



COE 2015 Annual PLM Experience & TechniFair
Charleston, South Carolina
April 26-30, 2015
Application to Exhibit

COMPANY INFORMATION

Company: _____ Contact: _____

Company Address: _____

City: _____ State/Prov: _____ Zip Code: _____

Phone: (____) _____ Fax: (____) _____

E-mail: _____ Website: _____

PRODUCT DESCRIPTION

What is the nature of the product/service you plan to exhibit? (Indicate all that apply)

- Hardware - Graphic Displays/Plotters/Engineering Workstations/Input Devices
- Complementary Software, please specify: _____
- Services - Translation/Design/Analysis
- Staffing, please specify: _____
- Training & Education, please specify: _____

MEMBERSHIP INFORMATION

All exhibiting companies must be 2015 COE members in good standing. Membership dues fees will be included in your total booth price below unless otherwise specified.

2015 EXHIBIT SPACE

Booth space will be assigned on a first-come, first-served basis. All applications to exhibit must be accompanied by a **50% deposit** to reserve your booth space. *Booth space will not be assigned until a signed contract and 50% deposit is received by Show Management.*

10' X 10' Booth Space at \$4,725.00 USD x _____ Booths = \$ _____ USD

+ COE 2015 Membership at \$ 750.00 USD

Total Cost: \$ _____ USD

Please specify any companies that you do **not** wish to be located near: _____

Payment

Invoices will be sent upon receipt of a signed contract. A 50 percent deposit is due upon receipt of your contract. Full payment is due by **February 20, 2015**. If a contract is submitted after **February 20, 2015**, full payment is due at the time the contract is submitted.

Acceptance

We, the authorized representative of the undersigned company, on behalf of said company agree to all terms, conditions, authorizations and covenants obtained in this Contract and Rules and Regulations governing the COE 2015 Annual PLM Experience & TechniFair.

Signature: _____ Date: _____

COE 2015 Annual PLM Experience and TechniFair

Rules and Regulations

1. Agreement

Please complete the Agreement, inclusive of company name, address, contact person, telephone, fax number and approver signature. Upon receipt of the Agreement and full payment, COE will confirm your booth assignment. The product/service to be displayed must be noted in order for Agreement to be processed and validated.

2. Exhibitor Qualification

All contracts will be reviewed by COE upon receipt and considered pending approval until your company is confirmed. You will receive an email confirmation that your company has been approved to exhibit. All exhibitors must be members of COE in good standing (paid annual vendor membership dues). COE reserves the right to charge your credit card a \$750 membership fee if your company is not a current member of COE or has not renewed the current year membership with COE.

COE's Annual PLM Experience & TechniFair is open to those hardware and software vendors with specific relationship to the Dassault Systèmes products or providers of products/services felt to be significantly applicable to the Dassault Systèmes family of applications. No product displayed in the COE's Annual PLM Experience & TechniFair should offer an alternative to the core CATIA modeling product. The COE Board of Directors has final determination of which vendors may exhibit at the 2015 COE Annual PLM Experience & TechniFair.

Hardware exhibitors shall supply Dassault Systèmes products - compatible input, output, display devices, accelerators, and CPUs, including graphics devices, printer/plotters, communication devices, rapid prototyping devices, displays, CPUs able to run licensed Dassault Systèmes products (CATIA, DELMIA, ENOVIA, and SMARTEAM), software, supporting peripherals, and networking equipment. Software exhibitors shall supply software that interfaces, creates, queries, changes, and updates files, data and/or applications without requiring IGES, including data management, CAM software, pre/post processing and FEM software utilizing mesh files, shop-floor viewing products, and data-translation products. Service exhibitors shall supply services of specific relationship to Dassault Systèmes products, such as hardware sales, leasing, service and/or maintenance; scanning into files; database creation; system support; training and training systems; application development specifically marketed to Dassault Systèmes products users; installation support; system maintenance; and service bureau/consulting based on licensed Dassault Systèmes products. Please note: vendors may request exceptions for their products or exhibits prior to the COE 2015 Annual PLM Experience & TechniFair by submitting a written request to COE HQ. Any non-compliant product(s) and the respective exhibitor may be subject to immediate removal from the TechniFair and/or disqualification from participating in future TechniFairs. The decision for any of the aforementioned actions and/or refunds is at the sole discretion of the COE Board of Directors.

