The Society of
Women Engineers Presents

Invent it. Build it.

OUTREACH EXPO
CALL FOR EXHIBITORS
SATURDAY, OCTOBER 20, 2018

Invent it. Build it. is a hands-on engineering experience for middle school and high school girls with a parallel program for parents and educators.

Outreach EXPO serves girls, families, educators and SWE members. We are expecting between 1500 and 2000 participants.

Exhibitors are asked to share information about careers, engineering clubs, camps, after-school programs, competitions, best practices and outreach grants. **Exhibitors are encouraged to have a hands-on component.**

EXPO DETAILS

DATE:
Saturday,
October 20, 2018

LOCATION:
Exhibit Hall A, Lower Level
Minneapolis Convention
Center, Minneapolis, MN

EXHIBITING HOURS:
9 AM – 12 PM

LOAD OUT HOURS:
12 PM – 3 PM

SET-UP HOURS:
6 AM – 9 AM
Saturday,
October 20, 2018

APPLY TO EXHIBIT:
Please see
application
form attached.

APPLICATION DEADLINE:
August 30, 2018
(Early Bird Discount
Deadline June 30, 2018)

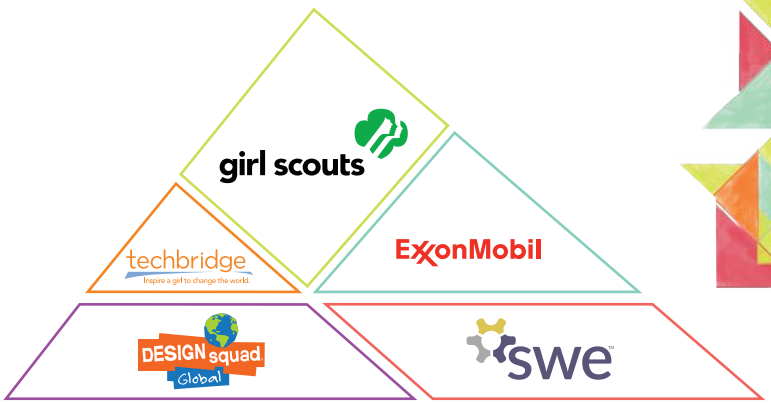
If you or your organization is interested in exhibiting at the

OUTREACH EXPO

register by filling out the attached application

APPLICATION DEADLINE:
AUGUST 30, 2018
Early Bird Discount for registration ends June 30, 2018

FOR MORE INFORMATION, PLEASE VISIT
inventitbuildit.swe.org or
Contact: inventitbuilditexpo@swe.org



WE18
The World's Largest Conference for Women Engineers

Outreach EXPO Booth Contract

EXPO Date: Saturday, October 20, 2018, 9am-12pm
Location: Exhibit Hall A, Lower Level, Minneapolis Convention Center, Minneapolis, MN
Early Bird Registration Deadline: June 30, 2018
Registration Deadline: August 30, 2018

The WE18 Outreach EXPO Booth package includes pipe & drape, sign, one 6' table skirted and two chairs per 10 X 10 space. (Note: electricity is not included). Additional booth supplies and services are available for purchase. Please refer to the WE18 Outreach EXPO service kit for more information.

PRICE:

10X10 Space:
___ $1100 if postmarked by June 30
___ $1400 if postmarked by August 30

10X20 Space:
___ $1800 if postmarked by June 30
___ $2000 if postmarked by August 30

Custom space (not to exceed 600 square feet):
___ $3300 if postmarked by June 30
___ $3800 if postmarked by August 30

Available Discounts:

___ *Check here if you are a Not-For-Profit or University. 50% discount applies. Subject to SWE approval.*

___ *Check here if you are a WE18 Exhibitor or CPC member. 25% discount applies.*

CANCELLATIONS:

- A participant who cancels their Exhibit Space reservation must pay a cancellation fee as shown below. Cancellations and participation downsizes received prior to August 15, 2018 are subject to a 50% cancellation fee. Cancellations and participation downsizes received on or after August 30, 2018 are subject to a cancellation fee of 100% of the participation fee.

