

**CONTACT INFORMATION:**

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

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

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**On-site Contact** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**On-site Contact Email:** \_\_\_\_\_

**PACKAGE OPTIONS: (please select one)**

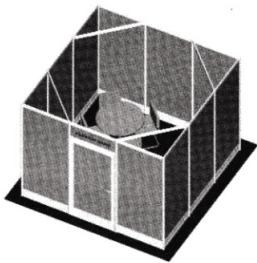
**Package A**  
**(Max 6 persons)**  
10' x 10'  
3 Day Rental Fee: \$3,800  
Daily Rental Fee: \$1,725  
2 Hour Rental Fee: \$350

**Package B**  
**(Max 12 Persons)**  
10' x 20'  
3 Day Rental Fee: \$7,150  
Daily Rental Fee: \$3,000  
2 Hour Rental Fee: \$650

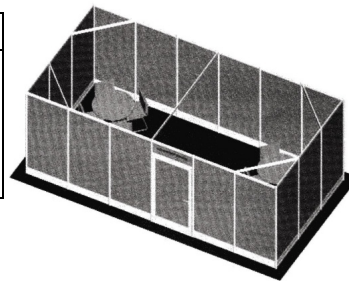
Meeting Date Requested: \_\_\_\_\_ Time Requested: (applies to hourly rental only) \_\_\_\_\_

*The ISSA Meeting Hub is available November 19-21.*

**PACKAGE DETAILS:**



Package A:
- 8' high sound absorbent fabric walls
- Carpeting
- Four (4) arm chairs
- One (1) 40" diameter table
- Electricity



Package B:
- 8' high sound absorbent fabric walls
- Carpeting
- Ten (10) arm chairs
- Two (2) 8' draped tables
- Electricity

**Note:** Custom furniture and additional services (should space allow) for the rooms can be rented from GES or other service contractors listed in the Exhibitor Service Manual. Refreshments and food can be ordered from the Food Service Contractor. All space must return to default room set for next room reservation. Additional fees may be incurred.

ISSA Meeting Hub Room: ISSA staff will assign meeting room location, based on size and availability.

Payment Terms: 100% due with application. Failure to pay in full by July 14, 2019, may result in cancellation of ISSA Meeting Hub Room. Please remit by company check in U.S. funds. Cancellation Policy: 50% of amount paid will be refunded if ISSA is notified of cancellation by July 14, 2019. No refunds after August 1, 2019.

**We understand that the meeting space in the ISSA Meeting Hub may not be used for “product display” and we acknowledge that we have read the Rules and Regulations (contained on reverse side of this application) and agree to abide by them.**

By: \_\_\_\_\_  
(Print Name)

Title: \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

**PAYMENT INFORMATION:**

*Please include invoice # and/or company name with payment*

**The total cost for the ISSA Meeting Hub Room is \$\_\_\_\_\_.**

**Please remit by company check or wire transfer in U.S. funds.**

**Check Enclosed: Remit in U.S. funds made payable to:**

ISSA  
3300 Dundee Road  
Northbrook, IL 60062  
ISSA Meeting Hub

**Credit Card payment:**

Visa    MasterCard    American Express    Discover  
Card Number: \_\_\_\_\_  
Exp Date: \_\_\_\_\_  
Name on Card: \_\_\_\_\_  
Signature: \_\_\_\_\_

**ACH/EFT Instructions**

JP Morgan Chase, N.A.  
10 South Dearborn St.  
Chicago, IL 60603  
ABA #071000013  
Credit to: ISSA  
Account #237248

**Domestic Wire Information**

JP Morgan Chase, N.A.  
10 South Dearborn St.  
Chicago, IL 60603  
ABA #021000021  
Credit to: ISSA  
Account #237248

**Foreign Wire Information**

J.P. Morgan Chase, N.A.  
10 South Dearborn St.  
Chicago, IL 60603  
Telex:420120  
ABA #021000021  
Credit to: ISSA  
Account #237248

ISSA USE ONLY:

Date Received: \_\_\_\_\_ ID#: \_\_\_\_\_

Amount of Deposit: \$ \_\_\_\_\_ Total Rental: \$ \_\_\_\_\_

Room Size: \_\_\_\_\_ Room Number: \_\_\_\_\_

**CONTRACT RULES & REGULATIONS:** The following Rules and Regulations are part of the Contract between the meeting space Lessee (herein referred to as "Lessee") and the International Sanitary Supply Association, Inc. (herein referred to as "ISSA"). Failure to comply there with shall subject the Exhibitor to the sanctions and penalties set forth.

