



WIRELESS LEADERSHIP SUMMIT



NOVEMBER 7-8, 2023

Contract for Exhibit Space

Wireless Leadership Summit 2023
Chase Park Plaza Royal Sonesta, St. Louis, Missouri

www.EnterpriseWireless.org/WLS

Please sign and return this contract using either the form's automatic link feature or by emailing to Elaine.Walsh@EnterpriseWireless.org. If you have questions about this contract or participating in the Wireless Leadership Summit, please contact Conference Director Elaine Walsh at the email above or call 520.620.0063.

Company Information

Exhibiting Company Name:

Mailing Address: City: State: ZIP:

Company URL:

Primary Contact Name: Title:

Contact Phone: Contact Email:

Primary objectives for exhibiting: ☐ Sales leads ☐ Introduce new products ☐ Network with customers
☐ Seek dealers ☐ Create market awareness ☐ Other:

Authorization Name: Title:

Signature: Date:

Exhibit table rental fee includes:

- Table top exhibit with a 6' draped table and one chair. The vendor exhibit area is located in networking room which will be open for Summit meals, breaks and cocktail parties.
- Two (2) complimentary registrations per space, granting full access to General Sessions and networking events.
- Networking events include breakfast with the EWA board on November 7, cocktail receptions on November 7 and 8, and lunch on November 8.
- Company listing and 25-word description with URL link on conference site and in the printed program.
- Access on first-come-first-served basis to designated meeting rooms for training or customer event during Leadership Summit (schedule with management).
- All EWA vendor member exhibitors will receive the attendee list including contact information.

Exhibit rental fees per space:

- ☐ Our company is already an EWA member
☐ Non-member company

Non-member prices includes a one-year EWA Vendor Membership.

Table Top Exhibit Space EWA Member: \$1,500
Non-Member: \$2,295

Reserve your exhibit space before September 1, 2023 to avoid a 15% late fee.

Upon receipt of signed contract and confirmation of assigned exhibit space from management, you will receive an invoice from EWA via email or your credit card will be billed if you provide credit card information on this form. Full payment within 30 days of contract date or invoice due date will confirm your space. If payment is not received by that date, the exhibit space is released. To qualify for existing member rates, your membership must be current as of October 1, 2023. A lapsed membership must be paid by that day or the non-member rate will apply.

Exhibit move-in is from 8am - 6pm on November 6. Exhibits must be ready for the EWA Board of Directors Networking Breakfast at 7am on November 7.

Your Choice of Tabletop Space

1st choice: 2nd choice: 3rd choice:

If possible, exhibitor requests that management avoid placing exhibit near these companies:

Exhibit Space Assignment (for Leadership Summit Management Use):

Credit Card Information

Check one: ☐ VISA ☐ MasterCard ☐ American Express

Credit Card Number:

Expiration Date:

Cardholder's Name:

Cardholder's Signature:

If you would rather provide your credit card information by phone, please contact Elaine Walsh at Elaine.Walsh@EnterpriseWireless.org.



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2023 Wireless Leadership Summit Terms and Conditions of Contract for Exhibit Space