PRIMARY CONTACT INFORMATION:

Contact: _____

Title: _____

Company: _____

Address: _____

City: _____ State: ____ Zip Code: _____

Phone: _____

Fax: _____

Email: _____

Signature: _____

*By signing above, exhibitor agrees to all terms provided by SWE.

Payment Terms: Prepayment of 100% at time of booth selection. SWE may at any time and at their discretion, release any exhibit space not paid.

E-mail application to inventitbuilditexpo@swe.org

Contact: Randy Freedman

Society of Women Engineers

Phone: 312-596-5232

Special Requests:

Assigned Booth # (For Internal Use Only):

WE18 The World's Largest Conference for Women Engineers

Outreach EXPO Booth Exhibitor Agreement

AGREEMENT made, effective the __day of ____ , between the Society of Women Engineers (hereinafter referred to as "SWE"), a nonprofit, educational service organization located at 130 E. Randolph St. Suite 3500, Chicago, IL 60601 and (name of company) (hereinafter referred to as "Outreach EXPO Exhibitor"), whose principal office is located on contract address, city, state, & zip code). SWE and Exhibitor agree to perform, assume and comply with the following terms and conditions, rules and regulations in connection with the 2018 Outreach EXPO, scheduled to take place on October 20, 2018 at Minneapolis Convention Center in Minneapolis, MN (hereinafter referred to as "Exhibits").

PURPOSE OF EXHIBITOR PARTICIPATION: Exhibitor agrees to participate for the purpose of THE K-12 initiative for a career in engineering; and to prepare an exhibit which shall be directly pertinent and in keeping with the theme as approved by SWE. Attendees are K-12 students & their families; and educators, collegians, and practicing engineers and scientists.

SPACE RENTAL: STANDARD 10'x10' BOOTH PACKAGE or, 10 X 20 STANDARD BOOTH PACKAGE, OR CUSTOM PACKAGE. Each 10 X 10 rental shall include standard 8' high back wall drape with 3' high side rail drapes; a standard 7" X 44" company sign with booth number; one draped 6ft. table with two chairs, general illumination. Custom packages (up to 600 square feet) include up to 30 ft. drape (if needed), up to three (3) 6ft. tables, six chairs, two 7" X 44" signs, and general illumination. For all other needs, an exhibitor service kit will be available by August 15, 2018. This kit will provide all shipping, drayage, electrical, a/v and other services needed. For questions on services, contact **exhibitsmanager@swe.org**

PAYMENT SCHEDULE: 100% rental fee with applications and agreements must be submitted. Balance is due on or before August 30, 2018.

CANCELLATION OF CONTRACT: If assigned space is canceled by the exhibitor prior to August 15, 2018, 50% deposit is forfeited. If entire fee has been paid, 50% is refundable. After August 30, 2018, and thereafter, there will be no refund, and the Exhibitor shall be responsible for entire payment of the full booth rental fee for such assigned space.

SPACE ASSIGNMENT: After initial pre-assignment, assignment of booths will be on a "first-come, first-served" basis upon receipt of a completed application and signed agreement with appropriate deposit.

RELOCATION OF EXHIBITS: SWE reserves the right, in its sole discretion, to relocate exhibits as shown on the Official Floor Plan as may be required due to logistical concerns or in the best interest of the Exhibits.

SUBLEASING: (BOOTH SHARING) No Exhibitor may sublease, assign, or apportion all or any part of its exhibit space(s), or assign its agreement, without prior written consent of SWE. Consent may be conditioned upon Exhibitor's payment of a fee to be determined by SWE.

EXHIBITOR LISTING: SWE publications can only guarantee listings for companies that have signed an application and agreement received by SWE on or before August 30, 2018 with a returned company description form. Note: We cannot guarantee the accuracy of listings.

CANCELATION OF EXHIBITS: SWE shall not be liable for any damages or expenses incurred by Exhibitors arising from the delay, interruption or cancelation of the Exhibits. If for any reason beyond the control of SWE, the Exhibits are not held, SWE may retain so much of the Exhibitor's booth rental fee as is necessary to defray expenses incurred by SWE.

