

ISSA/INTERCLEAN® LATIN AMERICA



2019 Exhibit Space Application

February 19-21, 2019, World Trade Center, Pepsi Center
E-mail application to sales@issa.com

COMPANY INFORMATION

1 Official Company Name _____
Exhibiting Company Name _____
Street address _____
City _____ State _____
Postal _____ Country _____
Phone _____ Fax _____
Company e-mail _____
Web site _____
ISSA Member ___ YES ___ NO ISSA Company ID _____

Exhibit Contact (Representative receiving all exhibition communication)

2 Name _____
Title _____
Address (if different) _____
City _____ State _____
Postal _____ Country _____
Direct phone _____ Fax _____
E-mail _____

Billing Contact

3 Name _____
Title _____
Address (if different) _____
City _____ State _____
Postal _____ Country _____
Direct phone _____ Fax _____
E-mail _____

Advertising Contact

4 Name _____
Title _____
Address (if different) _____
City _____ State _____
Postal _____ Country _____
Direct phone _____ Fax _____
E-mail _____

EXHIBITOR REQUESTS

I would like to see these customers at the show:

1. _____ 2. _____
3. _____ 4. _____

Avoid booth placement next to these companies:

1. _____ 2. _____
3. _____ 4. _____

We understand that ISSA cannot guarantee our booth choices and authorize ISSA to assign exhibit space as appropriate.

FOR ISSA USE ONLY

Date Rec'd _____ Deposit \$ _____ Booth # _____ Territory _____ Expocad _____
ID# _____ Total Rental \$ _____ Size/Type _____ ACGI _____ Confirmation _____
Member _____

EXHIBIT BOOTH RATES

PARTICIPATION OPTIONS	PARTICIPATION COSTS					
	Sep - Dec 2017		Jan - Nov 2018		Dec - Feb 2019	
	Member	Non Member	Member	Non Member	Member	Non Member
Raw Space	\$270.00	\$320.00	\$300.00	\$350.00	\$350.00	\$400.00
Schell Scheme	\$350.00	\$400.00	\$380.00	\$430.00	\$430.00	\$480.00
* Reg. Fee	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00
Co-Exhibitor fee	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00
Admin. Fee	16%	16%	16%	16%	16%	16%

* Participation includes online and printed company listing with company logo in the Official Exhibit Directory. Companies that share a booth must each pay a registration fee.

*Co- Exhibitor fee is for international manufacturers represented by your local distributor.

EXHIBIT SPACE REQUEST

ISSA/INTERCLEAN Show Management reserves the right to review and approve all exhibit space requests.

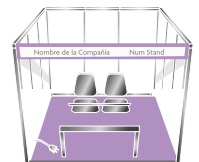
Booth size: _____ m² x _____ m² (Minimum booth size is 3 x 3 or 9 m²)

Booth number: _____

If you have special circumstances or requests, please note:

BOOTH PACKAGE

Included for each 9 SQM:



* All Booths under 18 m² must be schell scheme

- Back and lateral walls, 1 meter wide by 2.50 meters (8.20 Feet) high. Anodize aluminum and laminated white panels
- A single-phase, double electrical outlet for 1,000 watts (for each 9 m²)
- A header sign 30cm wide and 3 meters long; it includes the company name and booth number 110v 60 cycles
- 1 Table (24" x 48" x 29" H)
- 2 Chairs
- 1 Wastebasket
- 1 Slim Light Lamp 2 x 38 watts
- Carpet
- General decoration and illumination of the exposition
- 24-hour perimeter security service
- Cleaning service for aisles and common areas
- Participation Diploma
- Exhibitor badges (three per each 9m²)

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PAYMENT INFORMATION (see reverse for exhibit booth rates)

Booth Fee Calculation	Total SQM		x Price per SQM - Space		=	\$
			x Price per SQM - Shell			\$
			+ Registration fee	\$200		\$
			Co-Registration Fee	\$200		\$
			+ Administrative fee	16%		\$
TOTAL BOOTH						\$
Payment Schedule		Payment Amount Required				
Applications submitted prior December 31, 2017		10% of booth fees non-refundable				
Total balance due October 1, 2018		90% of booth fee balance				
Applications submitted after January 1, 2018		50% of booth fee non-refundable				
Final Balance due October 1, 2018		50% of booth fee balance				
Cancellation and Downsizing Fees (policy in Section 4 in terms and conditions)		50% of booth fees non-refundable				
Notice to cancel prior to October 1, 2018		50% of booth fees				
Notice to cancel after October 1, 2018		100% total booth fees				
Downsize Fee		35% of unused booth space originally reserved				

METHOD OF PAYMENT

ISSA must receive payment in U.S. Funds and within 10 business days of submitted application.

