyatt Regency Dulles, the exhibitor may be required to use the Hyatt Regency Dulles's contractors for services and materials and agrees to do so.

**3. Use of Exhibit Space.** No exhibitor may sublet, assign, or apportion any part of the space allotted, or represent, advertise, or distribute literature for the products or services of any other firm or individual except as expressly approved in writing by USGIF. The purposes of the exhibit are to inform and educate the community regarding characteristics and uses of the products. All exhibit activities must be confined to exhibitor's contracted booth space.

**4. Dismantling.** Exhibits may not be dismantled before the close of the forum. Exhibits must be removed by the exhibitor from the premises no later than the time indicated in the general information document. The premises must be left broom clean by the exhibitor. Exhibitor shall be liable for all expenses, including, but not limited to, all storage and handling charges, resulting from the failure to remove exhibit material from the exhibit hall prior to the conclusion of the dismantling period as specified by USGIF.

**5. Booth Representatives.** Exhibitor's booth representatives shall be restricted to employees of the exhibiting companies who are actually working in the exhibitor's booth. Booth representatives shall wear "EXHIBITOR" badge identification furnished by USGIF at all times. USGIF may limit the number of booth representatives at any time in its sole discretion.

**6. Proper Attire and Conduct.** Exhibitor's representatives' manner or appearance and dress must be conservative and professional at all times during event hours. USGIF, at its sole discretion, may ban any exhibitor or attendee from the event due to a breach of this rule.

Exhibitors operating sound motion picture equipment, record players, loudspeakers, or any other noise-creating devices shall do so only at a level which will not interfere with other exhibitors or add unduly to general acoustic inconvenience, and USGIF, reserves the right, at its sole discretion, to require discontinuance of their use. Should the wording on any sign or area in Exhibitor's booth be deemed by USGIF, in its sole discretion, to be contrary in any way to the best interests of the event, exhibitor shall make at its own expense such changes as are requested.

USGIF, in its sole discretion may shut down any demonstrations of services or equipment, interviews, and other exhibit activities if it deems that the rights of other exhibitors are being infringed upon.

**7. Music Licensing.** Exhibitors using music in their booth, either live or mechanical, must provide USGIF with a copy of the Exhibitors Licensing Agreement with ASCAP, BMI or other such licensing organization prior to the opening of the event.

Further, should Exhibitor play music, exhibitor agrees to indemnify and hold harmless the Indemnitees against any actions, claims, demands, liability, damages, settlements or costs (including, without limitation, reasonable attorney's fees) brought against or incurred by any Indemnitee by ASCAP, BMI or other such licensing organization for the playing of such music.

**8. Rejected Displays.** Exhibitor agrees that his exhibit shall be admitted and shall remain from day to day solely in strict compliance with the rules herein laid down. USGIF, at its sole discretion, reserves the rights to reject, eject, or prohibit any exhibit in whole or part, or exhibitor or his representatives, with or without giving cause. If cause is not given, and USGIF is for any reason deemed to be liable for such rejection, liability shall not exceed the return to exhibitor of the exhibitor fees pro-rated over the period of the event at the time of ejection. If an exhibit or exhibitor is ejected for breach of any obligation, term or condition under this contract or for other stated reasons, no return shall be made.

**9. Damage to Property.** Exhibitor is liable for any damage or loss to any property (including, without limitation, that of USGIF, the Hyatt Regency Dulles, or any other exhibitor) caused by exhibitor or its agents, contractors, licensees, invitees or employees. Exhibitor may not apply paint, lacquer, adhesive, or other coating to building columns or floors or to standard booth equipment.

**10. Fire and Safety Regulations.** Exhibitor agrees to accept full responsibility for compliance with federal, state, county and municipal laws and regulations in the provision and maintenance of adequate safety devices and conditions for the operation of machinery and equipment. Exhibitor agrees to comply with all state and local fire and safety laws and regulations. Potentially combustible or explosive materials and substances must be flameproof. Packing containers, excelsior, wrappings and similar materials must be removed from the exhibit area and must not be stored under tables or behind displays.

**11. Alcoholic Beverages.** All alcoholic beverages are prohibited in the event area, unless express written permission is first obtained from USGIF.

**12. Attendance.** USGIF, at its sole discretion, shall have control over admission policies at all times.

**13. Exhibitor's Admittance During Non-Forum Hours.** Booth representatives will be permitted to enter the event space 2.5 hours before the scheduled opening of the exhibit hall. Exhibitors having special problems that require additional time should check with USGIF prior to the event.