SPACE RESTRICTIONS: Exhibits must be confined to the exact space allocated. Each exhibit must be arranged so that built up display or equipment will not occupy the entire floor space of the booth and permit reception of visitors within the limits of each booth. Display equipment cannot be placed or displayed outside the Exhibitor's booth. Signs, decorations and Exhibitor's equipment cannot extend above the back wall or along the divider panels in a manner that would obscure the view of adjoining booths. There must be no interference by any Exhibitor with the light or space of any other Exhibitors.

PARTICIPATION AND TERMINATION: The Exhibitor agrees that its exhibit shall be installed at the conference site and shall remain day to day solely in strict compliance with the Rules and Regulations set forth in the Rider attached hereto and hereby made a part of this Agreement. If in the sole good faith and reasonable discretion of SWE, it is determined that an Exhibitor is acting unprofessionally or unbusinesslike, SWE reserves the right to terminate the Exhibitor's entitlement to participate in the Exhibits, either by prohibiting setup, or ejecting the exhibit/exhibitors in whole or in part, its representatives, with or without giving cause. If any exhibit or Exhibitor is ejected for violation of the Rules and Regulations, set forth in the Rider attached hereto and made part of this Agreement, or for any other stated reason, no return of rental shall be made.

OFFICIAL SERVICE CONTRACTORS: The Exhibitor accepts as part of the agreement and agrees to utilize he services of various SWE appointed official service contractors. Information regarding official service contractors will be contained in the Service Kit, which will be forwarded to each paid exhibitor approximately 60 days before the start of the conference.

EXHIBITOR APPOINTED CONTRACTORS: Any Exhibitor utilizing the services of any contractor other than appointed by SWE must obtain permission from SWE 30 days prior to the Exhibits. These companies included, but are not limited to, any Installation and Dismantle Company, sound/lighting firms, production or promotion firms or any other contractor. In addition, Exhibitor Appointed Contractors are required to provide a Certificate of Insurance naming SWE, RMI, Minneapolis Convention Center, and Shepard Expositions as additional insured.

RULES, REGULATIONS AND AMENDMENTS: In addition to the rules and regulations set forth in Rider attached hereto and made a part of this Agreement, the Exhibitor, its officers, agents, employees and representatives, agree to comply with the rules, policies and regulations of Minneapolis Convention Center. SWE reserves the right to interpret, amend and enforce the terms, conditions, rules and regulations of this agreement. Written notice of any amendment or interpretations shall be given to each Exhibitor. Each Exhibitor, including its officers, agents, employees and representatives agrees to abide by all conditions, rules and regulations set forth in the Rider attached hereto and hereby made a part of this Agreement and with any amendment and additions thereto or interpretation thereof, notice of which shall be given in writing.

LIABILITY: The parties hereby agree that it is the duty and the responsibility of each Exhibitor to install and put the exhibit into place before the opening of the Exhibits, that all property, material and/or equipment shipped to or from the conference site by Exhibitor is at the sole risk of the Exhibitor. It is mutually agreed that SWE, its officers, agents, and employees shall not be liable to the Exhibitor for any and all loss, damages or injuries to all persons or property including, but not limited to, destruction of the Exhibit at the Conference site resulting from any cause, condition or activity. All claims for any such loss, damages or injuries are expressly and knowingly waived by the Exhibitor.

INSURANCE: Exhibitors must have adequate insurance coverage, obtained at their own expense, with SWE named as an additional insured, for property loss or damage to themselves for liability for property damage and personal injury to others. SWE and its agents and employees assume no risk and the Exhibitor expressly releases them of and from any and all liability for damages, injury or loss to any person or goods, from any cause whatsoever. Each Exhibitor agrees to indemnify and hold harmless SWE, its agents, employees, directors, officers and consultants, and Minneapolis Convention Center, Minneapolis, MN, against all claims, demands, suits, costs or expenses because of injury, loss or damages.

LABOR/UNION REGULATIONS: Exhibitors shall comply with union regulations in effect at the Minneapolis Convention Center.

Outreach EXPO Booth Exhibitor Agreement

GOVERNING LAW: It is agreed that this agreement shall be governed by, construed and enforced in accordance with the laws of the State of Minnesota.

ROC Management is the Conference Management Company and works directly for SWE.