Credit cards: We accept Visa, MC, AMEX, DISCOVER credit cards. (A3% fee will be applied)

Company Check: Mail company check: ISSA, 97633 Eagle Way, Chicago, IL 60678-1976 Memo: Booth Number

U.S. Wire Transfer:

JP Morgan Chase Bank, NA
10 South Dearborn St., Chicago, IL
60603 USA
ABA #021000021
Credit to ISSA, Acct. #237248

Foreign Wire Transfer:

JP Morgan Chase Bank, NA
10 South Dearborn St., Chicago, IL
60603 USA
Swift: CHASUS33
Telex: 420120
ABA #021000021
Credit to ISSA, Acct. #237248

ACH/EFT Instructions

JP Morgan Chase Bank, NA
10 South Dearborn St., Chicago,
IL 60603 USA
ABA #071000013
Credit to ISSA, Acct. #237248

* All bank fees must be paid by applicant.

We have read and agreed to abide by all rules and regulations, booth construction guidelines, and terms and conditions governing the ISSA/INTERCLEAN Latin America 2019 exhibition. The submitted application and fees is an offer to enter into an Agreement and ISSA will notify the Applicant by written notification of such acceptance, either by fax, e-mail or U.S. mail, at which time a binding Agreement shall be established. By signing below, the individual represents that he/she is authorized to execute this Agreement on behalf of the named Applicant. Furthermore, I authorize ISSA to send trade show and membership related information via e-mail and fax.

Authorized signature _____ Date _____

Print name _____ Title _____

Please contact the ISSA Sales Department with any questions:

Mikel Gabrielson, mikel@issa.com or 847.982.0800 x1347
Iris Weinstein, iris@issa.com or 847.982.0800 x1326

TERMS AND CONDITIONS

The following Terms and Conditions are part of the Contract between the Exhibitor and ISSA. **Failure to comply there with shall subject Exhibitor to the sanctions and penalties set forth.**

1. GENERAL PURPOSE AND SCOPE OF EXHIBITION

The purpose of ISSA/INTERCLEAN (hereinafter "Exhibition") is to promote business opportunities for products and services of interest to the general association membership.

Firms may exhibit subject to the following criteria:

The Exhibitor must own the exclusive rights to any and all products and brands that will be exhibited, or be the sole representative of such products for Mexico.

- Firms rendering services to the cleaning industry may exhibit such services, subject to all other limitations and criteria regarding the Exhibition.
 - Products and services exhibited must be consistent with the purpose of the Exhibition.
 - Manufacturer Representatives (as defined in the ISSA Bylaws) are not eligible to exhibit.
 - Branch members may exhibit but are subject to additional fees.
- ISSA reserves the right to allow firms to exhibit, on a case-by-case basis, subject to the sole discretion of ISSA and without prejudice toward competition. Denial of the right to exhibit may be based on previous violations of ISSA policies and past performance at ISSA events.

2. APPLICATION

Each Exhibitor must submit an Application for exhibit space and all fees due to ISSA consistent with the Terms and Conditions provided herein. Exhibitor understands that submission of a signed Application and fees is only an offer to enter into a Contract, which ISSA may accept or reject at its own discretion. ISSA shall indicate acceptance by providing the Exhibitor with written notification of such acceptance, either by fax, e-mail or U.S. mail, at which time a binding contract shall be established. Fees due with submission of an Application shall include a non-refundable deposit equal to 50% of the total cost of the desired Exhibit space PLUS the full amount of the administrative fee. Exhibitor must pay the balance of the total cost of the reserved Exhibit space by October 1, 2018 or the Exhibit space may be released. For Contracts submitted after October 1, 2018, full payment for the Exhibit space is required at the time application is submitted.

