



Reserve Your Space!

2016 MALSCCE Convention Exhibit Space Rental Agreement

March 18, 2016, Hotel 1620 at Plymouth Harbor, 180 Water Street, Plymouth, MA 02360

Company: Provide information below as you would like it to appear in the Convention's Exhibitor Program.

Company _____
 Address _____
 Telephone _____
 Fax _____
 Email _____

Company Representatives: Exhibiting Companies are allowed two (2) designated representatives per booth reserved to staff their exhibit. Double spaced booths are allowed four (4) representatives. Please provide the names below:

1) Primary Exhibitor (full name) _____
 Name for Badge _____
 Mailing Address _____
 Telephone _____
 Email _____

2) Secondary Exhibitor(s) (full name) _____
 Name(s) for Badge _____

Exhibit Size: Check the applicable exhibit size and price.

	MALSCE Sustaining Member	Non-Member	Fees
Single Space	<input type="checkbox"/> \$400	<input type="checkbox"/> \$550	_____
Double Space	<input type="checkbox"/> \$600	<input type="checkbox"/> \$800	_____
Number of Extra Lunch Tickets (\$35 each)		<input type="checkbox"/>	_____
Number of Friday Dinner Tickets (\$65 each)		<input type="checkbox"/>	_____
Total Cost/Payment			_____

Payment: Please make check payable to MALSCCE or enter your credit card number below.

Visa MC AMEX Card #: _____ Exp. Date: _____
 Name on Card: _____
 Billing Address _____

Space is limited and available on a first-come, first-served basis. Prepayment is required with this space rental agreement. Please fax or email both sides of this sheet with credit card payment to 617/227-6783 or wognibene@engineers.org. You can also send the signed agreement along with your check to: MALSCCE, The Engineering Center, One Walnut Street, Boston, MA 02108-3616

Exhibitor Program Listing: How you would like your company described in the Convention's Exhibitor Program (fifty words or less)

2016 MALSCCE Convention Exhibit Space Rental Agreement

MALSCCE agrees to:

- Furnish Exhibitor with space in the Exhibit Area of the 2016 MALSCCE Convention on Friday, March 18, 2016, at the Hotel 1620 at Plymouth Harbor, 180 Water Street, Plymouth, MA 02360, telephone 508/747-4900.
 - Provide Exhibitor with one (1) six-foot skirted table, two (2) chairs per single booth and access to electrical service provided electrical service is requested prior to the convention by checking the appropriate box below.
 - Provide Exhibitor with two (2) Friday lunch tickets per exhibit space reserved (four lunch tickets for a double space, etc.). Additional Friday lunch and dinner tickets may be purchased at a cost of \$35 and \$65 per ticket, respectively.

Exhibitor _____ (insert company name) agrees to:

- Keep Exhibit open from 8:00 AM to 4:30 PM on Friday, March 18, 2016. Setup is from 7:00 AM to 8:00 AM. Breakdown is from 4:30 PM to 5:00 PM.
- Confine the display to the 8' x 6' exhibit space reserved for this purpose and located in the Hotel 1620 Grand Ballroom. Space will be assigned as exhibitors arrive for setup.
- Pay any expenses related to exhibiting at the 2016 MALSCCE Convention including exhibitor registration fee, cost of audiovisual equipment, labor, moving, shipping and travel expenses, and the cost to repair any damage to the Hotel 1620's facilities.
- Contact the Hotel 1620 directly to arrange for the receipt of shipped materials by calling Mary Beth Ryan, Director of Catering, at 508/591-5013. Deliveries should arrive no earlier than three (3) days prior to the convention. The Hotel 1620 will accept deliveries to the back loading dock, only, before 11:00 AM and after 2:00 PM. The return packing and shipping of any material is the responsibility of the exhibitor.

The Hotel 1620, which has limited storage capacity, will only accept prepaid boxes whose delivery has been arranged for in advance of receipt as noted above. The hotel's receiving department reserves the right to refuse delivery of boxes to the hotel without prior approval. Any box delivered by C.O.D. will be refused by the Hotel 1620 and no notification will be made by them to the shipper.

All materials shipped to the Hotel 1620 must have the following information on the shipping label:

1) Attention: Guest Name/Date of Arrival; 2) 2016 MALSCCE Convention; 3) March 18&19, 2016; 4) c/o Hotel 1620; and 5) 180 Water Street, Plymouth, MA 02360. The box's mailing label should also contain a return address, the name of the exhibiting company, and the exhibiting company's contact name and telephone number.

- Indemnify MALSCCE and its representatives against any and all claims due to loss or damages to any person or property in the placing, exhibiting or removal of exhibits.
- Please provide the following information by checking the appropriate boxes below:
 - I require electrical service and will provide the extension cord and power strip that may be required to access and/or use this electrical service.
 - I will be contacting the Hotel 1620 directly to rent electrical/audiovisual equipment for use as part of my exhibit, and will call Mary Beth Ryan at 508/591-5013.
 - I do not require access to electrical service.
 - I do not have any audiovisual requirements.
- For more information or questions, contact Rich Keenan at 617/305-4110 or rkeenan@engineers.org, or Will Ognibene at 617/305-4113 or wognibene@engineers.org.

I have read and agree to abide by the terms of this agreement.

Name

Signature

Date