3. Payment Terms

In order to confirm exhibit space and/or sponsorships, a 50 percent deposit of exhibit space/sponsorship must accompany signed contract and current year member dues. Full payment of exhibit space/sponsorship is due by **February 20, 2015**. If any exhibitor fails to perform any term or condition of the contract or fails to observe and abide by these Contract Rules & Regulations, COE reserves the right to terminate the contract immediately without refund of any moneys previously paid.

4. Cancellation

Cancellation of exhibit space must be directed in writing via email to Andrew Werfelmann at awerfelmann@coe.org. Refunds will be made at the discretion of the COE. Contracts canceled by **January 30, 2015** will be refunded at 50 percent of the exhibitor's total payment due. In no case will any refunds be made after **January 30, 2015**. In case of fire or the elements, or any other causes beyond the control of management, which prevent the holding of the show, this contract is not binding. If for any reason beyond COE's control, the COE Annual PLM Experience & TechniFair must be cancelled, shortened, delayed or otherwise altered or otherwise changed, Exhibitor understands and agrees that all losses and damages which it may suffer as a consequence thereof are its responsibility and not that of COE or its event manager SmithBucklin, or their respective directors, officers, employees or agents. Exhibitor understands that it may lose all monies it has paid to COE for space in the exhibition, as well as other costs and expenses it has incurred, including travel to the show, setup, lodging, freight, employee wages, etc.

5. Assignment of Space

Available booth space will be assigned on a first-come, first-served basis as contracts are received by the COE Sales Team.

6. Set-up and Dismantle

Set-up and dismantle hours specified in the prospectus are subject to change, in which case all Exhibitors will be notified in writing. If an exhibit is not set up by 3:00 p.m. on Monday, April 27, 2015, COE reserves the right to re-assign such space to another exhibitor or to make other use of the space as deemed necessary or appropriate at the expense of the exhibitor. Exhibits are to be kept intact until the closing of the TechniFair. No part of an exhibit shall be removed during the TechniFair without special permission from COE.

7. Subletting of Exhibits and Prohibited Uses

Exhibitors are prohibited from assigning or subletting a booth or any part of the space allotted to them. Nor shall they exhibit or permit to be exhibited in their space any merchandise or advertising materials which are not a part of their regular products, or which are not compatible with the character of COE, without a written request and approval from COE. COE reserves the right to terminate any portion of the exhibit that is not in accordance with these rules without prior approval.

8. General Service Contractor

Booth furnishings such as tables, chairs, wastebaskets, carpet, floral, and labor to setup and dismantle may be obtained from the Official General Service Contractor. The service contractor will be available for exhibitor assistance during all hours of setup, exhibition, and teardown. The contact information for the general service contractor, along with detailed information on shipping, labor fees, and material handling is included in the COE online Exhibitor Services Manual. The online Exhibitor Services Manual will be emailed to each exhibitor in February or shortly after the Exhibitor/Sponsor Contract has been received by COE HQ. Without prior agreement with the COE Show Management, the Exhibitor is responsible for any costs incurred as a result of a failure to meet scheduled deadline dates, and will be invoiced accordingly.

9. Use of Space - General

All marketing activities of each exhibitor must be confined to the exhibitor's allotted booth space. Demonstrations in booths must be designed to take place and keep the audience within the existing booth space to allow the free flow of traffic in the aisles. Exhibitors expressly agree not to hold any activity that, in the sole opinion of COE, creates a material adverse effect on attendance during the conference. If clarification is needed on a specific activity, please submit it to COE for approval. The serving of alcoholic beverages by exhibitors in any part of the exhibit area is strictly prohibited.

10. Audio Visual and Music Licensing

Audio-visual and other sound and attention-getting devices and effects will be permitted only in those locations and in such intensity as, in the opinion of COE, do not interfere with the activities of neighboring exhibitors. Operational equipment demonstrated may not create noise levels objectionable to neighboring exhibitors. Exhibitors are responsible for individual ASCAP/BMI music licensing fees or similar statutes as may apply outside the United States if applicable to the function. Music played and/or performed, whether recorded or live, will not be covered under COE's ASCAP/BMI music licensing agreement.

11. Hotel Suites and Meeting Rooms

COE reserves the right to control all suites and meeting rooms in those hotels which are providing housing for COE. No entertainment, meetings, tours, special events, hospitality suite functions, or other private functions will be permitted during the COE Conference activities unless approved by COE. Companies who are not in accordance with the stated rules may lose their privilege of exhibiting at this and future conferences.

