



September 18-20, 2012  
Charlotte Convention Center  
Charlotte, NC

Hybrid, Electric, and Advanced Truck Users Forum

# HTUF 2012

National Conference & Expo

HTUF is operated by CALSTART in partnership with and under contract to the US Army TARDEC National Automotive Center

## EXHIBIT APPLICATION

Company Name \_\_\_\_\_ Website \_\_\_\_\_

Exhibit Contact \_\_\_\_\_ On-Site Contact \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

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

Description of Services \_\_\_\_\_

Vehicle Display? (Minimum 10' x 20' Booth purchase required) \_\_\_\_\_ Yes \_\_\_\_\_ No

Make \_\_\_\_\_ Model \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Fuel Type \_\_\_\_\_

### EXHIBIT PRICING

Total Booths Requested \_\_\_\_\_

Total Amount Due \$ \_\_\_\_\_

Preferred Booth Location Choices  
(visit [www.htuf2012.org/exhibits](http://www.htuf2012.org/exhibits)).

1<sup>st</sup> \_\_\_\_\_

2<sup>nd</sup> \_\_\_\_\_

3<sup>rd</sup> \_\_\_\_\_

Assignments made on first come, first served basis.  
Subject to change.

	CALSTART MEMBERS	On or before May 31, 2012	After May 31, 2012	INCLUSIONS
CALSTART Member 10 x 10		2,950	3,450	1 Full Conference Registration
CALSTART Member 10 x 20*		4,950	5,450	1 Full Conference Registration 1 Expo Only Registration
Additional 10 x 10 Member Booths		1,450	1,950	One Additional Expo Only Registration per 10 x 10 Purchase
NON - MEMBERS				
Non-Member 10 x 10		3,250	3,750	1 Full Conference Registration
Non-Member 10 x 20*		5,250	5,750	1 Full Conference Registration 1 Expo Only Registration
Additional 10 x 10 Member Booths		1,750	2,250	One Additional Expo Only Registration per 10 x 10 Purchase

\*minimum 10 x 20 purchase to display a vehicle. Official Conference sponsors receive priority locations and an additional 10% discount on booth purchases not included in sponsorship package, as well as numerous other benefits.

**Payment Information** \_\_\_\_\_ Check Enclosed (made payable to CALSTART) \_\_\_\_\_ Credit Card (MasterCard, Visa, Amex)

Card Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiration \_\_\_\_\_ / \_\_\_\_\_ CVV \_\_\_\_\_

Name on Card \_\_\_\_\_ Authorized Signature \_\_\_\_\_

*By signing below, I acknowledge that I am authorized to enter into contractual agreements on behalf of the organization/company listed above, and I have read and understand the Terms and Conditions of the CALSTART/HTUF Conference & Expo 2012.*

Name \_\_\_\_\_ Title \_\_\_\_\_

(please print)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Mail this form, with payment (to CALSTART) to: Staged Right Events, Attention HTUF 2012 Exhibits, and 29 S. Federal Hwy, Dania Beach, FL 33004 or fax 305.397.1426

## HTUF2012 EXHIBITOR TERMS AND CONDITIONS

**Definitions:** *In these Terms and Conditions:* The term "Exhibitor" refers to the company, firm, person or other organization to whom space at the Exhibition has been allocated by CALSTART, and in relation to any term or condition, shall include employees, contractors, sub-contractors, agents, licensees or invitees of the Exhibitor. The term "Exhibition" refers to the HTUF 2012 National Conference and Expo.

**Space Assignment:** Wherever possible, space assignments will be made by CALSTART in keeping with the preferences as to location requested by the Exhibitor. Exhibitors may identify the names of competitors from whom they wish to have their exhibit booth separated. However, CALSTART reserves the right to make the final determination of all space assignments in the best interest of the show. Exhibitors shall not exhibit or market their products or services outside of the assigned exhibit space.

**Arrangement of Exhibits and Vehicle Displays:** Exhibit Booth includes 8' high back wall drape 36" sidewall drape and 7"x44", 2-line booth id sign. Vehicle space includes floor space only. Exhibitor will provide all other furnishings, equipment, facilities, carpeting, etc. at its own expense and responsibility. These may, at the Exhibitor's discretion, be obtained through the official suppliers. All exhibitors must provide a description of the products, vehicles and/or services that will be displayed by no later than August 15, 2012. Vehicle display descriptions must include information on the make, model year, and fuel type. Vehicles must comply with weight limits and fuel requirements.

**Vehicle Weight Limits and Fuel Requirements:** Vehicles may be allowed in the Charlotte Convention Center for display purposes provided they meet the following requirements:

- Exhibitors must provide a full description, including make, model, dimensions and weight of all vehicles to be displayed no later than August 15, 2012.
- Exhibitors must request permission for any demonstrations on the exhibit floor no later than August 15, 2012. CALSTART and the Charlotte Convention Center reserve the right to approve or deny any demonstration requests.
- Vehicle weight limit is 350 lbs. per square foot.
- Fueling or fuel removal is PROHIBITED
- Vehicles are prohibited from being moved during the event without prior approval
- Natural gas powered vehicles must have the tank purged before entering the building
- Gasoline powered vehicles on display must have fuel maintained at ¼ tank or 5 gallons, whichever is less. Fuel tank caps must be locked or taped shut. Battery cables must be disconnected, and the connecting leads wrapped with electrical tape. Gasoline and diesel fueled material handling equipment may not be stored overnight in exhibit hall.

**Payment for Space:** Applications for exhibit space must be accompanied by full payment before exhibit space is assigned. Government agencies must provide properly executed purchase orders. Full refunds will be issued by CALSTART to any applicant who is unsuccessful in being placed in exhibit space.

