



# SMST2024

Shape Memory and Superelastic Technologies  
Conference and Exposition

## Exhibitor Service Manual

### Important Document

Please read the general show information carefully and keep as a reference.  
All Exhibitors are contractually required to abide by these rules.

Organized by:





## General Information

### LOCATION:

Hotel Cascais Miragem  
Av. Marginal N 8554  
Cascais, 2754-536, Portugal

### IMPORTANT EXPO HOURS\*:

#### EXHIBITOR SET-UP:

Monday, May 6, 2024.....12:00 p.m. – 5:00 p.m.

#### EXHIBIT HOURS:

##### Monday, May 6, 2024

Welcome Reception with Exhibitors.....5:30 p.m. – 7:00 p.m.

##### Tuesday, May 7, 2024.....9:00 a.m. – 6:30 p.m.

Morning Break.....10:00 a.m. – 10:30 a.m.

Lunch.....12:15 p.m. - 1:15 p.m.

Afternoon Break..... 3:15 p.m. – 3:45 p.m.

Expo/Poster Reception.....5:00 p.m. – 6:30 p.m.

##### Wednesday, May 8, 2024.....9:00 a.m. – 1:00 p.m.

Morning Break.....10:00 a.m. – 10:30 a.m.

Lunch.....12:15 p.m. - 1:15 p.m.

#### EXHIBITOR TEAR-DOWN

Wednesday, May 8, 2024.....1:00 p.m. to 5:00 p.m.

*\*Times are subject to change*



## Contacts

### Exhibit Sales

[ExpoSales@asminternational.org](mailto:ExpoSales@asminternational.org)

Tel.: +351 210 060 608

Mail: [sergio.marques@cascaismirage.com](mailto:sergio.marques@cascaismirage.com)

### Exhibitor Logistics

Lindy Good  
440-338-5422

[Lindy.Good@asminternational.org](mailto:Lindy.Good@asminternational.org)

### Shipping Address TO The Event:

Attention: Kathy Murray, ASM International  
SMST Conference, May 6-10, 2024  
Av<sup>a</sup> Marginal, No. 8554  
2754-536 Cascais  
Portugal

### Decorator

Hotel Cascais Miragem  
Sérgio Marques  
Tel.: +351 210 060 608

Mail: [sergio.marques@cascaismirage.com](mailto:sergio.marques@cascaismirage.com)

### **IMPORTANT**

Please do NOT mention the name of the Hotel on the shipping label as in that case all the material will go to customs.

### Registration

Registrations Secretariat

[registrations.smst2024@aimgroup.eu](mailto:registrations.smst2024@aimgroup.eu)

**Packages CANNOT arrive before:  
Wednesday, May 1, 2024**

### Audio Visual

Paulo Aparicio  
On The Road

[paulo.aparicio@ontheroad.pt](mailto:paulo.aparicio@ontheroad.pt)

### Shipping POST Event:

Exhibitors **MUST** pre-pay and schedule their own return shipments. Return packages should be left at the tabletop to await the carrier's pickup. Items will be moved to hotel storage to await pickup the next day if not picked up by 5:00 p.m.

### Electrical & Internet

Hotel Cascais Miragem  
Sérgio Marques

**Attention:** Kathy Murray, ASM International  
SMST Conference, May 6-10, 2024

Av<sup>a</sup> Marginal, No. 8554  
2754-536 Cascais  
Portugal

**EXHIBITOR:**

**GROUP:** ASM International

**DATES OF EVENT:** May 6-10, 2024

**TABLETOP #:**

*\*Items should not arrive at location before Wednesday, May 1, 2024.*

## Exhibitor Rules & Display Reference Guidelines

The following Exhibitor Rules & Display Reference Guidelines have been established by ASM International, Show Management. These guidelines are created to promote continuity and consistency among tabletop exhibitors and follow industry tabletop exhibitor rules of the road.

### Exhibitor Rules

- Full pop up booths may **NOT** be used with your tabletop. Package includes an 8 foot wide space, normal size of pop up booths are 8 foot x 10 foot and are too large for your space.
- Display materials should be arranged in such a manner so as not to obstruct Line-of-Site for neighboring exhibitors.
- Exhibitors are encouraged to display promotional items on the tabletop.
- Tabletop displays & banner stands **MUST NOT** exceed 84 inches in height – meaning from the floor to the top of your display cannot be taller than 84 inches.
- Floor standing display banner stands (*must be put behind your table*) must not exceed 84 inches in height and 42” in width.
- Floor standing display banner stands are not permitted in front or on the side of the tabletop. **Any pop up banner MUST be behind your table.** There will be approximately 3 feet behind the table which includes the space needed and room for your provided chairs.
- Please do not leave valuables at your tabletop space overnight! There will only be roaming security during closed hours / overnight.
- Exhibitors may not solicit in the aisles or in any other location in, around or outside the hotel except at their tabletop booth.



**Sample tabletop display**

Exhibitor Welcome letters will be placed on each tabletop during exhibitor set-up which includes any updated exhibit hours and pertinent exhibiting information while onsite.