12. Exhibit Construction and Layout

COE reserves the right to control the layout of the exhibit hall. Detailed regulations, provided by IAEE and governing the construction, height, and layout of exhibits will be included in the COE online Exhibitor Services Manual. These rules and regulations are to be considered an addendum to this document, and are subject to the full power and enforcement as set forth herein. If you require immediate access to these rules and regulations, please contact COE HQ for a copy. Each exhibitor will be held accountable for abiding by the IAEE rules and regulations governing stand construction and height limitations. COE reserves the right to control the layout of the exhibit hall. Exhibitors will be bound by the booth construction rules included in the COE online Exhibitor Services Manual.

13. Liability and Insurance

All Exhibitors assume all responsibility for any and all loss, theft, or damage to the Exhibitor's display, equipment, and other property while on the Facility premises, and hereby waives any claim or demand it may have against the hotel or its affiliates arising from such loss, theft, or damage. The Exhibitor agrees to indemnify and hold harmless COE and the Facility against any liabilities, obligations, claims, damages, suits, and expenses, including, without limitation, attorneys' fees, arising out of or in connection with the Exhibitor's occupancy and use of the exhibition premises. Each Exhibitor shall carry and maintain all liability insurance. Participating Exhibitors assume the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to Exhibitor's displays, equipment, and other property brought upon the premises of the Facility property and shall indemnify and hold harmless COE, the management firm, agents, servants, and employees from any and all damages, claims, and/or destruction including theft to any equipment owned by, leased to, or utilized by the Exhibitor.

14. Marketing and Promotions

All giveaway items with the exception of pens, pencils, luggage tags, and similar items must be submitted for approval to COE prior to the conference. Sideshow tactics, or other methods, including marketing material, considered by COE to be objectionable, are expressly prohibited at the COE conference. Prizes, drawings, raffles, or contests may be permitted in accordance with applicable state laws. Requests for approval of such activities must be submitted in writing to COE 30 days prior to the opening of the exhibition. Distribution of promotional material to COE conference attendees' hotel sleeping rooms, public areas, or in technical sessions is strictly prohibited without the prior approval from COE. Use of COE hotel and conference-related facility communication systems to promote Exhibitor products is prohibited.

15. Use of COE Name and Logo

Participation by an exhibitor in the COE conference does not entitle the Exhibitor to use the COE name other than with reference to the exhibitor's participation as an exhibitor in the COE conference without permission from COE. Participation in COE does not imply endorsement or approval by COE of any product, service, or participant, and none shall be claimed by any participant.

16. Security

Although COE will provide overnight guard service during Exhibitor Move-in, Exhibit Show Days and Exhibitor Move-out, neither COE nor the management firm will accept the responsibility for Exhibitor's valuables, tools, or personal items. It is suggested that small carry-type items of value be secured each evening.

17. Americans with Disabilities Act/Similar Non-U.S. Statutes

Exhibitors shall be responsible for making their exhibits accessible to persons with disabilities, as required by the Americans with Disabilities Act or similar statutes as may apply outside of the United States and shall hold COE harmless from any consequences of failing to do so.

18. Exhibitor Raffle

If an exhibiting company wins complimentary advertising through the 2015 Exhibitor Raffle, advertising can only be used in 2015. Full payment must be received for the exhibiting company's booth space before any advertising is published.

19. Canons of Conduct

In order that COE may better achieve its purposes, the following Canons of Conduct are adopted and shall govern the conduct of all COE members, member representatives, and attendees. All such members, member representatives, and attendees in connection with all COE matters and activities:

- A. Must conduct themselves and their activities in a professional manner marked by integrity and spirit of fair play.
- B. Must refrain from engaging in any activity which would violate proprietary rights of their employers, COE, or any other COE member organization (including their representatives).
- C. Must abide by the bylaws and policies of COE.
- D. Must properly register and display appropriate credentials at COE activities.
- E. Must not engage in sales activities, including direct or indirect solicitation, or conduct any other activity contrary to purpose or policies of COE at a COE-sponsored activity without the express consent of the COE Board of Directors.
- F. Must not distribute any materials or post displays of any kind at COE activities without prior approval of an officer of COE.
- G. Must not engage in any form of personnel recruitment or use of COE facilities or resources to do so.
- H. Must not use the COE name, other than in the conduct of COE business, as determined by the COE Board of Directors.
- I. Must not use the COE membership list or any part thereof, except in the conduct of COE business, as determined by the COE Board of Directors.