**14. Failure to Hold Forum.** Should anything prevent holding of the Forum, this agreement shall terminate, and the exhibitor waives any claim for damages or compensation, and neither party shall have any further obligation against the other, except that USGIF shall refund to the exhibitor the amounts paid under this agreement, less a pro rata share of USGIF's actual expenses incurred in connection with said Forum. Said pro rata share of USGIF's actual expenses is to be determined on the basis of the number of square feet of floor space assigned to the exhibitor in relation to the number of square feet of floor space assigned to all other exhibitors at the Forum under similar contracts with USGIF.

**15. Exhibitor Representative's Responsibility/Indemnity.** In addition to any other obligations of exhibitor, exhibitor shall indemnify and defend the Indemnitees and any governmental entity for all actions, claims, demands, liability, damages, settlements, fines, penalties or costs (including, but not limited to, reasonable attorney's fees) arising or resulting from exhibitor's, or its agents', contractors', licensees', invitees or employees', activities or presence at the event (including, without limitation, those resulting from any labor dispute relating to exhibitor's employees, its breach of these terms and conditions or its failure to comply with USGIF's contract with the Hyatt Regency Dulles, any applicable laws, the official exhibitor manual or USGIF's instructions), and including, without limitation, the injury, death, or damage to the property, of any person (including, without limitation, exhibitor's employees) and damages (except as expressly provided otherwise in these terms and conditions) to exhibitor's business, whether or not resulting in whole or in part by the negligence of any person (except the sole negligence of USGIF) or by the defect in any premises or products.

## TERMS AND CONDITIONS



**16. Americans with Disabilities Act.** Exhibitor acknowledges its responsibilities under the Americans with Disabilities Act (ADA) to make its booth accessible to handicapped persons. Exhibitor shall also indemnify and defend the Indemnitees and any governmental authority against any action, claims, demands, liability, damages, settlements or costs (including, without limitation, reasonable attorney's fees) which may be incident to, arise out of, or be caused by exhibitor's failure to have its booth comply with the requirements of the ADA.

**17. Floor Load.** Under no circumstances may the weight of any equipment or exhibit material exceed the hall's maximum floor load. Exhibitor accepts full and sole responsibility for any injury or damage to property or person resulting from the failure, knowingly or otherwise, to distribute the load of his exhibit material in conformity with the maximum floor load specifications.

**18. Lotteries; Contests.** The operation of games of chance or lottery devices, or the actual or simulated pursuit of any recreational pastime is permitted only upon the express written approval of USGIF.

**19. Restrictions.** USGIF, at its sole discretion reserves the right to restrict exhibits which, because of noise, method of operation, or any other reason, become objectionable or otherwise detract from or are out of keeping with the character of the Forum as a whole. It may forbid installation or request removal or discontinuation of any exhibit or promotion which, if continued, departs substantially from the description given advance approval. In the event of such restrictions or evictions, USGIF is not liable for any refund of fees or other compensation to exhibitor (including, but not limited to, costs of removal or alteration).

Advertising, displays, demonstrations, conferences, entertainment, convention registration, and hospitality rooms in the interest of business are not permitted except by firms that have rented space to exhibit or by permission of USGIF.

**20. Obstruction of Aisles or Booths.** USGIF, at its sole discretion, may suspend any exhibitors' booth if any demonstration or activity results in the obstruction of aisles or prevents ready access to nearby exhibitors' booths.

**21. Interpretation and Enforcement.** These terms and conditions, USGIF's contract with the Hyatt Regency Dulles, including, but not limited to, the Hyatt Regency Dulles regulations and directions, are incorporated into and are a part of exhibitor's obligations under this agreement. All matters in question not covered by this agreement are subject to the decision of USGIF and all decisions so made shall be binding on all parties affected by them as by the original regulations.

**22. Union Restrictions.** Exhibitors are required to observe all union contracts in effect between USGIF, their official contractors, the Hyatt Regency Dulles, on the one hand, and various other organizations, on the other hand. USGIF is not responsible for interference with the Event caused by disputes involving union personnel and individual exhibitors.

**23. Security.** The provision of any security service may not be construed as an assumption of obligation or duty by USGIF with respect to the protection of the exhibitor's property. Exhibitor releases the Indemnitees for any loss, damage, theft or destruction of exhibitors' property, and further shall indemnify and defend the Indemnitees from any liabilities resulting from any such loss, damage, theft or destruction of exhibitor's property or that of any other exhibitor's exhibit space.

**24. Conflicting Meetings and Social Activities.** In the interest of the success of the entire convention, the exhibitor agrees not to extend invitations, call meetings, or otherwise encourage absence of members or exhibitors from the convention or exhibit hall during official exhibit or convention hours.

