Exhibitor Prospectus

2020 | The 26th International Symposium on Ceramics
SHERATON SAN DIEGO HOTEL & MARINA | JUNE 12–14, 2020

The Superb Clinician Redefined: Acquire the Skills

QUINTESSENCE PUBLISHING
Official Information and Regulations

The following rules and regulations govern commercial exhibits at the 26th International Symposium on Ceramics, presented by Quintessence Publishing Co Inc (hereafter referred to as “show management”). The rules and regulations constitute an integral part of your contract.

1. Exhibit Location The exhibition will be held in the Nautilus room at the Sheraton San Diego Hotel & Marina. Exhibits will be open, free of charge, to all meeting attendees.

2. Exhibit Dates and Hours
   - Friday, June 12, 2020 9:30 AM–6:00 PM
   - Saturday, June 13, 2020 9:30 AM–6:00 PM
   - Sunday, June 14, 2020 9:30 AM–1:30 PM

3. Booth Installation Exhibit setup may begin at noon on Thursday, June 11. All exhibits must be set up by 9:00 AM on Friday, June 12.

4. Booth Dismantling No display should be dismantled before the official closing time of 1:30 PM on Sunday, June 14. All exhibit material must be packed and removed from the exhibition floor by 6:00 PM.

5. Booth Size and Rate All booths are 10’ × 10’ at a cost of $2,600 per inline booth or $2,900 for a corner space.

6. Booth Equipment and Furnishings Each 10’ × 10’ booth is supplied with a backwall (8’ high) and siderails (3’ high), covered with flame-proof drapes. A one-line identification sign will be provided free of charge. Any carpeting, decorations, signs, or special tables must be ordered through Freeman and paid for by the exhibitor.

7. Dimensions for End-Cap Booths End-cap booths measure 10’ deep by 20’ wide. The maximum backwall height allowed is 8’ and the maximum backwall width is 10’ at the center of the backwall. Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.

8. Hotel Reservations The Sheraton San Diego Hotel & Marina, selected as the official hotel for the symposium, is offering a special rate to symposium participants. The Sheraton is located only a few minutes from the San Diego Airport with easy access to the city’s premier attractions.

   Hotel rooms have been blocked, and reservations at the special price, will be furnished to all exhibitors in an exhibitor’s service kit. Freeman, 6060 Nancy Ridge Drive, Suite C, San Diego, CA 92121, tel: (714) 254-3410, fax: (469) 621-5606.

9. Application for Space Application for space must be filed on the contract enclosed in this prospectus. Applications submitted before December 16, 2019, must be accompanied by a deposit equal to 50% of the contracted total booth and sponsorship rate. Applications received without this initial deposit will not be processed, nor will space assignments be made. The remaining balance will be due in full by December 16, 2019, and credit cards on file will be automatically charged for the remaining balances at this time. Applications submitted on or after December 16, 2019, must be accompanied by the full balance. The deadline for making space applications is February 26, 2020.

10. Assignment of Space Exhibits will be assigned on a first-come, first-served basis. Assignments not rejected in writing by the exhibitor within 10 days of the notification of space assignment will be presumed to be accepted by the exhibitor. Show management reserves the right to rearrange the floor plan should it become necessary for causes beyond its control or advisable in its best judgment.

11. Cancellation Exhibit space that has been assigned and confirmed is not transferable. Cancellations made in writing and received by Quintessence on or before March 2, 2020, shall be subject to a 50% charge of the rate for contracted space. No refunds will be made for cancellations received on or after March 3, 2020. Spaces abandoned or not occupied at the time of exhibit opening may be repossessed without indemnity and reassigned by show management for any use it sees fit.

12. Subletting of Space The exhibitor shall use its space solely and exclusively for the exhibition of equipment and materials manufactured or distributed by it in the regular course of its business and for no other purpose of any nature. The exhibitor shall not assign, sublet, or otherwise apportion or dispose of its exhibit space or any part thereof to other parties, and any use of all or part of said space by or for any person, firm, or entity other than the exhibitor is expressly prohibited.

13. Scheduling Events Before, During, or After the Symposium No events may be held at the Sheraton San Diego Hotel & Marina in conjunction with the 26th International Symposium on Ceramics, including but not limited to room drops, receptions, small lectures, or any other such gatherings, without the express permission of show management. This restriction applies to the periods prior to and following the symposium between June 10–15, 2020.