# SMST2024

Shape Memory and Superelastic Technologies  
Conference and Exposition

## IMPORTANT DATES TO REMEMBER

DESCRIPTION	DEADLINE DATE
<b>Submit Show Directory Listing</b> Submit to: <a href="mailto:Lindy.Good@asminternational.org">Lindy.Good@asminternational.org</a>	<b>Friday, March 8, 2024</b>
<b>Submit Program Ad</b> Submit to: <a href="mailto:Lindy.Good@asminternational.org">Lindy.Good@asminternational.org</a>	<b>Friday, March 8, 2024</b>
<b>Hotel Discount Deadline</b> <a href="https://www.asminternational.org/smst-2024/registration/hotel/">https://www.asminternational.org/smst-2024/registration/hotel/</a>	<b>Wednesday, April 3, 2024</b>
<b>Full Conference Exhibitor Pre-Registration Deadline</b> <a href="https://aimgroup.eventsair.com/smst-2024/registration-form">https://aimgroup.eventsair.com/smst-2024/registration-form</a>	<b>Monday, April 1, 2024</b>
<b>Hotel Cascais Miragem to Start Receiving Packages/Shipments</b>	<b>Wednesday, May 1, 2024</b>



## **Exhibitor Badge, Rental Information & Complimentary Expo Only Passes**

### **EXHIBITOR BADGES AND WORK PASSES:**

Exhibitor badges and work passes are acceptable during specified exhibit move-in and move-out hours. Only exhibitor badges, not work passes, are acceptable during show hours.

### **EXHIBITOR BADGES:**

Exhibitors are highly encouraged to take advantage and pre-register your exhibit personnel online using the following registration link: <https://aimgroup.eventsair.com/smst-2024/registration-form>

*Each exhibitor was emailed a personalized registration discount code. If you cannot locate, please contact: [registrations.smst2024@aimgroup.eu](mailto:registrations.smst2024@aimgroup.eu)*

*\*All pre-registered badges are to be picked up on-site at Registration Table.*

### **EXHIBIT RENTAL INCLUDES:**

- (1) 8' x 10' Area
- (1) 6' draped table
- (2) Side Chairs
- (1) Full Technical Conference Badge - *Over \$1,000 USD in value!*
- Company Listing (50-words) in Digital Final Program (*Due March 6, 2024*)
- Company Listing in Online Show Directory with Link to Your Website (*exhibitor to complete - Due March 6, 2024*)
- Post-Event Attendees list (*name, company, title and mailing address – No email addresses or phone numbers*)



# SMST 2024

Shape Memory and Superelastic Technologies  
Conference and Exposition

## Hotel & Visa Information

Conference Management has negotiated discounted room rates at **Hotel Cascais Miragem**. Room rates are available until April 3, 2024 or until they are sold out, whichever occurs first.

### **Sleeping room rates:**

Single 230 Euros / Double 250 Euros

Premium Single 295 Euros / Double 315 Euros

All room rates above are per room, per night, including buffet breakfast at the restaurant, services, and all applicable legal taxes (6% on accommodation). These taxes are subject to change, in accordance with Portuguese Legislation.

<https://www.cascaismirage.com/book/dates-of-stay?groupID=3959904&adults=1>

### **HOTEL CANCELLATION POLICY:**

You can cancel your room without any penalty until April 3, 2024. If you cancel after this date, you will be charged for the entire stay.

### **Beware of Room Poachers!**

Unauthorized third-party housing companies have been contacting members to get them to reserve their sleeping room through them. *This is a scam!* You will NEVER receive a phone call directly from ASM International Show Organizers or vendors on their behalf. In order to make a legitimate sleeping room reservation with the Headquarters Hotel, please use the link above.

*Reservations made through any housing services company cannot be guaranteed by ASM International and could result in additional charges, incorrect hotel placement, or inflated room rates for ASM International participants.*

### **VISA INFORMATION:**

Meeting attendees from countries that require a visa to enter the USA are reminded that the process of obtaining a visa may take **several months**. You are strongly encouraged to plan ahead and begin the application process early. Please note, the event organizers do not have any influence over the issuance of a Visa. The determination is at the sole discretion of the Embassy/Consulate. Should your application be denied, the event organizers cannot change the decision of the governmental agency.

For more information on requesting a visa letter, please click on the following link or copy/paste into your web browser: <https://www.asminternational.org/smst-2024/registration/hotel/visa/>

If you have any questions, please contact Stefanie Bourbon at [Stefanie.Bourbon@asminternational.org](mailto:Stefanie.Bourbon@asminternational.org)



## Exhibitor Work Pass Badges



### **EXHIBITOR WORK PASS**

*This badge permits the bearer to enter the exposition area for the purpose of installing and dismantling his exhibit.*

**VALID ONLY DURING OFFICIAL  
INSTALLATION/DISMANTLING PERIODS**



### **EXHIBITOR WORK PASS**

*This badge permits the bearer to enter the exposition area for the purpose of installing and dismantling his exhibit.*

**VALID ONLY DURING OFFICIAL  
INSTALLATION/DISMANTLING PERIODS**



### **EXHIBITOR WORK PASS**

*This badge permits the bearer to enter the exposition area for the purpose of installing and dismantling his exhibit.*

**VALID ONLY DURING OFFICIAL  
INSTALLATION/DISMANTLING PERIODS**



### **EXHIBITOR WORK PASS**

*This badge permits the bearer to enter the exposition area for the purpose of installing and dismantling his exhibit.*

**VALID ONLY DURING OFFICIAL  
INSTALLATION/DISMANTLING PERIODS**



### **EXHIBITOR WORK PASS**

*This badge permits the bearer to enter the exposition area for the purpose of installing and dismantling his exhibit.*

**VALID ONLY DURING OFFICIAL  
INSTALLATION/DISMANTLING PERIODS**



### **EXHIBITOR WORK PASS**

*This badge permits the bearer to enter the exposition area for the purpose of installing and dismantling his exhibit.*

**VALID ONLY DURING OFFICIAL  
INSTALLATION/DISMANTLING PERIODS**



## Hospitality Form

### SMST 2024 HOSPITALITY FORM

If your business or function requires a hotel suite or meeting room for a hospitality event, please complete this form. Please be advised that hospitalities can only be scheduled by an Exhibitor of this event, and must occur only during Non-Exhibiting hours. The event or meeting must not conflict with any technical sessions or other event functions. The hours must be approved by Show Management prior to the event. Failure to comply with this process is grounds for removal from this event.

