



IDEA2019

The Energy for More Resilient Cities



110TH ANNUAL CONFERENCE & TRADE SHOW | June 24-27
David L. Lawrence Convention Center and The Westin Convention Center | Pittsburgh, PA



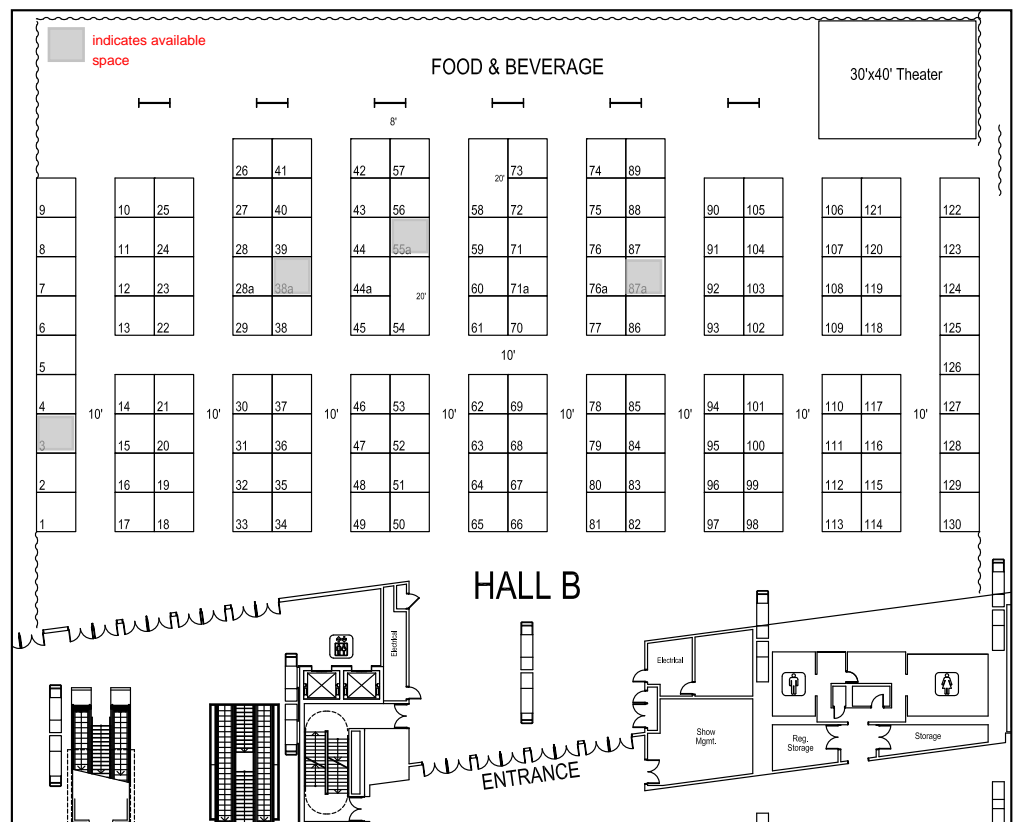
MAKE PLANS NOW TO PARTICIPATE IN IDEA2019

This is the premier opportunity to reach the district energy industry.

IDEA2019 Conference and Trade Show attracts senior decision makers in district energy, distributed generation, combined heat and power, microgrids, sustainable energy, waste heat recovery and energy efficiency. The trade show showcases the newest technologies and equipment in the district energy industry, and IDEA encourages attendees to visit and meet with vendors and suppliers as much as possible by providing most food functions in the exhibit hall.

Exhibit at the show and attend the conference to explore current issues in the district energy/CHP industry (each exhibit receives one free full conference registration).

Reserve your exhibit space today!



Total Exhibit Spaces: 130 (10' x 10') booths

Exhibit fees:	By Jan. 18, 2019	After Jan. 18, 2019
Member Fee: 10' x 10'	\$3,200 USD	\$3,300 USD
Non-member Fee:	\$4,200 USD	\$4,400 USD

Fee includes: One full conference registration, two exhibit only personnel registrations, draped back wall and side rails, 6' draped table, two side chairs, and a two-line identification sign.