14. Exhibit Service Contractor Complete information on setup and dismantle labor, decorating, drayage, furniture rental, cleaning, electrical service, special signs, shipping, etc., including a fixed schedule of prices, will be furnished to all exhibitors in an exhibitor’s service kit to be issued by the meeting’s official decorating contractor, Freeman, 6060 Nancy Ridge Drive, Suite C, San Diego, CA 92121, tel: (714) 254-3410, fax: (469) 621-5606.

15. Cleaning The exhibitors must, at their expense, maintain and keep in good order the exhibit space contracted to them. Special vacuuming for individual booths may be arranged by the exhibitor directly with the cleaning contractor, whose order form will be provided in the exhibitor’s service kit.

16. Shipping All shipments must be sent prepaid to:

   Advance warehouse:
   [Your Firm Name and Booth No.]
   c/o Freeman
   6060 Nancy Ridge Drive, Suite C
   San Diego, CA 92121

   Direct address:
   [Your Firm Name and Booth No.]
   26th International Symposium on Ceramics
   c/o Freeman
   Sheraton San Diego Hotel & Marina
   1380 Harbor Island Drive
   San Diego, CA 92101
   Tel: (619) 291-2900

   No exhibit materials may be sent to the Sheraton San Diego Hotel & Marina prior to Thursday, June 11, 2020. Such shipments will be...
refused by their shipment/receiving department. The advance freight deadline is May 29, 2020.

17. Exhibit Limitations  No special signs, displays, etc., will be permitted to extend more than 8’ above the floor. Booths are 10’ × 10’. No special arrangements can be made for an exhibitor with a display larger than this size. Please be sure to send the appropriate-size display unit.

18. Canvassing and Other Activities  No person, firm, or organization not having contracted with show management for the occupancy of space in the exhibition will be permitted to display or demonstrate its products, processes, or services or distribute promotional materials in or on the premises of the exhibition hall or any location in the Sheraton San Diego Hotel & Marina. Any infringement of this rule will result in the removal of the offending person.

Circulators or other promotional material may be distributed only from the exhibitor’s assigned space and not from aisles or other open areas. Show management reserves the right to discontinue distribution of materials that may be hazardous to the exhibit participants, offensive to show management, or not contributing to the educational nature of the exhibition. PRIZE AWARDS, DRAWINGS, RAFFLES, LOTTERIES, OR CONTESTS OF ANY KIND ARE EXPRESSLY PROHIBITED.

Show management reserves the right to reject, cancel, remove, or restrict exhibitors who, because of noise or any other reason, interfere with the best interests of the exhibition as a whole, in which case its liability shall be limited to a prorated refund of the rental fee.

No loudspeakers, sound movies, or megaphones that interfere with adjoining exhibits will be permitted in the exhibition area. Silent movies must be located so as not to interfere with other exhibitors or aisle space, and operation of such silent movies must conform to union regulations and the rules of the Sheraton San Diego Hotel & Marina.

19. Floor Sales  Sales must occur within the confines of the exhibit hall at the exhibitor’s assigned space.

20. Registration  Each person attending the exhibit will be required to register and wear an appropriate badge. All attendants must be bona fide employees of the exhibitor or representatives who receive commission, brokerage, or salary from the exhibitor. Firms and representatives of firms not assigned exhibit space are prohibited from soliciting business in any form in the exhibit areas. Violators of this prohibition will be promptly ejected from the exhibit areas.

A business card will be necessary to register on-site. No exhibitors will be admitted to the exhibit hall unless they have a business card showing that they are an employee of the company.

The number of booth personnel is limited to 2 exhibitors per 10’ × 10’ booth assigned. This policy will be strictly enforced throughout the exhibition. Additional exhibitor badges are available at a reduced registration rate and will give access to the sessions.

21. Security  Guards and watchmen will be on duty during the meeting, but show management and the Sheraton San Diego Hotel & Marina do not guarantee exhibitors against loss of any kind because of the presence of such guards and watchmen or any other protections that might be in effect during the meeting.

22. Care of Hotel Property  Decorations, signs, banners, etc., may not be taped, nailed, tacked, stapled, or otherwise fastened to walls, ceilings, doors, painted surfaces, columns, or electrical fixtures. No carts, hand trucks, etc., with hard wheels are permitted on carpeted surfaces.

23. Indemnity and Liability  Show management will take all reasonable precautions to avoid loss of exhibitors’ property by fire or theft, but under no circumstances shall show management be responsible for such losses, and it is recommended that exhibitors cover their property with suitable insurance. The exhibitor agrees to provide show management with a certificate of insurance along with the payment of space rental fee. The certificate must show that the exhibitor carries no less than $500,000 of general liability insurance.