**1. ELIGIBILITY**

Any member or non-member exhibitor firm and Distributor Members may reserve meeting space in the ISSA Meeting Hub Assignment for use during the tradeshow.

**2. ASSIGNMENT**

Upon receipt of the completed Contract, the ISSA will assign meeting space in the ISSA Meeting Hub based on the size requested and availability.

**Note:** *No more than (2) two-hour time slots may be booked consecutively.*

**3. SUBLEASING ISSA MEETING HUB ASSIGNMENT**

Lessee may not assign, sublet, or apportion the whole or any part of their meeting space in the ISSA Meeting Hub to another company.

**4. GENERAL PURPOSE**

The purpose of meeting space in the ISSA Meeting Hub is to offer the lessee/exhibitor an accessible area on the show floor to conduct meetings with customers in an environment away from the busy "product display booth" area. THE ISSA MEETING HUB ASSIGNMENT MAY NOT BE USED FOR PRODUCT DISPLAY.

**5. REGISTRATION AND BADGES**

All ISSA meeting space Lessees are required to officially register and pay the appropriate tradeshow registration fees. The official badge must be worn at all times when on the show floor and when occupying meeting space in the ISSA Meeting Hub. Lessee shall register only their employees. (Manufacturer Representatives are required to register under their company name and abide by the registration procedures as established by the Association.)

**6. OPEN HOURS**

Personnel of an ISSA Meeting Hub meeting room may access the convention floor during the following hours (rentals begin after keynote speakers each day):

Tuesday, November 19	10:00 a.m. – 5:00 p.m.
Wednesday, November 20	10:00 a.m. – 5:00 p.m.
Thursday, November 21	10:00 a.m. – 2:00 p.m..

**INSTALLATION AND DISMANTLING SCHEDULE**

Installation of meeting space in the ISSA Meeting Hub will be completed by the start of show on Tuesday, November 19. At the close of the show, the General Contractor will begin to dismantle the booth. Arrangements must be made to remove any supplies or office equipment that may have been shipped in or rented.

**8. DESIGN/CONSTRUCTION**

Meeting space in the ISSA Meeting Hub is designed for privacy with a lockable door and 8-foot-high sound-absorbent fabric interior walls.

**9. ISSA MEETING HUB MEETING ROOM MATERIALS**

All meeting space in the ISSA Meeting Hub decorative materials or signs must be of flame-retardant material or treated with an approved flame-retardant solution. Electrical wiring and equipment must comply with all federal, state, and municipal fire codes and regulations. All packing containers, wrapping, and waste paper must be removed from meeting space. Paint, lacquer, adhesive, or any other coating shall not be applied to the meeting space walls or carpeting. Meeting space holder shall not injure, mar, or otherwise deface any part of the exhibit hall, nor make any alterations or improvements to the ISSA meeting space.

**10. CONTRACTORS**

The General Contractor, GES, will install and dismantle the ISSA Meeting Hub Room package of your choice. Any additional furnishings or services can be rented from the contractors as listed in the Exhibitor Service Manual.

**11. FOOD SERVICE**

Arrangements for refreshments/food service can be made through the exclusive food service contractor at the convention center. Lessee may serve food and beverages, including alcoholic beverages during exhibit hours only if it has written authorization from ISSA and a written agreement with the official caterer of the Exhibit Facility. Lessee serving alcoholic beverages must provide ISSA with proof of insurance, including host liquor liability coverage, naming ISSA as an additional insured. Lessee and its employees and agents shall not serve alcoholic beverages to anyone less than 21 years of age or to anyone regardless of age who is obviously visibly intoxicated. Lessee agrees to indemnify and hold ISSA harmless with respect to any and all claims, losses, damages, liabilities, judgments, or settlements, including reasonable attorney's fees, costs and other expenses incurred by ISSA on account of any alcohol served at Lessee's meeting space.

**12. MUSIC, PHOTOGRAPHS, AND OTHER COPYRIGHTED MATERIAL**

Lessee is responsible for obtaining all necessary licenses and permits to use music, photographs, or other copyrighted material. The Lessee shall remain liable for and shall indemnify and hold the ISSA, their agents, and employees harmless from all loss, cost, claims, causes of action, suits, damages,

**13. SMOKING**

Smoking is prohibited in the exhibit facility.

