



**ICASSP2000 EXHIBITORS APPLICATION**  
**IEEE International Conference on Acoustics,  
 Speech, and Signal Processing**  
*Silver Anniversary*

June 5-9, 2000 ♦ Hilton Hotel & Convention Center ♦ Istanbul, Turkey

Sponsored by IEEE Signal Processing Society



**EXHIBITOR APPLICATION & CONTRACT FOR EXHIBIT SPACE**

We hereby apply for exhibit space in the IEEE International Conference on Acoustics, Speech, and Signal Processing in Istanbul, Turkey, June 5-9, 2000. We agree to the EXHIBITOR BASIC TERMS & CONDITIONS and EXHIBIT RULES forming part of this application. Priority and booth selection space will be made according to application date, exhibit payment, individual applicant requirements, and available space. Exhibit Management reserves the right to rearrange the floor plan and/or relocate exhibits in the best interest of the total exhibit. Send this application to: **ICASSP2000 Exhibits, Conference Management Services, 3109 Westchester Ave., College Station, TX 77845-7919, USA. IMPORTANT: Closing date for initial space assignment is January 14, 2000.**

**PLEASE RESERVE** (check one):

	<b>Before January 14, 2000</b>	<b>After January 14, 2000</b>
<u>1 Booth</u>	\$2000	\$2500
<u>2 Booths</u>	\$3000	\$4000
<u>3 Booths</u>	\$3750	\$5000
<u>4 Booths</u>	\$4250	\$6750

**SPECIAL REQUESTS:** Please check those that apply:

Computer modem service (We will probably have an high-speed Internet access.)

Telephone service Individual business line

Electrical power (220V 10amp) # of lines \_\_\_\_\_

Competitors: Do not locate our exhibit near the following competitors:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Booth Preference:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

A deposit of 50% of the booth rental is submitted herewith. Checks should be made payable to "ICASSP2000". We understand that, if accepted by ICASSP2000, this deposit will be retained by ICASSP2000 and that a written confirmation of this application will be returned to us. In the event the application is denied, ICASSP2000 will promptly advise us and return the deposit. In acceptance of this agreement, the parties thereto affix their signature:

Firm Name: \_\_\_\_\_ Contact Name & Title: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip/Country: \_\_\_\_\_

Phone/Fax/Email: \_\_\_\_\_ Exhibitor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Types of products and/or services to be exhibited: \_\_\_\_\_

**For ICASSP2000 USE ONLY**

ICASSP2000 Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Booth #: \_\_\_\_\_ Check #: \_\_\_\_\_ Check Amount: \_\_\_\_\_ Date: \_\_\_\_\_

## EXHIBITOR BASIC TERMS & CONDITIONS

1. Display space will be assigned by the Conference in accordance with the conditions outlined in the DISPLAY SPACE ASSIGNMENT, which forms part of this agreement. In the event of a duplicate application for the same space, the assignment priorities stated in the EXHIBIT RULES shall apply.
2. The Exhibitor shall remit, as a deposit with this agreement, 50% of the total booth rental, as determined elsewhere in this agreement.
3. The balance of the total booth rental shall fall due, and shall be payable, no later than 24 March 2000, in default of which the Conference shall consider this agreement null and void, and shall reassign the space; the deposit shall be retained as damages.
4. In the event of cancellation of this agreement by the Exhibitor prior to the date of the Conference, the Conference will assess a cancellation charge according to the following schedule:  
Cancellation after 24 March 2000 ..... 100% of booth rental.  
Cancellation after 14 January 2000 but before 24 March 2000 ..... 50% of booth rental.  
Cancellation after Application but before 14 January 2000 ..... 25% of booth rental.
5. In the event the Conference does not accept this agreement, the Exhibitor will be promptly notified and the deposit returned.
6. The Exhibitor agrees to accept from the Conference billing for any charges rendered during the Conference in conjunction with services performed or administered by the Conference. All such charges are due and payable in full within thirty (30) days of receipt of an invoice from the Conference.
7. The Exhibitor agrees that the Conference or its sponsor(s) shall not be liable for any damages, whether to person or property, for any reason whatsoever by reason of use, occupation or enjoyment of the space by the Exhibitor or any person therein with the consent of the Exhibitor, and that the exhibitor shall indemnify and keep harmless the Conference and its sponsor(s) from all liability on account of such damage or injury, regardless of cause, by the Exhibitor, its representatives, agents, or contractors.
8. In the event the site of the conference shall, in the sole discretion of the Conference, be unfit for occupancy or substantially interfered with by reason of any cause(s) not within the control of the Conference, this agreement may be terminated by the Conference. "Cause" of "causes" may include, but shall not be limited to: fire, flood, epidemic, earthquake, explosion, accident, blockage, embargo, weather, governmental restraint or orders of restraint from local or national civil or military authorities, act of public enemy, riot or civil disturbance, inability to secure appropriate labor, impairment of transportation or facilities, or inability to obtain, for whatever reason, necessary supplies, equipment, or clearances, or by rule of federal or local law, or any circumstances deemed as act of God.