**Cancellation:** All cancellations or space changes must be made in writing. Any company cancelling their contracted space prior to July 30, 2012 will forfeit 50% of the total booth cost. No refunds or transfer of funds will be made for any company cancelling their contracted exhibit space after July 30, 2012, even if that booth is resold. In addition, the exhibitor loses the right to use the complimentary registrations granted by this contract. CALSTART reserves the right to terminate this contract immediately and to withhold possession of the exhibit space and exhibitor shall forfeit all space rental fees paid if the exhibitor fails to perform any material terms or conditions of the contract or refuses to abide these Terms and Conditions.

**Exhibit Contractor:** CALSTART or its selected show management general service contractor will furnish each participating exhibitor with an Exhibitor Service Kit, which will contain exhibit construction guidelines, shipping labels and order forms for all booth accessories and services required. Orders not processed in advance for signs, furniture, carpeting, labor and other requirements must be procured at the official exhibit services contractor's service desk in the exhibit hall. All participating exhibitors and contractors must abide by any union jurisdiction in force at the time of the exposition. Exhibitors shipping by express, railroad, or truck freight are requested to ship direct to the freight contractor designated in the Exhibitor Service kit in ample time prior to the exposition.

**General Restrictions:**

- Exhibitors are prohibited from using amplification equipment that is objectionable to CALSTART.
- Exhibitors must confine their activities to their contracted space.

- Exhibitors will not be permitted to use strolling entertainment or to distribute samples or souvenirs except from their own booths.
- Exhibitors must comply with all safety provisions as noted in the Exhibitor Service Manual and as required by the facility and Fire Marshal.
- CALSTART reserves the right to require the modification of any questionable exhibit.

- No exhibitor shall assign, sublet or share the whole or any part of the booth space allotted without written permission from CALSTART.

**Conflicting Events during Show Hours:** The exhibitor agrees not to extend invitations, call meetings, hospitality events or otherwise encourage the absence of industry professionals from the exhibit hall and meeting rooms during the hours of all conference and expo activities. Should an exhibitor wish to extend invitations, call meetings or hold hospitality events outside of the official show hours, they may do so by contacting the appropriate Convention Center or Hotel sales contact.

**ADA:** All booths must be constructed in compliance with the American Disabilities Act.

**Installation and Dismantling:** Decorators, electricians, vehicles and exhibitors may not move in prior to 3:00 p.m., Monday, September 18, 2012. Displays must not be dismantled or packed in preparation for removal prior to the official closing time of 5:00 p.m. on Wednesday, September 20, 2012. Any exhibitor dismantling prior to the official closing time will be considered in violation of this contract and may be fined up to \$1000. Every booth must be fully staffed and operational during all official show hours. Exhibitors must complete tear down by 11:59 p.m. on Wednesday, September 20, 2012, at which point all exhibit displays or materials left in the booths without instructions will be packed and shipped at the discretion of CALSTART and/or show management contractors, and all charges will be applied to the exhibitor.

**Exhibitor Badges and Admission Credentials:** Official show badges will be required for entry into the exhibit hall at all times. Badges are not transferable and those worn by anyone other than the person to whom they were issued will be confiscated. See Exhibitor Application for information on allotted exhibit badges with booth purchase. Personnel issued Exhibit Only badges will be admitted exclusively to exhibit hall functions and Ride and Drive, but are not eligible to attend other conference functions, sessions or events. Additional full conference and Exhibit Only registrations are available for purchase on the conference website and on-site. Additional personnel will be allowed into the exhibit hall for construction and teardown.

**Security:** CALSTART will provide security guard service throughout the entire meeting, including the official periods of exhibit installation and dismantling. The furnishing of such services is in no case to be understood and interpreted by exhibitors guaranteeing them against loss or theft of any kind.

**Liabilities:** Exhibitor agrees that it will conduct its activities upon the premises so as not to endanger any person lawfully thereon and agrees to indemnify and hold harmless CALSTART, its directors, officers, employees, agents and contractors and the event facility from any and all claims, demands, losses, liabilities, costs or expenses of any nature whatsoever. The exhibitor hereby assumes full responsibility for the acts and conduct of all persons admitted to the premises by consent of exhibitor, and exhibitor agrees to pay damages for any damage to the event facility or premises resulting from its use or occupancy thereof, or from persons participating with or attending the function contemplated by this agreement. Such indemnification shall not be limited to insurance required herein.

**Failure to Hold Exhibition:** CALSTART, its directors, officers, employees, agents and contractors shall not be financially obligated or otherwise committed in the event of the exhibition being canceled or deferred due to fire; flood; riot; earthquake; civil commotion; insurrection; act of nature; labor disputes; strikes; terrorism; wars; shortage of or inability to obtain materials, supplies or utilities; or any law, ordinance, rule, regulation; or any other cause beyond CALSTART's reasonable control.

**Insurance:** The exhibitor acknowledges that CALSTART and the event venue do not maintain and are not responsible for maintaining insurance covering personal injury to the exhibitor or the exhibitor's property. Exhibitors also acknowledge that it is the sole responsibility of the exhibitor to obtain insurance covering such losses or damages. It is highly recommended that exhibitors obtain all-risk insurance for their exhibits.

**Amendments:** CALSTART reserves the right to make such additional conditions, rules and regulations as it deems necessary to enhance the success of the exposition, and to decline or prohibit any exhibit which in its judgment is out of keeping with the character of the conference and exposition. This reservation is all-inclusive as to persons, things, printed matter, products and conduct.