



Northwest Washington IEC

IEC of Washington Educational Training Fund

Trade Show & Apprentice Graduation and Awards Banquet

Reservation and Payment Information

Exhibit Booth Fees

- One Booth Space \$500.
- _____ # Additional Booth Spaces @ \$450. ea
- Corner/End location (addtl.) \$50.
- _____ # Additional Skirted Tables @ \$35. ea
- _____ # Boxes to be shipped @ \$15. ea
- _____ # Exhibit Crates to be shipped @ \$35. ea
- _____ # Additional Dinner Passes @ \$45. ea
- _____ # Electrical hook-ups 15. ea
- Total: _____ .00

Preferred Booth Location: Please select your top three choices.

1st: _____ 2nd: _____ 3rd: _____

Payment:

- Check: Enclosed is a check made payable to IEC of Washington.** Send all payments to: IEC Trade Show, 11630 Airport Road, Suite 300, Everett, WA 98204.

Credit Card: VISA MC

Credit Card #: _____ Exp. Date: _____

Card Holder Name: _____

Authorized Signature: _____

Credit Card Billing Address: _____

City: _____ State: _____ Zip: _____

Fax completed form with credit card information to: 425-348-9708

Contact Information:

Company: _____

Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____ Fax: _____

Booth Information:

Please indicate how your booth sign should read (20 letters or less).

Are there companies that you do not want next to your exhibit booth? *Please list:*

I agree to abide by the Exhibitor Policies listed at right.

Signature: _____

Subletting or Sharing Space: Exhibitors are prohibited from assigning, subletting or dividing any of the assigned booth space and are prohibited from exhibiting any products or services other than those manufactured or distributed in their business operations. Specific permission is required from the IEC Trade Show for any change to this policy.

Registration: Each exhibiting organization will receive two complimentary dinner passes per every booth space reserved and paid (and may purchase up to six more passes). Passes do not include participation in educational sessions or other convention events.

Name Badges: Name badges must be worn by each vendor attending IEC Trade Show. Badge sharing is not permitted; only the individual to whom the badge is issued may wear it.

Solicitation by Non-Exhibitors: IEC Trade Show prohibits solicitation by companies or representatives that have not secured exhibit space. This rule includes the Ballroom, Hall and adjoining areas.

Security: IEC Trade Show is not responsible for any personal injury to exhibitors or for the safety of exhibits against robbery, damage by fire, accidents, or any other cause.

Terms of Payment: The signed Booth Reservation Form with accompanying payment must be received before space can be permanently assigned. Full payment must be received within two weeks of space reservation or IEC will have the right to re-assign booth without liability.

Cancellations: Cancellation requests must be submitted in writing to IEC Trade Show. The date on which written notice of cancellation is received will be considered the official cancellation date. Cancellations received in writing on or before February 1, 2008, will be charged a processing fee of \$250 per booth. IEC Trade Show is unable to provide any refunds for cancellations made after February 1, 2008. Funds forfeited because of cancellation cannot be applied to other activities.

Booth Assignments and Additional Policies: IEC retains the right to determine the eligibility of any exhibitor or material for exhibit in accordance with its rules and regulations.

Early Exhibit Breakdown Prohibited: Dismantling exhibit booths before IEC Trade Show & Apprentice Graduation and Awards Banquet officially closes is unprofessional and unsafe, and is therefore prohibited. Exhibitors are also required to keep aisles clear of their exhibit booth materials until IEC Trade Show & Apprentice Graduation and Awards Banquet officially closes and attendees have cleared the tradeshow floor. A schedule of breakdown is provided.

Space Assignments: IEC will attempt to comply with the exhibitor's location preferences; however, the final location and dimensions of the exhibitor's space and exhibit materials shall be determined at the discretion of IEC. The exhibitor agrees that IEC has the right to make rules, regulations and/or changes in the floor plan and/or the arrangement of booths for IEC Trade Show & Apprentice Graduation and Awards Banquet as is deemed necessary and to amend same from time to time.

Hotel Accommodations: Special discounted rates on sleeping rooms at the official IEC hotel, Holiday Inn Downtown, Everett, will be made available on a first-come, first-served basis. IEC will send complete housing information to exhibit companies, following receipt of a completed Booth Reservation Form/Contract with full payment.