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

Booth# \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_

### **SUITE REQUEST**

*Purpose for Reserving Suite:*

\_\_\_\_\_ Hospitality \_\_\_\_\_ Meeting \_\_\_\_\_ Personal Use

Hotel \_\_\_\_\_ or Convention Center \_\_\_\_\_

Number of Attendees for Event \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Please complete this form and email to: [Lindy.Good@asminternational.org](mailto:Lindy.Good@asminternational.org)



# SMST2024

Shape Memory and Superelastic Technologies  
Conference and Exposition

## NOTIFICATION OF INTENT TO USE EXHIBITOR APPOINTED CONTRACTOR (EAC)

Please email form to:

Lindy Good, Global Exhibition Manager

[lindy.good@asminternational.org](mailto:lindy.good@asminternational.org)

If your company plans to use a firm who is not an official service contractor as designated by Show Management, please complete this form and email to Show Management at the email address listed above.

Inform your Exhibitor Appointed Contractor that they must send a copy of their General Liability Insurance Certificate no later than 30 Days prior to the first day of exhibitor move-in or they will not be permitted to service your exhibit. Also provide your Exhibitor Appointed Contractor with work passes to enter the show floor for designated move-in and move-out dates and times. Located in the Exhibitor Service Manual.

Email General Liability Certificate to:

Show Management

Lindy Good, Global Exhibition Manager

[lindy.good@asminternational.org](mailto:lindy.good@asminternational.org)

It is the responsibility of the exhibitor to see that each representative of the Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

This form must be received 30 DAYS PRIOR TO THE FIRST DAY OF EXHIBITOR MOVE-IN.

Name of Show SMST 2024 - May 6-10, 2024

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

Booth Number \_\_\_\_\_

Contact Name at Show \_\_\_\_\_

Contact Phone \_\_\_\_\_

Exhibitor Appointed Contractor \_\_\_\_\_

Contractor Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Country \_\_\_\_\_

Type of Service to be Performed \_\_\_\_\_

**1. Special conditions of the used spaces**

1.1. The Hotel Cascais Miragem (HCM), through the Department of Groups and Events Coordination (DCGE) recommends scheduling a visit to the Hotel, in cooperation with the responsible management in order to know the spaces, electric power points available and define the various needs for the exhibition / booth spaces.

1.2. The HCM provides a map of the exhibition areas. The Organizer of the event should make implementation of the stands and remit to the DCGE for consideration and approval taking into consideration the different services involved.

1.3. In the context of events and technical exhibitions is forbidden to suspend, screw, nail, paste, apply any other item or equipment, use materials or techniques that may cause damage the spaces and furniture in the walls, floor, ceiling, columns, etc.

1.4. Except with the prior written agreement of DCGE, no structural modification or decoration may be made to the assigned areas, except in case of movable structures or stand-ups, subject to prior approval of HCM.

1.5. Exhibitors must comply with the agreed area boundaries, as well as the maximum height of the areas where they are located.

1.6. The Organizer of the event will be liable for any damage caused in the spaces and furniture.

At the end of the event, the HCM reserves the right to make a visit to the spaces, so as to confirm his condition.

All considered irregular situations will be highlighted and communicated to the Organizer.

In case something is irregular the DCGE will communicate in writing which is the damage detected as well as the respective budget for repair.

1.7. In the case of events held in outdoor spaces the Hotel, the Organizer is responsible for carrying out all procedures related to obtaining the respective licenses as well as the completion of the respective liability insurance.

**2. Assembly and disassembly**

2.1. Assembly and disassembly are to be held in days

defined by the Organizer of the event and the DCGE in operating hours as follows:

- a) Weekdays – from 8 am to 8 pm.
- b) Weekend and holidays - from 10 am to 6 pm.
- c) The schedules can be adapted according to the customer's needs. This may involve an additional payment and will be budgeted in advance.

2.2. The extension of the assembly and disassembly may be required and should be communicated in a timely manner and in writing to the HCM.

This extension may involve an additional payment and will be budgeted, according to the specific needs of each client.

**3. Logistics in HCM**

3.1. On the dates agreed for assemblies, exhibitors must go to the HCM Security, which will be redirected to the respective display areas. It is mandatory, to all Exhibitors that must move goods or any item, to use the service areas, and were the ID cards given upon Registration made in HCM Security.

3.2. Loading and unloading for the exhibition areas can be made on the loading and unloading dock, located next to the main entrance of the hotel, with access from the Avenida Marginal (No. 8554) or any other place of convenience designated and authorized by DCGE.

3.3. Loading and unloading will be coordinated by DCGE, and the HCM Security Service.

3.4. The assembly and disassembly should be accompanied by a representative of the Organizer of the event, which should be present in the exhibition areas to provide information and support to exhibitors.