Exhibit Set-Up: Monday, June 24, 2019, 8:00 am - 3:30 pm

Exhibit Dismantling: Wednesday, June 26, 2019, 3:00 pm - 6:00 pm

For more information contact: Tanya Kozel at tanya.idea@districtenergy.org

<http://www.districtenergy.org/events/conferences>

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One copy will be returned for your files upon acceptance. This contract is subject to provisions on the reverse of this sheet.

Application to exhibit dated this _____ day of _____ 2018/2019 by and between _____ hereafter called "Exhibitor" and International District Energy Association.

I. In accordance with the following terms, conditions, and regulations governing exhibits of the conference of IDEA at the David L. Lawrence Convention Center, June 24-27, 2019, the undersigned hereby makes application for exhibit space(s) which, when accepted by IDEA, becomes a contract. Terms and conditions on the back of this page are a part of this contract. The undersigned agrees to abide by all rules, requirements, restrictions, and regulations as set forth in this agreement or as may be especially designated by Management, David L. Lawrence Convention Center or the city of Pittsburgh. Failure to abide by such rules and regulations results in forfeiture of all monies paid or due to the Management under terms of this agreement.

II. Cost of annual conference exhibit space:

	By Jan.18, 2019	After Jan.18, 2019	\$ Enclosed
Member Fee: 10' x 10'	\$3,200	\$3,300	\$ _____
Non-member Fee:	\$4,200	\$4,400	\$ _____

III. Choices for locations are as follows (in order of preference):

1. Booth number(s) _____
2. Booth number(s) _____
3. Booth number(s) _____
4. Booth number(s) _____
5. Booth number(s) _____
6. Booth number(s) _____

List any company(s) you wish to be near: _____

List any company(s) you do not wish to be near: _____

IV. Please type or print this information exactly as it should appear on booth identification sign and in all promotional material.

Company Name City State/Province

V. Each exhibiting company receives one full conference registration per booth and two exhibit only personnel. Exhibit only personnel wishing to attend technical sessions, luncheons, Sunday dinner, and Chair's Banquet must either register as a conference delegate or purchase meal tickets separately. (Exhibitor registration instructions will be sent to confirmed exhibitors in April 2019.)

VI. This form was submitted by:

Contact Person: (First Name) (Last Name)

Company

Address

City State ZIP

Telephone

E-mail Website

Signature

Payment	
<input type="checkbox"/> Please send invoice	
<input type="checkbox"/> Check, payable to IDEA	
<input type="checkbox"/> Credit card payment	
<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard
<input type="checkbox"/> American Express	
_____ Name	
_____ Signature	
_____ Card Number	
_____ Exp. Date	_____ 3-4 digit code
_____ Amount	

For IDEA Staff Use Only			
Amount Paid \$ _____	Balance Due \$ _____	Balance Paid \$ _____	Booth(s) Assigned _____
_____ Accepted by Show Manager			

Rules and Regulations

These Contract Conditions, Rules and Regulations are a part of the IDEA2019 Application and Contract for Exhibit Space and should be carefully read before signing the space application. After completing the Application and Contract for Exhibit Space, please give a copy of these Rules and Regulations to the person(s) responsible for the construction of your booth(s).

