

EXHIBIT SPACE CONTRACT FORM



KEY BRIDGE MARRIOTT, ARLINGTON, VA • BROADCAST SHOW DATES OCT. 10-12, 2017

STEP 1: RESERVE YOUR BOOTH ONLINE AT bts.ieee.org/broadcastsymposium. CLICK ON EXHIBITOR CONTRACT, PRINT & COMPLETE

STEP 2: EMAIL THIS CONTRACT (INCLUDING PAYMENT) TO m.toral@ieee.org

COMPANY NAME _____

ADDRESS _____

CITY | STATE | ZIP | COUNTRY _____

COMPANY PHONE _____ COMPANY FAX _____

COMPANY E-MAIL _____ WEBSITE _____

CONTACT NAME _____ TITLE _____

CONTACT PHONE _____ CONTACT E-MAIL _____

DESCRIBE PRODUCTS TO BE EXHIBITED _____

IEEE Member BTS Member IEEE Member # _____

BOOTH FEES

Space Rates: 100sf (10x10) - \$750

Each exhibit space comes with (1) 6ft table, (2) chairs, electric, (1) exhibitor pass (additional exhibitor passes can be purchased for \$50 each), and web site listing.

Your non-refundable deposit must accompany your completed application in order to be processed.

- 50% deposit due with completed contract
- Final payment due no later than Friday, July 7, 2017
- Payment is due in full for any contracts received after July 7, 2017

SHOW DATES & TIMES

Tuesday, October 10
Wednesday, October 11

Exhibit hours 12:00pm - 1:00pm & 6:00pm - 8:00pm
Exhibit hours 6:00pm - 8:00pm

ACCEPTANCE

We understand that this is a binding contract upon acceptance by the Broadcast Technology Society and is subject to all the terms, conditions, rules, and regulations that hereto constitute a part of, or are included in this contract. The Broadcast Technology Society reserves the right to reject any exhibit application for any reason.

Under contract, the company must obey the times and days of the Show. This contract does not permit breaking down a booth early; this could result in a fine.

AUTHORIZED SIGNATURE _____ DATE _____

FORMS OF PAYMENT:

Enclose a check or credit card with contract for:

50% due with contract \$ _____

Final balance by 7/7/2017 \$ _____

Check enclosed Check # _____

Check the appropriate credit card:

AmEx Visa MasterCard

Name on credit card:

Print or type your credit card number:

Expiration date _____

Security Code (CSV) _____

Authorized Signature

Date _____

FOR OFFICE USE ONLY:

BOOTH # ASSIGNED: _____

TOTAL BOOTH COST: \$ _____

DEPOSIT RECEIVED: \$ _____

DEPOSIT PROCESSED: _____

PAYMENTS: \$ _____

BALANCE DUE: \$ _____

SEND YOUR COMPLETED CONTRACT VIA EMAIL TO:

Margaux Toral, Society Promotions &
Marketing Manager, m.toral@ieee.org

QUESTIONS? Call 732-981-3455

MAKE CHECKS PAYABLE TO IEEE/BTS17

MAIL PAYMENTS TO:

IEEE Broadcast Technology Society
445 Hoes Lane
Piscataway, NJ 08854