Should the Conference terminate this agreement pursuant to the provisions of this section, the Exhibitor waives any and all claims for damage arising therefrom. The Exhibitor further agrees that the Conference liability is limited to a refund of monies paid prior to the termination. Should the Conference be underway, the Exhibitor shall expect the Conference to adjust the refund to reflect a pro rata adjustment based on the number of hours the Conference shall have been in operation prior to the termination. This provision shall not relieve the Exhibitor of any liability arising from the provisions of Section 6 above, and all monies due to the Conference in regard shall be paid notwithstanding.

## EXHIBIT RULES

These rules and regulations governing the International Conference on Acoustics, Speech, and Signal Processing (ICASSP2000) are supplemental to the EXHIBITOR BASIC TERMS AND AGREEMENTS, and they have been established for the protection of everyone. (The word "management" as used herein shall mean officers, committee members, or employees acting with authority from ICASSP2000).

1. **BOOTH IDENTIFICATION:** Absolutely NO company identification may be placed outside the area of the booth. No identification may be placed on posts or pillars adjacent to the booths occupied by exhibitors, or on carpeted areas of the aisles beyond the 10' x 10' standard booth limits.
2. **DISTRIBUTION OF SOUVENIRS AND SAMPLES:** To achieve greater exposure and attention exhibitors may donate items to be given away in a daily door prize drawing if one is established by the conference management. Souvenirs or samples, which have no resale or negotiable value, may also be given away. Any distribution must be conducted within the exhibitor's designated booth space. In all cases, exhibitors planning giveaways of any nature should make arrangement well in advance with the conference management, which reserves the right to prohibit the distribution of anything which, in its opinion, is not keeping with the character of ICASSP2000.
3. **DISPLAY REQUIREMENTS AND RESTRICTIONS:** All displays or exhibited materials must be fireproof to conform to Federal, State, and City fire laws. Displays must be self-supporting and nails or screws are not permitted in building floors or walls. Displays must be wholly confined within exhibitor's booth and must not obstruct the clear view of nearby exits or other

exhibits. ALL WIRING ON BOOTHS OR DISPLAY FIXTURES MUST CONFORM TO ASSOCIATION OF UNDERWRITERS AND LOCAL FIRE DEPARTMENT REGULATIONS. (3-WIRE ONLY).

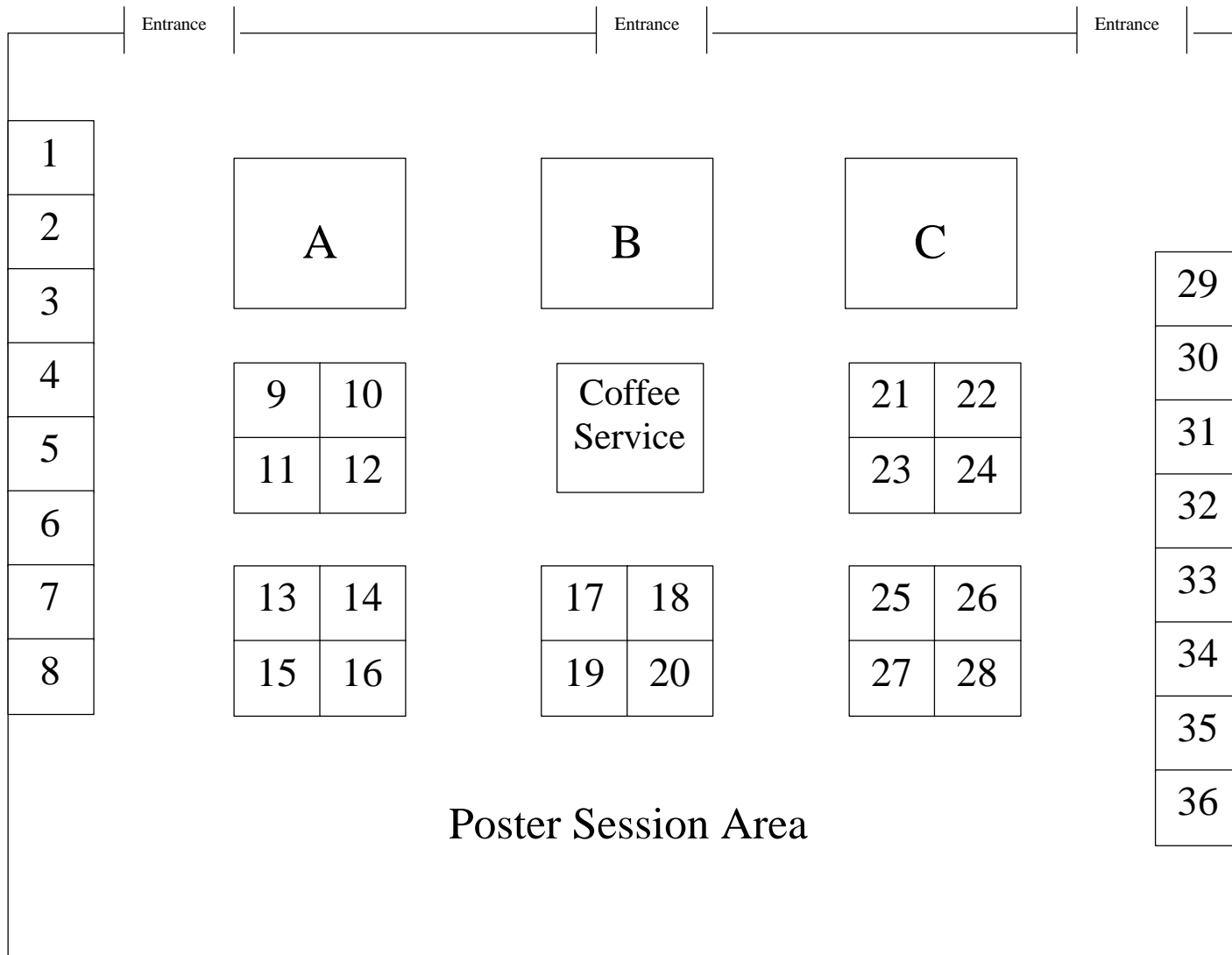
The side of any display cabinet or structure facing a side aisle, or adjacent exhibitor's booth, must be finished or suitable decorated at the expense of the exhibitor erecting or installing such a display.