ADDITIONAL RIDER TERMS:

Floor Plan - All Exhibit Space on the floor plan is available to all exhibitors. The dimensions of the exhibit booths are believed to be accurate but only warranted to be approximate.

No Exhibits outside of SWE Jurisdiction - No exhibit eligible for this conference show will be permitted in a room or outside of the regular jurisdiction of SWE

Display Heights - Booths are limited to a height of 8' in the back and 36" along the side dividers. The 8' height may be extended along the side rails no more than 5' in depth from the background line of the booth. This rule shall generally not apply to machinery/equipment. No hanging signs are allowed.

Noise - Public address, sound producing, or amplifying devices which project sound beyond the exhibitor's booth, or excessive operating noise that distracts neighboring exhibits, are expressly prohibited. SWE reserves the right to restrict exhibits which, because of noise or for any other reason, become objectionable or which may detract from the general character of the exhibit.

Sales at Exhibit Booths - The SWE Conference and Exhibits are for K-12 educational and information purposes. Sales may not be made nor orders consummated at any of the exhibit facilities during the period of the exhibit.

Restrictions of Suggestive Material – We reserve the right to limit or cancel exhibit space if such space is used to display material of any nature that is suggestive or generally not in the best interest of SWE. This clause includes, but is not limited to, printed material, equipment, sights, objects or art or costumes and/or abbreviated clothing worn by booth personnel.

Installation and Dismantling - The exhibit space will be available for installation by the exhibitors at a date and time to be made known in advance. Exhibits CANNOT be dismantled before the conclusion of the exhibit. It is the duty and responsibility of each exhibitor to have their exhibit completely installed in their booth area before the opening of the exhibition and to dismantle and remove their exhibit after the close of the exhibition.

Contents - (a) Drawings, lotteries, attendance or product surveys, etc. are not allowed without special permission (private booth drawings are fine) from SWE. (b) Demos by live models, pantomime, dancing, or acting, are prohibited unless approved by SWE.

Guard Service - SWE will provide guard service when the exhibit is closed and exercise reasonable care for the protection of exhibitors, material, and display. Beyond this, SWE, it's officers, vendors, membership, separately or collectively cannot accept responsibility for any damage to or for the loss or destruction of an exhibit, or for the property of an exhibitor, his agents or employees either from fire, theft, or accidents or other causes, or injury to his person resulting from any cause, all claims for any such loss, damage or injury being expressly waived by the exhibitor.

Protection of Building - Nothing should be posted on, tacked, nailed or screwed, or otherwise attached to columns, walls, floor, or other parts of the building or furniture. Whatever is necessary to properly protect the building, equipment, or furniture will be at the expense of the exhibitors. Exhibitors are liable for any damage they cause to the exhibit hall property.

Fire, Safety, and Health - The exhibitor assumes all responsibility compliance with local, city, and state ordinances and regulations covering fire, safety, and health.

Registration of Visitors - SWE shall have sole control over admission policies at all times and areas are restricted to badged exhibitors and attendees.

Non-Exhibiting Concerns - Persons connected with non-exhibiting concerns are prohibited from any dealing, exhibiting, or soliciting within the exhibit area. Exhibitors are urged to report, immediately, violations of this latter rule to the Exhibit Manager.

Space Restrictions - Exhibits must be confined to the exact space allocated. Circulars, publications, advertising matter and all promotional giveaways may be distributed within booth spaces only. Signs, rails, etc. will not be permitted to intrude into aisles.

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 SWE. These Rules and Regulations may be amended, at any time, by binding on the exhibitors equally with the foregoing Rules and Regulations.

Lighting Effects - The use of lighting effects in such a manner as to disturb or interfere with other Exhibitors is prohibited.

Balloons - No balloons, of any size or type, will be permitted for display purposes or giveaways in the facility.

Signs - Signs which are a part of and supported by a free standing structure may be utilized within the Exhibitor's booth space(s) for Exhibitor identification or promotion. Signs may be hung from the ceiling with show management approval where allowed by the facility.

No Smoking - The Exhibit area is a no smoking area.

Care of Building - Signs shall not be affixed to walls, drapes, electrical outlets and other surfaces by the use of nails, tacks, staples, scotch tape.