**25. Use of the USGIF Logo.** Exhibitor acknowledges and agrees that the "United States Geospatial Intelligence Foundation (USGIF)" name and USGIF's logos and trademarks are the exclusive property of USGIF and may not be used by an exhibitor unless, and to the extent, expressly provided in a separate written agreement with USGIF. Nothing contained in this contract gives exhibitor any right to use such name, logos or trademarks including, but not limited to, any right to use in connection with exhibitor's advertising, products or services. Any unauthorized use of such name, logos or trademarks constitutes a breach of this contract and, in addition to any other remedies available to USGIF at law or in equity, USGIF may terminate this contract without obligation to refund any fees paid by exhibitor.

**26. PAYMENT & CANCELLATION POLICY.** Sponsors must submit cancellations in writing to USGIF. Due to the short planning period, no refunds will be given.

## CANCELLATION

When the United States Geospatial Intelligence Foundation has accepted this application, it and the terms and conditions set forth below become a legally binding contract. Due to the short time frame for planning, no refunds will be given.

In the event that an organization cancels all or part of their sponsorship the organization must do so in writing and will be obligated to pay the United States Geospatial Intelligence Foundation the total cost for the contracted sponsorship.

## APPLICATION & CONTRACT

Please complete, sign and return this application to:

**Jeff Ley at [jeff.ley@usgif.org](mailto:jeff.ley@usgif.org) or Ashley Jones at [ashley.jones@usgif.org](mailto:ashley.jones@usgif.org)**

Due to limited space availability of sponsorships, the United States Geospatial Intelligence Foundation cannot guarantee that your application will be accepted. The United States Geospatial Intelligence Foundation will return your deposit if your application is not accepted for any reason. Otherwise, a copy of this application will be returned to you after it has been accepted by the United States Geospatial Intelligence Foundation and a sponsorship has been assigned. At that point, this application, together with the terms and conditions, will become a legally binding contract between you and the United States Geospatial Intelligence Foundation. Please make all checks payable to **USGIF** in U.S. Funds.

## FINANCIALS/CALCULATIONS

SPONSORSHIPS	Gov/Academia	USGIF Member	Non-Member	
Co-Sponsorship		\$7,500	\$10,000	
Reception		\$6,500	\$8,750	
Food and Beverage		\$5,000	\$6,750	
Lanyards		\$3,500	\$4,750	
Exhibit Space	\$500	\$1,500	\$2,000	
TOTAL COST				

## PAYMENT INFORMATION

Please select your preferred payment method below. As part of the confirmation process, USGIF will send an invoice via email to the email address listed below. If a PO is issued, please list it below and USGIF can include it on the invoice. If paying by credit card, a receipt will be generated and emailed to the email address listed below. If a PO is issued, the standard, pre-printed terms and conditions, if any, on the PO will have no legal effects and will not be binding by USGIF.

☐ Check (Please make all payments payable to USGIF in U.S. Funds.)

☐ EFT

☐ PO # \_\_\_\_\_

☐ Credit Card (see below)

☐ VISA ☐ MasterCard ☐ AMEX Credit Card # \_\_\_\_\_ Exp \_\_\_\_\_

Print Name (as it appears on card) \_\_\_\_\_

Billing Address (where statement is sent) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Card Holder's Signature \_\_\_\_\_ Date \_\_\_\_\_

The card holder's signature indicates that (1) the issuer of the card identified above is authorized by the cardholder to pay the total due as shown on this application, (2) that the card holder promises to pay such amount subject to and in accordance with the agreement governing the use of such card, and (3) the United States Geospatial Intelligence Foundation is authorized to charge the credit card number listed above for the listed amount.

Total Due (from above): \$ \_\_\_\_\_

Please add the 3% Administrative Fee (if paying by credit card, and amount is over \$1,000): \$ \_\_\_\_\_

Total amount to be charged to card: \$ \_\_\_\_\_

## FOR USGIF USE ONLY

Sponsorship/Booth Assigned \_\_\_\_\_

Date Received \_\_\_\_\_ Date Accepted \_\_\_\_\_

Accepted on behalf of USGIF by: \_\_\_\_\_

**Secure your sponsorship or exhibit space today!**

**Contact Jeff Ley or Ashley Jones:**

Jeff Ley, CEM, CMM, Vice President of Business Development and Exhibitions • 703.793.0109 x102 • jeff.ley@usgif.org

Ashley Jones, CEM, CMP, CTSM, Sales Support Manager • 703.793-0109 x127 • ashley.jones@usgif.org