3. SPACE ASSIGNMENT

When payment is submitted by the published deadlines, Exhibit space will be assigned.

ISSA reserves the right to rearrange the floor plan and/or relocate any Exhibit if deemed advisable in the best interests of the Exhibition at the sole discretion of ISSA.

4. REFUND POLICY/CANCELLATION/SPACE REDUCTIONS/RELOCATION REQUESTS

Once an application and fees have been accepted by ISSA and Exhibit space has been assigned, a request for cancellation or reduction of Exhibit space must be made in writing to ISSA and will be considered final. A notification of cancellation or reduction in Exhibit space prior to October 1, 2018 will be entitled to a refund of fees submitted minus the 50% non-refundable deposit and the 16% of administrative fee for any portion of space originally reserved and subsequently abandoned. Notifications of cancellation or reduction in space received after October 1, 2018 will not be entitled to any refund for the cancelled space.

Once space has been confirmed and committed to an Exhibitor, a request to change Exhibit location for any reason must be in writing and may be accepted at the sole discretion of ISSA and is subject to forfeiture of the non-refundable deposit on the original space.

5. SUBLEASING SPACE

Exhibitors may not assign, sublet, or apportion the whole or any part of space assigned, or permit any other party to exhibit therein, or distribute any other party's advertising materials, or permit use of such space for the purpose of promoting any business other than that of the Exhibitor assigned to the space.

6. REGISTRATION OF EXHIBITOR PERSONNEL

For every 9 SQM of exhibit space reserved, an exhibitor receives 1 complimentary trade show badge redeemable through the registration system within 30 days of the start of the show. Within the 30 days prior to the start of the show, exhibitors who do not redeem complimentary badges will forfeit this benefit. Additional badges may be purchased for a fee through the registration system. Only a firm's full-time employees and those individuals who are approved non-employees as per these Contract rules and regulations (i.e.: individuals representing advertising agencies, marketing consultants) may be registered as Exhibitor Personnel. Possible penalties include: confiscation of badges(s), removal from the trade show floor, and forfeiture of registration fees. In addition, penalties for a first violation may also include a \$500 fine, suspension of membership, and suspension of show participation of one year. Penalties for a second violation may include a \$1,000 fine, suspension of membership and suspension of show participation for at least two years. All penalties are to be determined and levied at the sole discretion of ISSA.

7. BOOTH PACKAGE

Included for each 9 SQM:

- Back and lateral walls, 1 meter wide by 2.50 meters (8.20 Feet) high. Anodize aluminum and laminated white panels
- A header sign 30cm wide and 3 meters long; it includes the company name and booth number 110v 60 cycles
- A single-phase, double electrical outlet for 1,000 watts (for each 9m2) 110v 60 cycles
- 1 Table (24" x 48" x 29" H)
- 2 Chairs
- 1 Wastebasket

- 1 Slim Light Lamp 2 x 38 watts
- Carpet
- General decoration and illumination of the exposition
- 24-hour perimeter security service
- Cleaning service for aisles and common areas
- Participation Diploma
- Exhibitor badges (one per each 3 m2)

8. DISPLAY METHODS

Common areas of the Exhibit hall, such as corridors, aisles, restaurants, or lounges may not be used for exhibiting goods or services, distributing literature, or making announcements. All demonstrations, sales activities, and distribution of circulars and promotional materials must be confined to the limits of the Exhibitor's Exhibit space.

Methods of display that, in the judgment of ISSA, are not designed to achieve the purpose of the Exhibition, will not be permitted. ISSA reserves the right to forbid and enjoin the admission or conduct of persons, and the distribution of printed or other material that, in the judgment of ISSA, are inconsistent with the purpose of the Exhibition.

Audio/visual, sound effects, lighting, music, entertainment, and other such activities are permitted provided the sound intensity, lighting or other actions do not interfere with the neighboring Exhibitors or their patrons' ability to conduct business or are otherwise judged by ISSA to be disruptive of the Exhibition. All such effects are subject to approvals or restrictions of the Exhibit Facility and ISSA.