**14. LIABILITY AND INDEMNIFICATION**

At the conclusion of the tradeshow, the Lessee must surrender space occupied by it in the same condition as it was at the time the space was initially occupied. The Lessee is responsible for all damage to the exhibit hall, and for the defense and payment of any and all claims, demands, and suits on account of any alleged injury or death to individuals, or damage to property, occurring in the ISSA Meeting Hub space or elsewhere because of the acts or omissions of the Lessee, its officers, employees, agents, licensees, invitees, or contractors; and Lessee agrees to indemnify and hold harmless the ISSA, and exhibit facility, from and against any and all liability, costs, expenses, claims, and demands which may arise from or be asserted in connection with the foregoing undertakings and responsibilities of the Lessee.

Neither the ISSA, its service contractors, nor the owners of the Exhibit Facility, their agents, contractors, or employees are liable for injuries to any person or for damage to property owned or controlled by the Lessee, which damages or injuries may be claimed to be incident to or arising from or in any way be connected with the Lessee's occupation of display space or the acts or omissions of Lessee's officers, employees, agents, contractors, licensees, or invitees, except for claims for damages or injuries caused by or resulting from the willful or wanton misconduct of the ISSA or the owners of exhibit facility and their respective officers, agents, and employees.

Neither the exhibit facility, ISSA, nor any of the service contractors will be responsible for the loss of or damage to any property in storage, while in transit to or from the exhibit building, or while in the exhibit building. All property of the Lessee shall be deemed to remain under the Lessee's custody and control in storage, in transit to and from and within the confines of the exhibit hall, even though it may at any time be under the temporary control or direction of ISSA or its service contractors.

**15. INSURANCE**

Lessee agrees to maintain comprehensive general liability insurance against claims for personal injury, death, or property damage incidents arising out of, or in any way connected with the Lessee's participation in the exhibition, in an amount not less than one million dollars (\$1,000,000) per occurrence, three million dollars (\$3,000,000) aggregate for personal injury, death, or property damage in any one occurrence and be prepared to furnish a certificate of insurance to the ISSA if requested. Such insurance should include coverage of the indemnification obligations of the Lessee under the Rules and Regulations and should cover ISSA as an additional named insured. Each Lessee is responsible for obtaining, for its protection and entirely at its own expense, such insurance for its exhibit and display materials. Such insurance should cover all risks (liability, fire, theft, damage, etc.) from place of shipment to exhibition facility and return, including the period, which the exhibit/materials remain in the exhibition. All policies shall contain an express waiver by the lessee's insurance company of any right to subrogation as to any claims against ISSA, its officers, directors, agents, or employees.

**16. FORCE MAJEURE**

The Exhibition is subject to acts of God, acts of war, terrorism, government regulation, disaster, fire, strikes, civil disorder, curtailment of transportation facilities preventing or unreasonably delaying attendees and guests from appearing at ISSA Show North America®, or other similar cause beyond the control of ISSA making it inadvisable, illegal, or impossible to hold the Exhibition. This Contract may be terminated without penalty for any one or more of such reasons by written notice from ISSA to the Exhibitor. If the contract is so terminated by ISSA, all amounts paid by Exhibitor shall be refunded less any amount necessary to cover expenses incurred by ISSA in connection with the Exhibition.

**17. SECURITY**

Each Lessee is responsible for safeguarding its materials at all times. Guard service will be provided by ISSA on a 24-hour basis beginning with move-in through move-out. Although reasonable precautions are taken to protect property, neither ISSA nor the guard service is responsible for any loss or damage to property or persons.

**18. UNOCCUPIED SPACE**

Any space not claimed or occupied during the pre-paid reserved time, without notice to ISSA, may be resold or reassigned by ISSA without any obligation for refund of amount paid.

**19. VIOLATIONS**

ISSA shall have full power to interpret and enforce all provisions of these Rules and Regulations and make such amendments and such further Rules and Regulations as it shall consider necessary or advisable for the proper conduct of the Exhibition.

Lessee agrees to observe all of these Rules and Regulations as promulgated and revised from time to time and is charged with knowledge of all local laws, state laws, ordinances and regulations pertaining to health, fire prevention, and public safety while participating in the Exhibition. Failure to comply with the above will result in one or more of several sanctions, including but not limited to the following: prohibition, exclusion and/or removal of any exhibit and/or Lessee, their employees, or ISSA Meeting Hub Assignment personnel; closing of a ISSA Meeting Hub Assignment; forfeiture of any further right to exhibit in the current Exhibition, and forfeiture of all fees and rentals paid; censure by the ISSA Board; loss of membership in ISSA.