

**Exhibitor Registration Form
City View at the Metreon
San Francisco, CA
January 17, 2012**

SECTION 1: EXHIBITOR MAIN CONTACT INFORMATION

Company name as it should appear on sign (36 characters maximum - fill in 1 letter or space per dashed line)

Address: _____

City: _____ State: _____ Zip code: _____

Main contact: _____

Title: _____

Phone: _____ Fax: _____

E-mail: _____ Web site: _____

SECTION 2: EXHIBITOR LISTING: (Same as above, include all information in Section 1.)

Company name as it should appear in Exhibitor Directory (36 characters maximum - fill in 1 letter or space per dashed line)

Address: _____

City: _____ State: _____ Zip code: _____

Main contact: _____

Title: _____

Phone: _____ Fax: _____

E-mail: _____ Web site: _____

SECTION 3: DESCRIPTION OF PRODUCT OR SERVICE FOR EXHIBITOR (limit 30 words or less) _____

SECTION 4: BOOTH SPACE Space is assigned on a first-come, first-served basis, based on the date the completed registration form and full pre-payment are received by ISESNC. • Booth space: 10'x10' Exhibit space, 1-8' draped tables, identification sign (one company name per sign per booth), (1) exhibitor badge which includes lunch. Space is limited to 40 venues.

Do you need power to your exhibit space? Yes/No

SECTION 5: STAFF (Note: One staff included with booth registration.)

1. Name/Title/Company: _____

Additional Staff at \$50 each. (Please note that we will be monitoring the number of staff in each booth. Please refer to rules section.)

2. Name/Title/Company: _____

3. Name/Title/Company: _____

4. Name/Title/Company: _____

SECTION 6: RULES & REGULATIONS

The following rules and regulations (which we ask you to sign, date, and return with payment) are to ensure that each exhibitor has a clear understanding of trade show management requirements. These regulations protect your investment and ensure the success of the event. Space is not guaranteed until this contract and full payment are tendered and received by ISESNC.

1. Registration is on a first-come, first-served basis.
2. All exhibits must be contained within the contracted exhibit space. No items (furniture, props or other items) may be placed in the aisles.
3. There is no limit to the number of booths you may purchase.
4. Badge trading is not permitted. Extra badges may be purchased for an additional \$50 each up to a maximum of four (4) per booth.
5. All booths must be continually staffed during show hours. A maximum of two exhibit personnel is permitted in each space at any one time. No solicitation in aisles will be permitted.
6. All exhibit personnel must be identified prior to the conference.
7. All displays must be free-standing and self-supporting.
8. All displays must be designed so that they will not obstruct the clear view of nearby booths and tables. Exhibitors may not conduct any demonstration or activity, which results in obstruction of aisles or prevents ready access to neighboring exhibitor booths. Maximum side height is three (3) feet. Noise projecting beyond booth area is prohibited.
9. No hazardous materials may be stored or placed on display.
10. All electrical wiring must be UL approved and meet local fire department regulations.
11. Overstatement in lighting is to be avoided, and attention-getting devices such as flashing, strobe or rotating lights are prohibited.
12. No music, live or recorded, will be allowed at booths except as might be included in a video tape or through headphones.
13. Management reserves the right to prohibit and/or evict exhibitors whose presentation is in any manner deemed by management as offensive. In the event of such prohibition or eviction, management shall not be liable to exhibitor for refund of exhibit fees.
14. Any exhibitor failing to occupy space contracted for is not relieved of the obligation for payment of the full rental of such space. If any space is not occupied one half (1/2) hour prior to the opening, the space is forfeited without refund.
15. Set up of all displays must be completed by 10:15 a.m. Booths may not be dismantled before 12:15 p.m. All booths must be dismantled by 3 p.m.
16. ISESNC shall not be liable for damage or loss of exhibit or property resulting from any cause. The exhibitor waives claims for loss, damage, or injury.
17. Exhibitors must carry insurance to protect from personal injury, liability and property damage.
18. Cancellations made in writing and postmarked on or before January 6th, 2012 will be subject to a \$75 administrative processing fee. No refunds for cancellations postmarked after January 6th, 2012.
19. Management reserves the right to make changes in the time schedule or in the show's general plan as may be deemed necessary and in the best interest of all exhibitors and the event.

I have read the exhibitor information, regulations, and requirement forms, and agree to abide by them.

Signature: _____ Company: _____ Date: _____

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**SECTION 7: RESERVE YOUR SPACE NOW
You must reserve your space by January 6th, 2011**

	QUANTITY	PRICE	PRICE	TOTAL
(Member)				
• Booth (by December 6 th , 2011) _____ (Price includes lunch for one person)		\$150	• (After December 6 th , 2011) \$225	_____
• Additional Exhibitor Badge _____ (Price includes lunch)		\$55	• (After December 6 th , 2011) \$70	_____
(Non-member)				
• Booth (by December 6, 2011) _____ (Price includes lunch for one person)		\$250	• (After December 6 th , 2011) \$325	_____
• Additional Exhibitor Badge _____ (Price includes lunch)		\$80	• (After December 6 th , 2011) \$95	_____
		Total Due		_____

SECTION 8: PAYMENT INFORMATION*

Check # _____ -or- Visa MasterCard American Express

Card Number: _____

Expiration Date: _____

Printed Name: _____

Signature: _____

Schedule of Events:

Exhibit Set-up	8:00 a.m. - 10:15 a.m.
New Member Orientation	10:15 a.m. - 10:30 a.m.
Registration	10:30 a.m. - 11:00 a.m.
Venue Showcase	10:30 a.m. - 12:00 p.m.
Lunch - Speaker	12:15 p.m. - 1:30 p.m.
Prize Drawing/Adjournment	1:30 p.m.

We anticipate 150 - 200 people in attendance at our event made up primarily of meeting/wedding/event planners and event vendors
Please complete and mail, fax or e-mail all pages of this form to:

ISESNCC
2440 Camino Ramon, Suite 273
San Ramon, CA 94583
Phone: 925/355-1678 • Fax: 925/355-1784

**PLEASE NOTE: Payment for booths shared by multiple companies or affiliates must be paid via one check or credit card.*