- 1. Assignment of Space.** IDEA reserves the right to make changes to the floor plan of booths as may be deemed necessary and revise same from time-to-time.
- 2. Exhibit Fees and Payment for Space.** If the required payment is not received by February 22, 2019, the show management reserves the right to reassign the reserved space. Checks should be made payable to: "IDEA" and must be mailed to: IDEA, 24 Lyman St., Suite 230, Westborough, MA 01581. Receipt of payment does not oblige IDEA to accept a contract as binding. IDEA retains the option of returning funds.
- 3. Cancellation.** Cancellations of exhibit space must be directed in writing to IDEA, 24 Lyman St., Suite 230, Westborough, MA 01581. Refunds, less an administrative fee of \$300 per booth, will be made at the discretion of the exhibit management, but no refund will be given for a cancellation made within 100 days of set-up day. In case of fire or any other causes beyond the control of management that prevent holding the show, this contract will not be binding. If your company has already exhibited at the Campus Energy 2019 Conference, this exhibit fee is non-refundable.
- 4. Exhibit Booths.** Total of 130 (10' x 10') booths. All booths will include flameproof drapery backwall (8' high) and side-rail (3' high). Also included, a 2' x 6' table, two side chairs, and a two-line identification sign (7" x 44") bearing the exhibitor's name and booth number.
- 5. Installation and Dismantling.**
Exhibit Set-Up: Monday, June 24, 2019, 8:00 am - 3:30 pm
Exhibit Dismantling: Wednesday, June 26, 2019, 3:00 pm - 6:00 pm
- 6. Official General Contractor.** IDEA has appointed GES as the official general contractor for the IDEA2019 Annual Conference & Tradeshow. The official contractor will e-mail to each exhibitor, about 90 days prior to the show opening, an information and service kit that provides exhibitors with complete shipping instructions, production information, and other forms for all services needed during the installation, show period, and removal of exhibits.
Please note: Do not ship directly to the David L. Lawrence Convention Center. Shipments will not be accepted. Shipping instructions and drayage fees will be included in the exhibitor service kits.
- 7. Exhibitor Registration.** Exhibitors must complete their registration by May 17, 2019 and then exhibitors can sign in at the Registration Desk on Monday, June 24, 2019 between 8:00 am - 5:00 pm. Exhibitors will be given badges which are to be worn at all times in the exhibit hall. No one will be admitted to the exhibit hall without a badge.
- 8. Use of Space.** Exhibitors shall not assign, share or sublet any space without written consent of IDEA. Care must be taken that no display extends more than 8' above the floor or more than 3' in depth from the back wall of the booth, or interferes with the view of other exhibitors. Noticeable noise produced from operation of any equipment or apparatus is not permitted.
- 9. Liability.** IDEA and the David L. Lawrence Convention Center will not be held responsible for the safety of the property of the exhibitors from theft, fire, damages, accident, or other causes. Exhibitor agrees to protect, save, and hold IDEA and the David L. Lawrence Convention Center and all agents and employees thereof (hereafter collectively called "indemnities") forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the exhibitors or those holding under the exhibitor. Further, exhibitor shall at all times protect, indemnify, save, and hold harmless the indemnities against and from any and all losses, costs (including attorney's fees), damages, liability, or expense arising from or out of or by reason of any accident of bodily injury or other occurrence to any person or persons, including the exhibitors, its agents, employees, and business invitee which arises from or out of or by reason of said exhibitor's occupancy and use of the exhibition premises or a part thereof.
- 10. Safety Regulation.** Exhibitors must adhere to all municipal and state laws, rules and regulations. No combustible decorations may be used at any time; all drapes, table coverings, and other materials must comply with fire department regulations.
- 11. Security.** The trade show is being held in the Exhibit Hall B and security will be provided during non-exhibit hours. However, neither IDEA nor the David L. Lawrence Convention Center can be responsible for any exhibit materials. Please take necessary precautions each day to safeguard your exhibit materials.
- 12. Failure to Occupy Space.** Space not occupied by the close of the exhibit installation period, as specified in these rules and regulations, will be forfeited by the exhibitor. This space may be resold, reassigned or used by the exhibit management.
- 13. Show Cancellation.** If the conference or exhibit is canceled due to circumstances beyond the control of IDEA, IDEA will not be held liable for any expenses incurred by the exhibitor beyond the rental cost of the booth space.
- 14. Selection of Exhibitors.** Only firms and organizations whose services and products are appropriately related to the purpose of IDEA shall be permitted to exhibit. IDEA reserves the right to decline or prohibit any exhibit which in its judgement is inappropriate, this reservation being all-inclusive as to person, things, printed matter, products and conduct.
- 15. Exhibitor Sponsored Functions.** Hospitality suites, meetings or dinners must be coordinated and approved at least 30 days in advance with IDEA Event staff and must not coincide with nor conflict with official IDEA conference program.