3.5. Advance arrival of any items or material:

All the material that is delivered in advance at the hotel, should be properly identified, as follows:

- Company Name that is sending the items;
- Submitted to the attention of the head of the group, agency or company (never coordinator or commercial event responsible in Hotel);
- Mention the name and date of the Congress;

Address of the Hotel:

Av<sup>a</sup> Marginal, No. 8554

2754-536 Cascais

Tel: 210 060 600

**4. Equipment and furniture for stands**

4.1. The decision to hire companies to stand assembly rests with the organizer of the event and should be communicated to DCGE.

4.2. The Organizer of the event may hire a single company for assembling all stands or choose to each exhibitor hire directly a company to supply the stand.

4.3. The Organizer of the event may request the HCM furniture for the stands, which will be given depending on availability.

4.4. The rest of the furniture will be the sole responsibility of the Organizer of the event or each exhibitor.

## 5. Material Storage

5.1. The exhibitor must keep all equipments and support items in the stand. The stand must be projected considering this need. All the equipments, boxes or any other items that are not being used must stay out of sight from the clients. There should not be any exposed material, such as, extension cords or cables.

5.2. The material delivered and stored in HCM will be the responsibility of the exhibitor.

5.3. During the event, and because the HCM is not responsible for any damage and / or disappearance of material displayed in the exhibition area, we recommend that daily each exhibitor take the necessary measures to prevent such occurrences.

5.4. If the Exhibitor consider necessary additional security can be hired. This service is provided with an extra cost.

## 6. Cleaning

6.1. The HCM is only responsible for general cleaning of the room. The cleaning of the stand is in the exhibitor's full responsibility.

6.2. The specific cleaning needs for exhibitors present will be budgeted according to the claims formalized by the organizer of the event and directed the DCGE.

6.3. The HCM provides additional cleaning service if requested, under budget.

6.4. The waste resulting from the assembling and disassembling of the stands are the responsibilities of each exhibitor and / or Organizer duly being marked as such. The HCM is not responsible for storage or packaging.

## 7. Electricity

7.1 The specific energy requirements for exhibitors will be budgeted in case of need, according to the order formalized the entity organizing the event and sent to DCGE.

7.2 Energy will be provided according to the shipping technical plant with the Implementation of the stand, so It can be planned, approved and budgeted (if necessary) according to the request.

## 8. Communications

Specific communications needs for exhibitors will be budgeted according to the claims formalized by the organizer of the event and sent to DCGE.

## 9. Security

9.1. The basic security needs related to the exhibition / event should be studied in advance and coordinated between the Organizer, the DCGE and HCM Security Service.

9.2. The specific safety requirements for Exhibitors will be budgeted according to the claims formalized by the Organizer of the event and sent to DCGE.

9.3. It is necessary that during the event, particularly during periods of assembly and disassembly, that the following areas or items are left totally clear:

- a) Corridors and circulation spaces;
- b) alarm concrete mixers;
- c) fire-fighting equipment;
- d) service doors;
- e) emergency exits;
- f) Signs;
- g) air conditioning grilles;
- h) temperature sensors.

## 10. Additional Rules for exhibitors

10.1. It will be the responsibility of the organizing body of the event customs clearance of materials related to the exhibition and / or conference.

10.2. The HCM is not responsible, and can not bear any costs of materials customs clearance process. HCM can help Issuer Entity of materials, in the clearance process, since this assumes the costs associated with this, adding the payment of fees until the arrival of customers responsible by adding a service charge, to inform.

10.3. In the technical exhibitions extension cords will be provided to stands upon prior request. These will be recorded after the end of the event, and

case of loss, the cost will be charged will Organizer.

10.4. It is MANDATORY to all stands (site to be determined by the Hotel together with the congress organizer) to have a clean back and without any metal structures or cables or wires in sight.

## 11. Food and Beverage Service

11.1. Any and all services related to food or drinks are exclusively provided by the MCH, not being allowed the distribution of food products from third.

11.2. food and beverage services should be required to DCGE by Organizer of the event.



## **SMST 2024 EXPOSITION RULES & REGULATIONS**

This section includes general show policy as well as installation, dismantle, and operational rules, display rules, exhibit hall rules, and booth configuration guidelines. Most misunderstandings can be avoided by reading this section carefully.

### **Age Limit**

Children under 18 years of age will not be allowed in the Exhibit Hall Area; including set-up and tear-down.

### **Alcoholic Beverages**

Alcoholic beverages are prohibited in the Exhibit Hall Area during setup and dismantle for safety and insurance reasons. Alcoholic beverage service (bars) can be arranged during the event by contacting Show Management. Show Management reserves the right to limit alcohol consumption by exhibitors and remove exhibitors as necessary from the show floor.

### **Amendments**

These regulations have been formulated for the best interest of the exhibitors as well as this exposition, Show Management and the cooperating groups. All matters and questions not covered by these regulations are subject to the decisions of Show Management. The regulations may be amended at any time by Show Management and all amendments that may be so made shall be equally binding on all parties affected by them as by the original regulations.

### **Anti-Harassment Policy**

ASM International is dedicated to providing harassment-free events for everyone, regardless of age, race, religion, disability, gender, gender identity or sexual orientation. We do not tolerate harassment in any form from anyone attending an ASM event.

Harassing behaviors include: offensive verbal comments related to age, race, religion, disability, gender, gender identity or sexual orientation; the use or display of sexual images, activities or commentary in public spaces; deliberate intimidation; stalking or following; harassing photography or recording; sustained disruption of events; or inappropriate physical contact.

Participants asked to stop any harassing behavior are expected to comply immediately. Participants violating this policy may be sanctioned or expelled from the event or the membership at the discretion of ASM leadership.