9. EXHIBITION SCHEDULE/INSTALLATION/ DISMANTLING

Exhibitor shall adhere to the Exhibition schedule and shall strictly observe the opening and closing hours each day of the Exhibition as set forth in the Exhibition schedule. The Exhibition schedule, set up and dismantling schedule will be published and provided to each Exhibitor in the Exhibitor Service Manual. Exact move-in date will be reflected on the Targeted Floor Plan, provided by the official contractor. No Exhibit shall be packed, removed or dismantled prior to the closing of the Exhibition. Any Exhibitor packing, removing or dismantling the Exhibit or leaving the booth unattended prior to the official closing of the Exhibition may be suspended from exhibiting at ISSA trade shows for at least one year, and/or may be subject to the penalties set forth in Section 6.

10. CONTRACTORS

Exhibitors who wish to use a contractor other than the "designated" official contractors to set up, service and dismantle their exhibits, may do so provided both the exhibitor and Exhibitor Appointed Contractor comply with the rules and policies. Complete guidelines will be included in the Exhibitor Service Manual that will be provided to each exhibiting company 90 days in advance of the show. Where union labor is used or required, it is the responsibility of the Exhibitor to comply with local rules and regulations.

11. FOOD AND BEVERAGE

Exhibitor may serve food and beverages, including alcoholic beverages, at its Exhibit space during Exhibit hours only if it has written authorization from ISSA and a written agreement with the official caterer of the Exhibit Facility. For additional information see the Exhibitor Service Manual.

12. BOOTH ATTENDANTS

Each Exhibitor shall provide at least one booth attendant during Exhibit hours. Failure to comply with this provision shall subject the Exhibitor to the sanctions and penalties as set forth in Section 24. All booth attendants must be bona fide employees of the Exhibitor, or the Exhibitor's Manufacturer Representative. In addition, Exhibitor may hire models to work in the Exhibit space. The attire of models employed by the Exhibitor and other booth personnel shall not exceed the boundaries of good taste as judged by ISSA in the exercise of its sole discretion. Subject to these rules and regulations, no Exhibitor personnel shall be in the booth of another Exhibitor without such Exhibitor's permission.

13. EXHIBITOR ENTERTAINMENT/MEETINGS

Exhibitor firms and Exhibitor personnel may not open a hospitality suite or schedule a meeting, meal function, or any other event away from the trade show floor during official Exhibition hours. Potential penalties include all penalties listed in Section 24.

14. MUSIC, PHOTOGRAPHS AND OTHER COPYRIGHTED MATERIAL

The Exhibitor is responsible for obtaining necessary licenses and permits to use music, photographs, or other copyrighted material. The Exhibitor 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, liability, expenses, and costs, including reasonable attorneys' fees, arising from or out of any violation or infringement (or claimed violation or infringement) by Exhibitor, Exhibitor's agents, or employees of any patent, copyright or trade secret rights or privileges.

15. EXHIBITOR INTELLECTUAL PROPERTY

No Exhibitor may display any product or display or distribute any advertisements for a product that infringes upon the trademark, copyright or patent of another company. Exhibitor agrees to defend, at Exhibitor's expense, and to indemnify ISSA for any action brought against ISSA arising out of any dispute concerning Exhibitor's infringement upon the intellectual property of another.

16. SMOKING

In compliance with State law, smoking is not permitted in the Exhibit Facility.

17. LIABILITY AND INDEMNIFICATION

At the conclusion of the Exhibition, the exhibiting firm must surrender space occupied by it in the same condition as it was at the time the space was initially occupied. The Exhibitor 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 Exhibitor's booth space or elsewhere because of the acts or omissions of the Exhibitor, its officers, employees, agents, licensees, invitees or contractors.

Exhibitor agrees to indemnify and hold harmless ISSA and the Exhibit Facility from and against any and all claims, demands, actions, causes of actions, penalties, judgments, and liabilities of every kind and description (including court costs and reasonable attorneys' fees) which may arise from or be asserted in connection with: the foregoing undertakings and responsibilities of the Exhibitor, including but not limited to the installation, maintenance, and/or removal of the Exhibitor's Exhibit display; failure to conduct the Exhibition as scheduled; failure to provide Exhibit space; or by any other act of ISSA or the Exhibit Facility except for acts of negligence.