1. **Eligible Exhibits** - The purpose of the 2023 Wireless Leadership Summit is educational in nature. Management reserves the right to refuse rental of exhibit space to any organization or individual, who in its opinion, may display goods or services not compatible with the educational goals or strategic objectives of the host organization.
2. **Subletting of Space** - Exhibitors may not assign, sublet, or share their exhibit space without the written consent of management.
3. **Liability** - Neither management, its employees, contractors nor the Chase Park Plaza Royal Sonesta Hotel and its representatives and employees will be responsible for any injury, loss or damage that may occur to an exhibitor's property or employees from any cause whatsoever at any time prior to, during or subsequent to the period of the 2023 Wireless Leadership Summit event. Each exhibitor must assume responsibility and risk for any loss or damage and by applying for exhibit space expressly releases the above-named organizations and individuals from any claims for such injury and loss. Exhibitors are responsible for protection against any unauthorized removal of their property.
4. **Insurance** - Exhibitors will be required at their sole cost and expense to secure insurance coverage for general liability, bodily injury and property damage resulting from exhibit space leased. Limits of liability of these policies shall not be less than \$1,000,000. Exhibitors will be required to add management as additionally covered parties on these policies for the period of the Leadership Summit.
5. **Americans with Disabilities Act** - Exhibitors shall be solely responsible for compliance with the Americans with Disabilities Act (ADA) with respect to their exhibit.
6. **Damage to Property** - Exhibitor is responsible for any damage to the host hotel and any other exhibitor's property arising out of its own actions. Exhibitor agrees to abide by any rules of the host hotel regarding application of any substance such as paint, lacquer or adhesives that may be prohibited.
7. **Union Labor** - Exhibitor is required to comply with any regulations or contracts in effect between the host hotel, service contractor and any union.
8. **Shipments to The Chase Park Plaza Royal Sonesta Hotel** - Because this a tabletop exhibit, we encourage minimal shipment of equipment and exhibit materials. The Chase Park Plaza Royal Sonesta Hotel will bill your company for handling charges for shipments sent to the hotel that requires storage and delivery to the exhibit hall. Therefore, we encourage you to only ship items that are lightweight and can be hand carried to your exhibit space.
9. **Installation/Dismantle** - Exhibits may be installed beginning at 8:00 am local time on November 6, 2023 and must be ready by 7:00 am local time on November 7, 2023. No exhibit material should be brought to the exhibit area until set up begins on November 6. Your assigned table top area must remain intact and with personnel in attendance during official exhibit hours. Tear down begins at 7:00 pm on Wednesday, November 8, 2023.
10. **Character of Exhibits** - Exhibitors are encouraged to use a good-neighbor policy regarding their displays. Management reserves the right to remove or require the alteration of any exhibit due to excessive noise, lighting or other nuisance that in any way significantly interferes with the business and educational atmosphere of the 2023 Wireless Leadership Summit or inhibits the display of any other exhibitor.
11. **Badges** - Badges will be required for admittance to any designated portion of 2023 Wireless Leadership Summit. Exhibitors are granted two (2) full registrations at no charge per single exhibit space rented. Additional attendees can be registered for a fee quoted by management.
12. **Relocation of Exhibits** - Management reserves the right to relocate any exhibitor's exhibit space.
13. **Fire Regulations** - All exhibits must meet fire restrictions and regulations published by The Chase Park Plaza Royal Sonesta Hotel and the city of St. Louis, Missouri.
14. **Photography** - The services of an official professional photographer will be engaged by the Leadership Summit and the Exhibitor consents to photographs being taken by such photographer for publications and other promotional materials. Exhibitor may take photographs of their own exhibit but may not photograph or otherwise capture images of another exhibitor's exhibit space unless authorization is obtained by that exhibitor.
15. **Lighting, Decorations and Music** - Balloons, strobe lighting and confetti are prohibited in the exhibit hall. Exhibitors are responsible for music licensing for any music played in their exhibit space.
16. **Food Service** - Food and beverage service must be ordered through the catering department of The Chase Park Plaza Royal Sonesta Hotel.
17. **Failure to Hold Exhibit** - Exhibitors will not be entitled to a refund for failure to hold the 2023 Wireless Leadership Summit due to war, natural disaster or any action beyond the control of the conference organizers. Should any other contingency require the organizers to cancel the conference/exhibition, management retains the right to keep such part of the exhibitor's rental fees as are necessary to reimburse the company for actual expenses incurred up to the time cancellation occurred.
18. **Cancellation Policy** - Cancellations must be made in writing (email is acceptable); they cannot be taken over the phone. Any exhibitor cancelling exhibit space after 5:00pm EST, October 1, 2023, will forfeit the entire exhibit space rental fee (no exceptions).
19. **Amendments** - Management reserves the right to amend these rules at any time, and the exhibitor agrees to abide by any changes, with the provision that exhibitors are given advance notification of any changes.
20. **Social Functions** - Social functions and meetings held during the week of the Leadership Summit are limited to exhibiting companies, require approval by Show Management and also must occur outside of the times for Leadership Summit sessions or exhibit hours.
21. **Silent Auction** - All WLS 2023 exhibiting companies will be expected to participate in the Silent Auction to benefit the EWA-Joseph B. Vestal Endowed Scholarship. The Silent Auction will be held during Exhibit/Networking Hours. Details about how to participate will be provided with confirmation of your signed contract.