### **Badge Control**

Exhibit Hall attendance is restricted to qualified exhibitors, attendees, and service suppliers as monitored by Show Management. In the Exhibit Hall, Badges are required at all times. Any person(s) on the exhibit floor who are not registered as stated above will be promptly evicted. Without prior consent from Show

Management, only exhibitors and service suppliers will have access to the exhibit floor on move-in and move-out days, and be allowed entrance one hour prior to show opening on show days. Exhibitor badges and work passes are acceptable during the specified exhibit move-in hours and exhibit move-out hours. Only exhibitor badges are acceptable during show hours.

False certification of any individual as an exhibitor's representative, misuse of exhibitor badges, or any other method or device used to assist unauthorized personnel to gain admittance to the exhibit floor will be just cause for expelling the exhibitor and its representatives from the exhibit hall and/or banning them from future entrance to the exhibit floor and/or removing the exhibitor's exhibit from the floor without obligation on the part of the event for refund of any fees. The exhibitor, its employees, agents, and anyone claiming a right to be on the exhibit floor through the exhibitor, waive any right or claims for damages arising out of the enforcement of this rule. Any exhibit staff requiring admittance to the exhibit hall at any other time must make prior arrangements with Show Management.

### **Balloons/Blimps**

Balloons/blimps of any kind will not be allowed on the show site. See Decorations for additional restrictions.

### **Banners/Signs**

Banners/Signs of any kind will not be allowed on the show site. See Decorations for additional restrictions.

### **Booth Display**

Show Management has the authority to determine whether placement, arrangement, and appearance of all items displayed by the exhibitor are in compliance with show standards, and may require the replacement, rearrangement, or redecoration of any item or of any booth, and no liability shall be held against Show Management for costs that may thereby be incurred by exhibitor.

### **ASCAP**

ASCAP (American Society of Composers, Authors and Publishers) Licensing:" Under the United States Copyright Law, public performances of copyrighted musical works, including performances during a convention, exposition, industrial show, meeting, trade show or similar event, require a license from the copyright owners of the musical works performed or their representative. Copyright Permission and Indemnification: Exhibitor represents and warrants that no musical work protected by copyright will be staged, produced, or otherwise performed, via either "live" or "mechanical" means by or on behalf of the Exhibitor unless exhibitor has notified Show Management of such intent and is willing to pay the associated ASCAP fees for such use. Exhibitor further represents and warrants that it shall be fully responsible for the performance of all obligations under any agreement permitting the use of such music, including but not limited to all obligations to report data and to pay royalty fees. Exhibitor agrees to indemnify, save, and hold harmless the Show Management event and its directors, officers, agents, employees, and each of them, from and against any and all claims, costs, and expenses (including legal fees and expenses), demands, actions and liabilities of every kind and character whatsoever with respect to any breach of the foregoing representations and warranties.

### **Cameras/Photography**

Photography and/or the recording of the exhibit hall or contents of any exhibitor booth are strictly prohibited at all times. Photography inside any exhibit space is limited to only the company that has contracted for the exhibit space or to Show Management (or its contracted agent) with the consent of the

exhibitor. Violation of the photography policy may result in penalties which will be decided upon by Show Management; these penalties may include expulsion from the event, bans from future Show Management events and confiscation of film, cameras and/or other recording equipment.

### **Cancellation of Exhibit Contract**

If the Exhibitor notifies Show Management in writing by September 14, 2018, only the non-refundable deposit will be retained by Show Management. No refunds will be granted for any cancellation received after September 14, 2018, and the exhibitor will remain liable for the total space rental fee. If in the sole opinion of Show Management which shall be conclusive, the presentation of the Exposition is prevented either prior to or during the period of the Exhibitor's occupancy, or use or access to the facilities and equipment of the Exposition is impeded by fire, strikes, other than strikes of the Exhibitor, acts of God, national emergency or for any other cause beyond the control of Show Management, Show Management may cancel this contract. The Exhibitor waives any claim against Show Management for damages by reason of such cancellation, except that Show Management shall return to the Exhibitor the amount already paid for space in the Exhibit Hall for this specific event or such portion thereof as shall represent the proportionate part of said Exposition not held, less a pro-rata share of the pre-exposition expenses. In no event shall Show Management be liable for any lost profits or incidental, consequential or punitive damages, even if advised of the possibility of same.

### **Construction of Exhibits**

Exhibits shall be constructed and arranged so that they do not obstruct the general view, nor hide the exhibits of others. Complete exhibit construction information and guidelines can be found in the Exhibitor Service Manual.

### **Decorations**

All decorations, drapes, signs, banners, table coverings and skirts, carpeting or similar decorative materials used in exhibits shall be non-combustible or flame resistant to the satisfaction of the local Fire Marshall. In addition, decorations, signs, banners, etc., may not be taped, nailed, stapled, or otherwise affixed to any building surface, including, but not limited to, ceilings, walls, painted surfaces, and columns. Exhibitors may not bring or permit any decorative material in or about the Exhibit Hall including, but not limited to: balloons, crepe paper; cellophane; confetti; cotton; cornstalk; leaves; evergreen boughs; sheaves of grain; glitter, streamers; straw; paper; vines or moss. Oilcloth, tarpaper, sisal paper, nylon and certain other plastic material that is not flame retardant is prohibited.

