

**1. EXHIBITOR INFORMATION PLEASE PRINT**

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Province / State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_  
 Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_  
 Email: \_\_\_\_\_ \*Website: \_\_\_\_\_  
 Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Please indicate your contracted 2020 IECSC Las Vegas Booth Number(s): \_\_\_\_\_

**2. CLASSROOM & FEES (CONTRACTED CLASSROOMS, DAYS AND TIMES BELOW)**

Manufacturers are given right of first refusal—and are only guaranteed—the room(s)/date(s)/time(s) that they occupied in 2018 provided rein-statement takes place no later than September 6, 2018. After that date, rooms are assigned on a first come, first served, space available basis. We will do our best to accommodate your request, but availability is not guaranteed. If your request is accommodated, you will be notified by email. At that time, full instructions for submitting session details will be provided. You will be required to provide session details via online link. Speaker photo required in .jpg format only, min 300dpi. Other file formats or lower resolution .jpg files cannot be used. Furthermore, you agree to submit requested details no later than January 22, 2020 or forfeit the entitlement to have your session advertised in some or all promotional materials. See classroom pricing chart for applicable fees. Room assignments will NOT be made without appropriate deposit.

**Classroom #1** Room #: \_\_\_\_\_ Day(s): \_\_\_\_\_ Time(s): \_\_\_\_\_ Total Classroom Cost: \_\_\_\_\_ USD  
**Classroom #2** Room #: \_\_\_\_\_ Day(s): \_\_\_\_\_ Time(s): \_\_\_\_\_ Total Classroom Cost: \_\_\_\_\_ USD  
**Classroom #3** Room #: \_\_\_\_\_ Day(s): \_\_\_\_\_ Time(s): \_\_\_\_\_ Total Classroom Cost: \_\_\_\_\_ USD  
**Classroom #4** Room #: \_\_\_\_\_ Day(s): \_\_\_\_\_ Time(s): \_\_\_\_\_ Total Classroom Cost: \_\_\_\_\_ USD

**All classrooms will come with the following furnishings:**

- One wired microphone
- Stage riser in rooms of 175 capacity or more
- One skirted head table
- Chairs set theatre style to maximum capacity
- Limited electrical (wall plugs only)
- One lectern/podium
- Head Table

All audio visual is the responsibility of exhibitor and may be ordered through the IECSC official audio visual contractor.

Show Management reserves the right to change classroom location at any time. Should such occasion arise, Show Management will offer comparable alternatives. Exhibitor agrees to submit session details in accordance with the instructions that are set forth by Show Management, otherwise forfeit the opportunity to have their session publicized in all attendee promotional vehicles. Show Management will not be responsible for non-publishing of session details where exhibitor has failed to meet deadlines or provide materials in required formats.

Check # \_\_\_\_\_ Make Check Payable to IECSC Las Vegas Credit card charges will appear on your statement as Questex LLC.  
 Credit Card (check one):  American Express  Mastercard  VISA  
 CARD NO: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_ SEC CODE: \_\_\_\_\_  
 CARDHOLDER NAME: \_\_\_\_\_  
 SIGNATURE: \_\_\_\_\_

**PAYMENT SCHEDULE:**  
 Upon Signing **50% Due**  
 with application/contract

**February 28, 2020**  
**100% Due**

Room assignments will NOT be made without appropriate deposit.

If your balance of payment is not received by other means within 90-days of the event, this card will be billed automatically to settle your account.

**3. SIGN HERE**

Exhibitor understands that this Agreement shall be legally binding between Questex LLC and the Exhibitor only upon acceptance in writing by Show Management. Exhibitor also understands that any changes in the information in this Agreement must be provided to Show Management in writing. This Agreement may be executed and delivered by facsimile and a facsimile signature shall be treated as an original.

Exhibitor's Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name (Please Print): \_\_\_\_\_ Title: \_\_\_\_\_  
 Show Management: \_\_\_\_\_ Title: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Rec'd: \_\_\_\_\_  
 Total Price: \_\_\_\_\_  
 Payment Rec'd: \_\_\_\_\_  
 Balance Due: \_\_\_\_\_  
 Accepted By: \_\_\_\_\_

**Classroom #1 Assigned**

\_\_\_\_\_

**Classroom #2 Assigned**

\_\_\_\_\_

**Classroom #3 Assigned**

\_\_\_\_\_

**Classroom #4 Assigned**

\_\_\_\_\_

**Please complete and return with payment to:**

**PAYABLE TO:**

Payable to: Questex LLC / IECSC Las Vegas

Questex LLC  
 PO Box 959635  
 St. Louis, MO 63195-9635  
 Fax: 212.895.8209

**WIRE TRANSFERS:**

For information on how to Wire Transfer payment, please contact Steven Jallet at 617.219.8360.

**QUESTIONS?**

Please contact:  
 Tel: 212.895.8234  
 Web: www.iecsc.com