

## TERMS & CONDITIONS

### 1. CONTRACT

The Contract for Sponsorship (and Exhibit Space, if included in package) properly executed by the Sponsor and accepted in writing by INFORMS, shall be considered a binding agreement between the Sponsor and INFORMS and subject to the rules stated in this document.

### 2. REGISTRATION

Exhibit and Sponsor registration fee includes all deliverables as outline on the INFORMS Annual Meeting website:  
<http://meetings.informs.org/houston2017>.

### 3. PAYMENT TERMS/CANCELLATIONS

The full exhibitor and/or sponsorship fees or details for invoicing must accompany the application and contract. Sponsors who cancel a contract in writing, postmarked by August 21, 2017, will receive a refund of fees paid, less a \$250 cancellation fee. There will be no refunds for cancellations after August 21, 2017. If sponsorships are cancelled by INFORMS, all payments will be refunded in full. Sponsorship, Exhibit, and Additional Workshop AV Fees must be paid prior to October 22, 2017.

## FOR EXHIBITORS, PLATINUM & GOLD SPONSORS ONLY:

### 4. BOOTH ASSIGNMENTS

Booth assignments will be made on a first-come, first-served basis, upon receipt of the signed Contract for Sponsorship and payment. Assignments will not be made until payment is received. Exhibit service manuals will be available in early August 2017.

### 5. BOOTH INFORMATION

Booth size is 10' x 10' with 8' drapery back wall and 3' drapery side rails. A 7" x 44" two-line identification sign with company name and exhibit booth number is included. Table and chairs are not included. All exhibits must be arranged so as not to obstruct the view of adjacent booths. Exhibits are not to exceed 8' in height on the back wall or 3.5' in height along the side walls. Adequate overhead lighting is provided. Individual electrical outlets are not included. The exhibit space within the convention hall is carpeted.

### 6. BOOTH RELOCATION

If it becomes necessary to relocate an exhibitor after registration has been processed, INFORMS will contact the company. Every effort will be made to reassign the exhibitor to a similar space.

### 7. SHOW HOURS AND DATES

Hours and dates for installing, showing, and dismantling the Exhibit Space shall be those specified by INFORMS and published in the Exhibit Service Manual. All exhibits must be open and staffed during exhibit hours, and no dismantling or packing may be started before the official close of the show. Neither INFORMS, George R. Brown Convention Center, or the contracted decorator shall be responsible or liable for any property not timely removed by exhibitor.

### 8. UNION LABOR

The Exhibitor must comply with all union regulations applicable to set-up, display, and dismantling of Exhibit Space, and all labor contracts and labor regulations in effect in the convention facility for the show.

### 9. USE OF SPACE

All materials and activities must be confined to the limits of the exhibit booth and shall not interfere with traffic or other exhibits. Promotion is limited to products and services of exhibiting companies only. Reassignment, subletting, or sharing of exhibit space is prohibited. Excessive noise, which would interfere with other exhibitors, is not allowed. INFORMS reserves the right to alter the location of exhibit booths in the best interest of the exhibits and the conference.

### 10. FIRE PRECAUTIONS

Exhibitors must use materials that will pass fire inspection. Drapes and curtains must be flame proofed. The storage or use of flammable or explosive materials, or any substance prohibited by local laws or insurance carriers is forbidden. George R. Brown Convention Center or Hollins Exposition must do all electrical work to insure compliance with local regulations.

### 11. DAMAGE, RISK OF LOSS, INDEMNITY, & INSURANCE

The Exhibitor agrees to indemnify and hold harmless INFORMS, Hollins Exposition, and George R. Brown Convention Center and their respective officers, employees, and agents against (1) liability for damages on account of personal injury or property damage suffered by any third party arising out of the installation, maintenance, use, operation, removal of the exhibit by Exhibitor and use of the exhibiting premises by Exhibitor, and (2) costs and expenses related to the foregoing (including reasonable attorney's fees), provided that the indemnified party: (a) promptly notifies Exhibitor of any such claim, (b) cooperates with Exhibitor in connection with the defense or settlement of any such claim, and (c) permits Exhibitor to control the defense and/or settlement of any such claim. The Exhibitor understands that INFORMS, Hollins Exposition, and George R. Brown Convention Center do not maintain insurance covering the Exhibitor's property and agrees that they (and their respective officers, employees, and agents) will have no liability for damage thereto or loss thereof caused by any third party, and it is the sole responsibility of the Exhibitor to obtain such property insurance. Each exhibiting company desiring to insure its exhibit and display materials against loss of any kind must do so at its own expense.

**The undersigned agrees to abide by all requirements, restrictions and obligations detailed in these terms and conditions.**

Signature: \_\_\_\_\_

Print Your Full Name: \_\_\_\_\_