Show Management has the authority to determine whether placement, arrangement and appearance of all items displayed by the exhibitor are in compliance with show standards, and may require the replacement, rearrangement, or redecoration of any item or of any tabletop, and no liability shall be held against Show Management for costs that may thereby be incurred by the exhibitor.

### **Demonstrations**

Exhibitors may not conduct any demonstration or activity that results in the obstruction of aisles or impedes the easy access to neighboring exhibitor's booth. Demonstrations must be straightforward, professional, and relative to the displayed product. The use of demonstrations, gimmicks, pantomimes, magicians, robots, etc., in the aisles is prohibited at all times. Show Management reserves final decision on all demonstrations.

### **Display Move-in/Move-out**

Information on installation and dismantling of exhibits has been provided in detail in the Exhibitor Service Manual. The Exhibitor understands that all exhibit equipment and/or displays must be completely set by published opening of the show and that no exhibitor shall dismantle or start to dismantle their exhibit equipment and/or displays prior to the published closing of the show, without prior permission from Show Management.

### **Electrical Wiring**

All electrical wiring on booths or display fixtures must be UL approved and must meet local fire department regulations. This applies to all booth construction and equipment used in the exhibit. Please ensure these specifications are met before sending your booth to the show. Electrical services are provided through the facility and require a written order – see the Electrical Service Form in the Exhibitor Service Manual.

Use of another exhibitor's electrical hookup is strictly prohibited due to the potential fire and hazard risks. In the event that the Exhibit Hall is damaged or destroyed due to negligence or failure on the part of the exhibitor to comply with the local fire agency and fire and hazard regulations, the exhibitor is responsible and liable for all damages incurred.

### **Equipment Displays**

All tabletop equipment needs to be pre-approved by show management 30 days before the event.

### **Exhibitors' Personnel and Other Considerations**

Distribution of advertising matter and souvenirs must be confined to the exhibitor's booth (trade publications excepted) and shall not be distributed in the aisles, areas outside of the immediate booth boundaries, or elsewhere inside or outside the convention center's property. In keeping with the technical education purpose of the event, giveaways such as balloons, TV sets, sporting equipment, etc., will not be permitted. Giveaways such as metric rulers, pens or pencils, imprinted with the display sponsor's name are permitted. Questions as to the eligibility of giveaway items should be directed to Show Management for approval before the event.

Undignified methods of attracting attention will not be permitted. Show Management reserves the right to prohibit an exhibit or part of an exhibit, which in its judgment, may detract from the character of the exposition. This restriction includes persons, side-show tactics, conduct, printed matter, or anything of a character which might be considered objectionable to the exposition as a whole. Canvassing in exhibit halls or distribution of advertising matter or souvenirs by representatives of non-exhibiting firms is strictly forbidden. Personnel recruiting in any form are not permitted.

### **Failure to Occupy Space**

Space not occupied by the close of the exhibit installation period as specified in the accompanying materials will be forfeited by exhibitor and this space may be resold, reassigned, or used by Show Management. This clause shall not be construed as affecting the obligation of the exhibitor to pay the full space rental under the terms of the contract.

### **Failure to Pay**

Exhibitor booths will not be allowed to be erected unless full payment for the booth space has been received by Show Management prior to the final payment date stated on the contract. In addition, inclusion in the Final Program and any other promotional show material will be at Show Management's discretion for unpaid exhibitors.

### **Film, Sound Devices and Lighting**

If moving pictures are used, the exhibitor agrees to comply with union requirements for the operation of the equipment. If, sound movies, loud speakers or sound devices are used, they should be tuned to conversational level and must not be objectionable to neighboring exhibitors. Show Management reserves the right to restrict the use of glaring lights or objectionable lighting effects. Exhibitor represents and warrants that no musical work protected by copyright will be staged, produced, or otherwise performed, via either "live" or "mechanical" means, (by or on behalf of exhibitor) at the exposition unless exhibitor has notified ASM International of such intent and is willing to pay the associated ASCAP fees for such use. See ASCAP Rules and Regulations.

### **Fire Regulations**

Written authorization is required for display and operation of any heater, barbecue, heat-producing or open flame devices, candles, lanterns, torches, welding equipment or other smoke emitting materials as part of an exhibit. Written authorization is also required for display and operation of any electrical, mechanical, or chemical devices which may be deemed hazardous by the local fire authority, and for all toxic and hazardous materials, including flammable liquids, compressed gas, dangerous chemicals and any fireworks or pyrotechnics used in the facility. Please speak with Show Management regarding this authorization procedure.

### **Handouts**

No adhesive-backed (stick-on) decals or similar items may be distributed in, or used on, any part of the convention facility. All handouts must be distributed from the exhibitor's booth/tabletop only; nothing may be distributed from aisles, areas outside of immediate booth boundaries, or elsewhere inside or outside the Hotel or Convention Center property. All items, samples, souvenirs, etc., distributed by the exhibitor must be from within the confines of the exhibitor's booth and approved by Show Management. Show Management reserves the final decision on what can or cannot be distributed from an exhibitor's booth/tabletop.

### **Hanging Signs**

Hanging Signs are not allowed for this event.

### **Hazardous Materials**

All hazardous items used in displays must be properly safeguarded, protected, and registered in accordance with applicable City, State, and Federal regulations. Submission of required documentation is the sole responsibility of the exhibiting company. Hazardous items include, but are not limited to, the following: evacuated containers or components, radioactive material, x-ray producing equipment, high-voltage equipment, particle accelerators, flammable and explosive materials. Equipment demonstrations must not, in the judgment of Show Management, pose a radiation hazard. If the equipment has energy beams that might be hazardous, such energy beams must be deviated or made inoperable before installation. Any hazardous items that will be present in a display must be approved by the local fire department/agencies in writing with copies to Show Management 60 days prior to the show.

