



**SMC-IT CONTRACT FOR EXHIBIT SPACE**

*Sponsored by Jet Propulsion Laboratory*  
 Pasadena Conference Center  
 Pasadena, California **July 15-16, 2003**

**Return to:** Jet Propulsion Laboratory  
 4800 Oak Grove Drive  
 Pasadena, CA 91109  
 Website: smc-it.jpl.nasa.gov

SMC-IT 2003  
 Helga Mycroft, Conference Coordinator  
 Phone: (818) 354-8254 Fax: (818) 393-4992  
 E-mail: Helga.E.Mycroft@jpl.nasa.gov

1st choice \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_

Total Cost \$ \_\_\_\_\_ (Standard Pipe and drape) \_\_\_\_\_

**RETURN THIS CONTRACT with PAYMENT MUST BE MADE IN US DOLLARS.** Confirmation will be returned by email. **SPACE WILL NOT BE GUARANTEED UNTIL DEPOSIT IS RECEIVED.** It is understood that the company representatives signing the contract will have read the Rules and Regulations for the above named conference and agrees that they are a part of the contract and abide by them and any additional rules deemed necessary by JPL.

*Full payment for the reserved space must be received by **May 30, 2003.***

Organizers reserve the right to relocate the booth.

**PLEASE PRINT**

Exhibiting Company \_\_\_\_\_

Exhibit Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Country \_\_\_\_\_ Website \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Authorized by \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**MAKE CHECKS PAYABLE TO: Jet Propulsion Laboratory SMC-IT 2003**

PAYMENT MUST BE MADE In **US Dollars**

If paying by credit card, please complete the attached **Credit Card Payment Form**, along with this contract.

For use by JPL -  
 Accepted for SMC-IT by \_\_\_\_\_ Booth No. \_\_\_\_\_ Size \_\_\_\_\_ Type \_\_\_\_\_

Total Cost \$ \_\_\_\_\_ Date Rcvd \_\_\_\_\_ Paid in Full \_\_\_\_\_

## RULES GOVERNING THE EXHIBIT

**ORGANIZER** The word "Organizer" as used herein shall mean the sponsoring organization association or institute or its officers, agents or employees acting for it, in the management of the exhibit.

**ELIGIBLE EXHIBITS** The Organizer reserves the right to determine the eligibility of any company or product for inclusion in the Exhibit.

**LIMITATION OF LIABILITY** The exhibitor agrees to make no claim for any reason whatsoever, including negligence, against the Organizer, its members or agents or employees or the lessors or owners of the exhibit premises for loss, theft, damage or destruction of property; nor for any injury to himself or employees while in the Exhibit quarters. Each exhibitor should purchase his own insurance.

**DEFACING OF BUILDING** Exhibitors are liable for any damage caused by fastening displays or fixtures to the building floors, walls, or to the standard booth equipment, or for damage caused in any other manner. Exhibitors may not apply paint, lacquer, adhesive or any other coating to the building walls and floors or to standard booth equipment.

**DISPLAY DIMENSIONS** **Island Booth Space**-Maximum island space height is 22 feet. **Line Booth Space**-Maximum line booth exhibit height is 8 feet. The 8 foot height may be maintained at the sides of an exhibit for a distance not in excess of 5 feet from the backwall. From this point, the maximum height is 40 inches. Where an unfinished portion of an exhibit is exposed, the offending surface must be made presentable.

**No signs or banners will be hung from ceiling.**

**DISPLAY REGULATIONS** Demonstrations must take place within the exhibit booth area only. Exhibitors may be requested by the Organizers to limit or schedule demonstrations if visitors crowd adjoining exhibits or impede traffic flow in the aisle. **Do not place your demonstration areas on the aisle line of your exhibit space, so that people will have to stand in the aisle to view them.**

**COVERED DISPLAY / SECOND STORY DESIGN** For special rules regarding these set ups, contact the Organizers.

**SOUND DEVICES** **Sound of any kind must not be projected outside the confines of the exhibit booth.** If the nature of the equipment to be displayed is such that a loud noise is part of the performance, the Exhibit Manager must be informed. Mechanical or electrical devices, which produce sound, must be operated so as not to prove disturbing to other exhibitors. Management reserves the right to determine the acceptable sound level in all such instances. **This will be strictly enforced.**

**REJECTED DISPLAYS** The exhibitor agrees that his exhibit shall be admitted and shall remain from day to day solely on strict compliance with the rules herein laid down. The Organizer reserves the right to reject, eject or prohibit any exhibit in whole or in part, or any exhibitor or his representative, with or without giving cause. If cause is not given, liability shall not exceed the return to the exhibitor of the amount of rental unearned at the time of ejection. If an exhibit or exhibitor is ejected for violation of these rules or for any other stated reason, no return of rental shall be made.

**INSURANCE** Fire and theft insurance, if so desired must be taken out by each exhibitor at his own expense.

**EXHIBITOR REPRESENTATIVES' RESPONSIBILITY** Each exhibitor must name at least one person to be his representative in connection with installation, operation and removal of exhibit. Such representative shall be authorized to enter into such service contracts as may be necessary, and for which the Exhibitor shall be responsible.

**CHARACTER OF DISPLAYS** Distribution of samples and printed matter of any kind, or any promotional material, is restricted to the confines of the exhibit booth. No noisemakers or anything not in keeping with the technical character and high standards of the Organizer may be distributed or utilized by any exhibitor in the exhibit area. **The Organizers must approve requests for any distribution of food and beverages. Requests must be received in writing or by email no later than June 17,2003.**

**LABOR** Exhibitors must comply with union work rules where applicable. Union labor will be made available.

**EXHIBIT LOGISTICS** Detailed data, in the form of an Exhibitor's Information Kit, will be mailed to each exhibitor in ample time for advance planning. The kit will contain information regarding shipment, labor, electrical services, and rental items, exhibit hours, etc. Service order forms for all available services will be included and should be returned promptly.