Neither 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 Exhibitor, which damages or injuries may be claimed to be incident to or arising from or in any way be connected with the Exhibitor's occupation of display space or the acts or omissions of Exhibitor'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 ISSA or the owners of the Exhibit Facility and their respective officers, agents, and employees.

The Exhibit Facility, ISSA or the service contractors will not 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 Exhibitor shall be deemed to remain under the Exhibitor'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.

18. INSURANCE

Exhibitor agrees to maintain comprehensive general liability insurance, including contractual liability insurance, against claims for personal and bodily injury, death, or property damage incident to, arising out of or in any way connected with the Exhibitor's participation in the Exhibition, in an amount not less than two million dollars (\$2,000,000) per occurrence, two million dollars (\$2,000,000) 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 shall include coverage of the Exhibitor's indemnification obligations under Section 23 of this agreement and shall name ISSA as an additional insured under such policies.

Each Exhibitor is responsible for obtaining its insurance coverage 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 Exhibit Facility and return, including the period in which the Exhibit/materials remain in the Exhibition. All policies shall contain an express waiver by the Exhibitor's insurance company of any right to subrogation as to any claims against ISSA, its officers, directors, agents, or employees.

In the event Exhibitor opts to serve alcoholic beverages at its Exhibit space, Exhibitor shall also comply with the insurance requirements, including host liquor liability coverage, as set forth in Section 23.

19. SECURITY

Each Exhibitor is responsible for safeguarding its goods, materials, and Exhibit at all times. Security 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.

20. UNOCCUPIED SPACE

Any space not claimed or occupied by noon, the day before the Exhibition opens, and for which no special arrangements have been made with ISSA, may be resold or reassigned by ISSA without any obligation for refund of amount paid.

21. UNFORESEEN RELOCATION

In the event that the Exhibition is unable to open at its planned site because of circumstances beyond the control of ISSA, other than for force majeure events as described in Section 22 herein, Exhibitor hereby gives ISSA full authority to relocate the site of the Exhibition and, if displays, goods and materials are already on hand at the original site, to move those items to the new site. In such event, ISSA reserves the right to cancel the Exhibition if ISSA cannot so relocate the Exhibition. If ISSA cancels the Exhibition, all amounts paid by Exhibitor shall be refunded less any amount necessary to cover expenses incurred by ISSA in connection with the Exhibition. Exhibitor agrees that ISSA shall not be responsible for damages or losses to the Exhibitor arising from acts performed by ISSA in good faith.

22. 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/INTERCLEAN, 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.

23. COMPLIANCE WITH LAWS, REGULATIONS, AND TERMS & CONDITIONS

Exhibitor is charged with knowledge of and agrees to act in conformance with all statutes, ordinances, rules, orders, regulations and directions which are in force or applicable during the Exhibition, issued, adopted, or enhanced by the federal or state governments or any department, bureau, or office thereof. Exhibitor understands and accepts that the Terms and Conditions, display guidelines, and other such rules and regulations are integral and binding parts of this Contract, and that ISSA reserves the right to modify such terms and conditions at its sole discretion. Exhibitor agrees to abide by the policies and rules and regulations of the Exhibit Facility.

24. VIOLATIONS

ISSA shall have the full power and authority to interpret and enforce all rules and regulations. ISSA reserves the right to amend, revise or otherwise modify these rules and regulations at any time in the exercise of its sole discretion. Exhibitor agrees to observe all rules and regulations as promulgated and revised from time to time. Failure to comply with such rules and regulations will result in one or more sanctions imposed at the sole discretion of ISSA including, but not limited to, prohibition, expulsion, and/or removal of any Exhibit and/or Exhibitor, its employees, or booth personnel; closing of an Exhibit or display; forfeiture of all fees of any kind paid in connection with such Exhibit; suspension and/or expulsion from future shows; and loss of membership in ISSA.

25. GOVERNING LAW

These rules and regulations and the underlying Application for Exhibit space shall be governed by and construed in accordance with the laws of Mexico City.