### **Hospitalities/Social Functions/Special Events**

Any company scheduling a hospitality suite/social function/special event must be an exhibitor. Hours for any social function, special event or hospitality must be approved by Show Management. A Hospitality Form, located in the Exhibitor Service Manual, must be filled out prior to the exposition and sent to Show Management for approval. Social functions are allowed only during Non-Exhibit hours and must not conflict with technical sessions or other event functions. Exhibitors wishing to hold hospitality functions

are required to coordinate the scheduling of these events with Show Management. Any Exhibitor who fails to comply with said policies relating to hospitality suites and/or social functions risks immediate removal from the exhibition.

### **Import Regulation Change-Wood Packaging Materials**

Exhibitors who are importing equipment or exhibits material should be informed that a new requirement has been implemented by United States Customs and the Department of Agriculture requiring any wood packaging materials (WPM) such as pallets, crates, and boxes, used in international trade to support or brace cargo, be treated to prevent harmful insect infestations in the United States. The new regulation further requires WPM to be marked with the approved International Plant Protection Convention (IPPC) logo.

Unmarked WPM will be considered untreated and non-compliant and will be turned away if the Port Director determines it is not feasible to separate merchandise from the volatile WPM. For more information, please visit <http://www.aphis.usda.gov/>.

### **Inability to Perform**

If the Management should be prevented from holding the exhibition by any cause beyond its control (such as fires, strikes, Acts of God, etc.) or if it cannot permit the exhibitor to occupy his space due to circumstances beyond its control, the Management will refund to the exhibitor the amount of the rental paid, less a proportionate share of the exposition expenses, and Show Management shall have no further obligation or liability to the exhibitor. If the exhibitor shall have made no rental payment, he nevertheless shall be obligated to pay his proportionate share of such expenses.

### **Installation & Dismantle of Exhibits**

The Exhibit Hall's closure date and time will be communicated in the Exhibitor's Service Manual. No dollies or carts will be allowed on the floor until carpet is removed. All dismantling must be finished and all exhibit materials must be out of the exhibit area no later than the specified date and time communicated in the Exhibitor's Service Manual or Exhibitor may be liable to a penalty. It is the responsibility of the Exhibitor to arrange for the return shipment of properly labeled exhibit material before departure. Otherwise, it will be necessary to store such material at the expense of the Exhibitor or return by common carrier at Exhibitor's expense. The Exhibitor is responsible for notifying the respective service contractor in advance. Exhibits may not, to ANY extent, be dismantled before the specified date and time listed in the exhibitor Service Manual. Any early dismantling or packing shall be considered a breach of this agreement and may affect future contracts. No materials may be taken out through the main entrance unless they are carried by hand.

### **Liability and Insurance**

The Exhibitor shall save and keep harmless and indemnify Show Management and its members, officers, directors, employees and agents of and from all suits, claims, damages, loss or liability (including attorneys' fees) arising out of any bodily loss of, or damage to, products, equipment, or decorations due to fire, water accident, theft, or any other cause while they are on the premises or in any of its outbuildings or through any act, omission or negligent conduct of the Exhibitor, its agents, employees or contractors; and said Exhibitor agrees, at its own cost and expense, to defend and protect Show Management and Exhibit Hall, their members, officers, directors, employees and agents against any and all such suits, claims, demands and expenses, including attorneys' fees. The Exhibitor shall maintain and have in full force and affect the following insurance policies:

a.) Policies of comprehensive general liability insurance including protective liability, contractual liability and product liability coverage with a single limit of liability of \$1,000,000.00.

b.) Policies of public liability and property damage insurance covering all motor vehicles owned by the Exhibitor and all motor vehicles not owned by the Exhibitor while such vehicles are being used in connection with the activities of the Exhibition with a single limit liability of \$1,000,000.00. ASM International shall be named as an additional insured as its respective interests may appear in respect to all the aforementioned insurance policies. Prior to the date of the preparation of its display, the Exhibitor shall furnish to Show Management evidence satisfactory confirming the Exhibitor's compliance in full with provisions of Section (a) and Section (b) hereof, and requiring thirty days' notice to Show Management prior to any expiration of or change in coverage.

Exhibits and exhibit equipment are brought into the building, maintained, and removed from the building at the exhibitor's risk. Exhibitor shall indemnify the Show Management against and hold it harmless from any claims, suits or liabilities resulting from negligence of the exhibitor in or in connection with the exhibitor's use of exhibit space.

### **Labor Rules & Regulations**

Labor rules and regulations for union labor are made by the local unions and these regulations may be changed at any time. Where union labor is required because of building or contract requirements, it will be necessary for the exhibitor to comply with the regulations.

### **Lighting**

Overstatement in lighting design is to be avoided. Devices that flash, rotate, or blink (strobe lights, beacons, etc.) in an exhibit are strictly prohibited. Show Management will monitor exhibitor lighting displays and may ask that lighted displays be disabled if it becomes an annoyance to surrounding exhibitors or attendees.

### **Move-out**

Exhibitors may not break down their booth until after the show closes on the final day. An exhibitor who has not left the premises by the appointed time may be liable to a penalty. No materials may be taken out through the Main Entrance Hall unless they can be carried by hand (dollies are not allowed in the Main Entrance)

### **Music, Photographs and other Copyrighted Material**

Exhibitor represents and warrants that no musical work protected by copyright will be staged, produced, or otherwise performed, via either "live" or "mechanical" means, (by or on behalf of an exhibitor) at the exposition unless exhibitor has notified Show Management of such intent and is willing to pay the associated ASCAP fees for such use. See ASCAP rules and regulations.