**ATTENDANCE** The Organizer shall have sole control over attendance policies at all times.

**SUB-LEASING** Exhibitors may not sub-let their space, nor any part thereof.

**GUARDS** The Organizer will employ reputable guards during the course of the Exposition. The duty of the guards will be to protect the general exhibit against fire or other catastrophes. The Organizer, Exposition Management, nor the owners or lessors of the exhibit premises will assume any responsibility for exhibitors' personal property. It is suggested that the exhibitor insure his property against loss and theft.

**FIRE AND SAFETY LAWS** Federal, State and City Laws must be strictly observed. Booth decorations must be flameproof. Wiring must comply with fire department and underwriters' rules. ***Smoking is forbidden in the Pasadena Conference Center.*** Crowding will be restricted. Exhibits cannot block aisles and fire exits.

**FOREIGN EXHIBITING COMPANIES** Each exhibiting company bringing equipment from outside the United States is responsible for ensuring that all equipment and display items have the necessary documents to meet the rules and regulations of Customs, and procedures for admission into the country. The Organizers or their sub-contractors cannot be held responsible for any errors or omissions or be held liable by the Exhibiting Company in the event that the Authorities raise any questions regarding the Entry Forms.

**AMENDMENT TO RULES** Any and all matters or questions not specifically covered by the preceding rules and regulations shall be subject solely to the decision of the Organizer. The Organizer may amend these rules and regulations at any time and all amendments so made shall be binding on exhibitors equally with the foregoing rules and regulations.

**FAILURE TO HOLD EXHIBIT** In the event the Exhibit is not held for any reason, the Organizer may retain such part of exhibitors' rental as shall be required to recompense it for expenses incurred up to the time such contingency shall have occurred.

**COMPLIANCE WITH LAWS** Exhibitors must comply with all laws, rules, regulations and ordinances in force.





Every Exhibiting Company Representative will be required to wear an identifying badge while in the exhibit hall. The badge will be ready at the Exhibitor Registration desk at 8:00 am Sunday, July 13, 2003

**DO NOT SEND THIS FORM MORE THAN ONE TIME!** Any modification will be made on-site at Exhibitor Registration.

**Each company representative will be responsible for picking up his or her own badge. PHOTO ID IS REQUIRED AT REGISTRATION.**

*Please complete this form and return by: **EMAIL:** [Kathya.Zamora@jpl.nasa.gov](mailto:Kathya.Zamora@jpl.nasa.gov) or **FAX:** 818-393-5009*

or Mail to:

Jet Propulsion Laboratory  
 SMC-IT Exhibition Chair: Kathya Zamora  
 4800 Oak Grove Drive Mailstop: 171-370  
 Pasadena, CA 91109

**Return no later than Friday, June 6th, 2003.**

*On the badge, the **Company name** will appear as listed: **PLEASE TYPE OR PRINT***

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Country: \_\_\_\_\_ Website: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**PLEASE TYPE all Representatives' names (Make additional copies as necessary.)**

1. Name: _____	Contact Info (please complete if different from above)
Title: _____	Address: _____
E-mail: _____	_____
Phone: _____	_____
Fax: _____	_____

2. Name: _____	Contact Info (please complete if different from above)
Title: _____	Address: _____
E-mail: _____	_____
Phone: _____	_____
Fax: _____	_____

3. Name: _____	Contact Info (please complete if different from above)
Title: _____	Address: _____
E-mail: _____	_____
Phone: _____	_____
Fax: _____	_____



# SMC-IT 2003 Product Seminar

Phone: 818-354-4851 Fax: 818-393-5009 Email: [Kathya.Zamora@jpl.nasa.gov](mailto:Kathya.Zamora@jpl.nasa.gov) Website: [smc-it.jpl.nasa.gov](http://smc-it.jpl.nasa.gov)

Product Seminars will be 20 - 30 minutes in length and slots are assigned on a first come, first served basis. Seminars are *only* open to organizations that will be exhibiting at SMC-IT 2003. Time slots will be assigned once full payment for exhibition has been received. Please indicate your preferred duration, date and time.

ORGANIZATION: \_\_\_\_\_

SEMINAR COORDINATOR: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

DATE: Monday 7/14 PM \_\_\_\_\_ Tuesday 7/15 AM \_\_\_\_\_ Tuesday 7/15 PM \_\_\_\_\_  
Wednesday 7/16 AM \_\_\_\_\_ Wednesday 7/16 PM \_\_\_\_\_

DURATION: 20 minutes \_\_\_\_\_ 30 Minutes \_\_\_\_\_

**PLEASE COMPLETE THE FOLLOWING REGARDING SEMINAR.**

PRESENTER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ COUNTRY/ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

TOPIC: \_\_\_\_\_

**BRIEF SUMMARY OF WHAT WILL BE COVERED IN THE SEMINAR:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*A video projector will be available to presenters for the Product Seminars. Please indicate if you have any special presentation needs.*

**When completed please mail to: (or send by fax to: 818-393-5009 or email to: [Kathya.Zamora@jpl.nasa.gov](mailto:Kathya.Zamora@jpl.nasa.gov))**  
Jet Propulsion Laboratory  
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Kathya Zamora  
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