The exhibitor agrees to protect, indemnify, and save harmless show management, as well as Freeman and the Sheraton San Diego Hotel & Marina, from any suit or claim by any person whatsoever or imposed for the violation of any law, ordinance, or regulation, whether or not occasioned by negligence of the exhibitor, its employees, agents, representatives, invitees, guests, or those holding under said exhibitor. It is further agreed that loss or damage to property within the space allocated to the exhibitor from theft, fire, pilferage, or otherwise shall be at the sole risk of the exhibitor.

It is understood that show management has not acted as an agent on behalf of any exhibitor and has undertaken only the contracting of exhibit space and allocation of same among exhibitors and coordination of exhibits, security, protection, installation, removal, management, or control of any exhibit or exhibitor. All risks attendant to the exhibition are at the sole risk of the exhibitor, and said exhibitor agrees to indemnify and hold harmless show management, as well as the Sheraton San Diego Hotel & Marina, for all actions, claims, or damages, including reasonable attorneys’ fees and the defense thereof, that may be brought against show management in connection herewith.

24. Destruction of Property  In case the premises are destroyed by fire or the elements, or by any other cause, or in case any circumstances whatsoever, including strikes, shall make it impossible for show management to permit any exhibitor or exhibitors to occupy the premises, the exhibitor shall pay for space only for the period the space was or could have been occupied by such exhibitor or exhibitors. Show management is released from any kind and all claims for damage that might arise in consequence thereof. In the event that, for any reason, the exhibition is not held as proposed, show management shall be liable only for a refund of all money received from an exhibitor or exhibitors and otherwise shall be released from all claims for damage.

25. Conduct at Symposium  If an exhibitor engages in unacceptable behavior, symposium organizers reserve the right to take any action they deem appropriate, including expelling offending persons from the symposium without further notice or refund.

26. Regulations: A Part of the Contract  These regulations are a part of the space contract. Show management reserves the right to interpret the regulations as well as to make final decisions on all points that the regulations do not cover.

For further information, contact:
William Hartman
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411 N Raddant Road
Batavia, IL 60510
Fax: (630) 736-3632
Tel: (630) 736-3600 x413
Email: whartman@quintbook.com
Official Exhibit Space Application

We, the undersigned, hereby make application for exhibit space at the 26th International Symposium on Ceramics, subject to the conditions of the policies, rules, and regulations governing the exhibition as printed in the Exhibitor Prospectus, which we accept as part of the agreement. We will review the exhibit space assignment policies as outlined in the Prospectus, review the exhibit floor plan, and request three (3) space assignment locations by booth numbers. Selections will not be concentrated in one area. We understand that it is not always possible to assign space as requested. Space will be assigned on a first-come, first-served basis.

**TERMS OF PAYMENT**

Payment must accompany this application. Certificate of liability insurance is due March 20, 2020.

Please reserve a total of _______ booths.

Choices: 1st __________________________ 2nd __________________________ 3rd __________________________

Companies not desired in close proximity ____________________________________________________________________________________________

Every effort will be made to avoid locating your booth near the companies listed. However, show management can make no guarantees in this regard.

Products to be shown ____________________________________________________________________________________________

☐ Our check for $__________ is enclosed. Make check payable to Quintessence Publishing Co.

☐ CHARGE TO MY CREDIT CARD $_________________________ ☐ Full Payment ☐ 50% Deposit

☐ VISA/MasterCard ☐ American Express ☐ Discover Card

CARD NUMBER EXP. SIGNATURE

Final payment will be charged to the credit card on file on December 16, 2019.

**Please print or type:** (This is the address that will be published in the final program)

Company Name ____________________________________________________________________________________________

Name of Authorizing Officer ____________________________________________________________________________________________ Title __________________________

Send correspondence regarding this meeting to ____________________________________________________________________________ Title __________________________

Mailing Address ____________________________________________________________________________________________

City __________________________ State __________ Zip __________ Telephone __________________________

Fax __________________________________________________________________ Email __________________________________________________________________

Company Website ____________________________________________________________________________________________

I am an authorized representative of the company named with the full power and authority to sign and deliver this application. The company listed agrees to comply with all of the policies, rules, and regulations contained in the Exhibitor Prospectus furnished to me with this application form.

Signature __________________________________________ Date __________________________

Please return this contract with payment to:

William Hartman, Executive Vice President and Director, Quintessence Publishing Co Inc, 411 N Raddant Road, Batavia, IL 60510

Fax: (630) 736-3632

For Office Use

App. Rec’d. ___________ Space Assign. ___________ Booth Cost ___________

Booth Size ___________ Deposit ___________ Amount Due ___________

FULL NAME __________________________

SIGNATURE __________________________