### **Noise**

Disturbing noises of any kind should be avoided. Show Management will monitor noises and demonstrations and may ask the exhibitor to turn off the machine or device if noise levels become annoying to surrounding exhibitors or attendees. Use of microphones and noise enhancing devices will only be allowed if it is not disturbing to other exhibitors. Show Management reserves the right to determine whether or not an exhibitor may use such devices. At no time may the sound level exceed 70 decibels, four feet away from the source. This limit may not be exceeded by any machine, musical group or other source.

### **Obstruction of Aisles/Demonstrations**

Exhibitors may not conduct any demonstration or activity that results in the obstruction of aisles or impedes the easy access to neighboring exhibitors' booths/tabletops. Demonstrations are to be straightforward, professional, and relative to the displayed product. The use of demonstrations, gimmicks, pantomimes, magicians, robots, etc., in the aisles is prohibited at all times. Products or demonstrations may be placed near the aisle provided they are inside the booth boundaries. Show Management reserves the final decision on all demonstrations.

### **Official Contractors**

Where an official contractor has been designated to perform services for an exhibitor such as the rental of furniture, erection of exhibits, electrical work, plumbing, labor, or any other service – no exhibitor or representative shall contract for such service with other than the said official contractor unless permission has been secured in writing from Show Management in advance of the event.

### **Operating Equipment**

No exhibitor shall operate any such equipment that emits vibrations, fumes, or noise above normal conversational levels as to disturb neighboring lessees or the overall show. Management reserves the right to shut-down operating equipment on the show floor which is the source of disruption and complaints. Specific demonstrations of operating equipment can be scheduled with Show Management during off-show hours. Show Management shall strictly enforce this regulation.

### **Security**

General perimeter show security in the facility is provided during setup, show days, and dismantle; however, the primary responsibility for safeguarding your exhibit and merchandise is yours. Security personnel will monitor the Exhibit area at opening and closing each show day. The area will be patrolled by a roving security guard. Access during pre-show hours will be controlled by a badge checker. Arrangements to enter the Exhibit Hall prior to one (1) hour before show opening can be made through Show Management. Please report any thefts or damages immediately to both Security and Show Management. While Show Management will exercise reasonable care in safeguarding your property, neither Show Management, the facility, the security contractor, nor any of their officers, agents, or employees assumes any responsibility or liability for loss, damage, or theft. Exhibitors should therefore include in, or have a rider attached to, their insurance policies covering their merchandise during shipment to the exposition, the exposition period, and the return shipment from the exposition.

### **Smoking**

This is a non-smoking building, and smoking is therefore not permitted in the Exhibit Hall, restrooms, corridors, etc.

### **Solicitation**

Soliciting allows those individuals and companies who do not exhibit at the show to take advantage of the benefits. It also takes buyers' attention away from your products and encourages buyers to leave the show floor. We need your help to stop these practices. Companies are not allowed to solicit business in the trade show aisles or other public areas of the show, in another company's booth and/or representing their services or soliciting participants for activities which conflict with the show. Additionally, Show Management does not permit the distribution of literature or marketing materials of any kind on the trade show floor without having purchased booth/tabletop space. Please note that any exposition participant, who is observed to be soliciting any business in the aisles or other public space, including another company's booth/tabletop, is in violation of the Exhibition Policy and will be escorted from the show. Additionally, conducting meetings with exposition participants off the show floor (in hotels, restaurants,

parking lots and other venues) without having purchased booth space is a violation of the Exhibition Policy and will not be tolerated. We are committed to supporting our exhibitors. Please contact a Show Management representative or stop by the Show Office to report any violations that you observe.

### **Sound**

Levels may not exceed 70 decibels, four feet away from the source. This limit may not be exceeded by any machine, musical group or other source.

### **Storage**

Storage is the responsibility of the exhibitor. Show Management assumes no responsibility for damage or loss of boxes or crates. No storage is permitted at the exhibitor's booth/tabletop.

### **Subletting of Space**

The exhibitor shall not assign, sublet, or apportion the whole or any part of the space as assigned or have representatives, equipment, or materials from other firms than his own in the exhibit space without written consent of Show Management. In the name of company divisions or affiliates, only one division or affiliate shall be considered the exhibiting company. Multiple divisions or affiliates will not be identified separately on signs and/or printed materials without previous permission from Show Management.

### **Union Jurisdiction**

If applicable, please read the Union Jurisdiction information in the Exhibitor Service Manual.

### **Utility Areas**

Utility areas, located behind every booth (with the exception of island configurations and some perimeter locations), are to be left completely free and clear at all times in accordance with the Fire Marshal regulations. Any items (empty or full) found in the utility area will be sent to empty storage. Additionally, exhibitor may be given – and will be held responsible for, a citation and/or fine from the Fire Marshal.

### **Utilities**

It is mutually understood and agreed that Show Management shall use proper and reasonable care to have all utility services installed in time for the opening of the show. Proper and reasonable care shall be taken to prevent the interruption of these services during the exposition. However, Show Management shall not be held responsible for late installation or interruption of any service that may occur. Please note that utilities such as electric, gas, plumbing, etc., are not included in the exhibit rental fee and must be ordered separately if needed.