No exhibit may exceed eight feet high and that only within the area extending three feet from the back wall. Maximum height of the displays in the balance of the area is four feet, except that products to stand on the floor may extend higher than this limit, but must be positioned as close to the back wall as possible, to avoid blocking the view of adjoining exhibitors. NOTE PARTICULARLY THAT NO PART OF A SIGN OR SOLID DISPLAY MAY EXTEND HIGHER THAN EIGHT FEET ABOVE THE FLOOR. NOTE: ANY DISPLAYS NOT CONFORMING TO THE EXHIBIT SPECIFICATIONS OUTLINED IN THESE RULES MUST BE APPROVED BY THE ICASSP2000 MANAGEMENT IN WRITING PRIOR TO THE MOVE-IN DATE.

4. **BOOTH PERSONNEL & ACTIVITIES:** With the exception of convenience help, such as secretaries or professional product demonstrators, all booth personnel must be engineers or other REGULAR EMPLOYEES of the company, or its representatives, who are fully capable of explaining the technical aspects of the products or processes on display on an appropriate level at the Conference. No exhibitor may advertise or promote any outside activity, such as an open house or separate exhibits wherever located, occurring during the hours ICASSP2000 exhibits are open, or which detracts from the exhibit or convention operations.  
Only registered exhibitors may publicly advertise hospitality rooms and only on bulletin boards provided in the exhibit area.
5. **LIABILITY AND THEFT:** Conference and hotel management will not be responsible nor liable for injury to the person or property of exhibitors, their guests, invitees, employees, or agents. Furthermore, the exhibitor agrees to defend or hold harmless ICASSP2000, its directors, employees, and agents from any liability of personal injury and loss or damage to property. EXHIBITORS SHOULD INSURE AGAINST SUCH CONTINGENCIES. Damage to inadequately packed property is exhibitor's own responsibility. If the exhibit fails to arrive, exhibitor is nevertheless responsible for booth rental.  
Exhibitors should be on hand to supervise during the set-up and dismantling of products, projection equipment, and other items of high value. A person assigned booth duty should be required to remain with the exhibit until visitors have left the premises at the closing hour each day.  
At move-out, specific arrangement should be made to package or place under lock any items of extremely high value and especially items of general interest such as small instruments, walkie-talkies, high fidelity equipment, projectors, etc.
6. **SUB-LETTING EXHIBIT SPACE:** No exhibitor may assign, sublet, or apportion any of the space contracted for by him/her or their company.
7. **MATERIALS HANDLING:** The handling of exhibitor's material into and out of and within the exhibit buildings shall be at exhibitor's expense. Exhibitor's empty crates, boxes, and cartons will be removed from the show area before exhibit opening time.
8. A 24-hour watchman service, supplied by ICASSP2000, will prevent entry to exhibit areas by anyone not authorized by the building management or ICASSP2000 management, or not wearing proper badge for admission to such areas. A WATCHMAN SERVICE DOES NOT GUARANTEE EXHIBITORS AGAINST LOSS; NEITHER DOES ITS IMPLY AN ASSUMPTION OF LIABILITY FOR EXHIBITOR'S PROPERTY BY ICASSP2000.
9. **INTERPRETATION OF RULES:** ICASSP2000 management shall have final authority as to the interpretation of these rules and their applications and shall have the authority to establish penalties in the event of violations.
10. **AMENDMENTS TO RULES AND REGULATIONS:** ICASSP2000 management reserves the right to amend these rules and regulations or to make additions thereto.

#### **DISPLAY SPACE ASSIGNMENT**

In the event of duplicate application for the same space, priorities will be based on the application postmark date. Exhibit space is limited and we cannot guarantee that all exhibitor requests will be accommodated. Early registration is strongly advised.



# Hilton Convention Center Floor Plan