

# WBC 2012 Exhibition Order Form

July 28–August 1, 2012 • Oregon Convention Center • Portland, Oregon, U.S.A.

## 1. Company Information

Please provide information exactly as it should appear in the program book using upper and lowercase letters. Please print or type.

Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State or Province/Country \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_  
 Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_  
 Website \_\_\_\_\_

## 2. Exhibit Contact Information

Person to receive further exhibit information.

Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 E-mail \_\_\_\_\_

*Please complete information below if address is different from company information in item 1.*

Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State or Province/Country \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_  
 Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_

## 3. Exhibit Placement

Please list your major competitors and other considerations for exhibit placement.

\_\_\_\_\_  
 \_\_\_\_\_

## 4. Exhibition Reservation Fees and Payment Information

<input type="radio"/> Table-top Exhibit	<input type="radio"/> \$1,850 Payment in full	\$ _____
	<input type="radio"/> \$925 Deposit ( <i>Balance due on April 1, 2012</i> )	\$ _____
<input type="radio"/> Supplier Session	<input type="radio"/> 1/2 hour – \$150	\$ _____
	<input type="radio"/> 1 hour – \$200	\$ _____
<input type="radio"/> Products & Services Electronic Enhanced Listing	– \$250	\$ _____
<input type="radio"/> Advance Registration Roster	– \$150	\$ _____
<input type="radio"/> Sponsorship		\$ _____
Total \$		_____

### Payment Type

Check enclosed, payable to WBC 2012  
*(When you provide a check as payment, you authorize us to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. Funds may be withdrawn from your account the same day we deposit payment and you may not receive your check back from your financial institution.)*

Charge my credit card (*This card will automatically be charged the remaining balance on April 1, 2012:*)     VISA     MasterCard     American Express

Card No. \_\_\_\_\_  
 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Expiration Date (month/year) \_\_\_\_ / \_\_\_\_

Signature \_\_\_\_\_

Name of Cardholder \_\_\_\_\_

## 5. Contract Agreement

We agree to abide and be bound by the terms, conditions, rules, and regulations of the WBC 2012 Table-top exhibition.

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_



[www.worldbrewingcongress.org](http://www.worldbrewingcongress.org)

### Important Dates

**2012**

#### January 31

Deadline for full refund on cancellations

#### April 1

Balance due

Deadline for 50% refund on cancellations. No refunds offered after this date

#### May

Exhibitor Services Kit posted on the website

#### May 18

50-word description submission deadline for inclusion in program book—submit at [www.worldbrewingcongress.org](http://www.worldbrewingcongress.org).

### Questions?

Contact:  
 Cindy Anderson  
 +1.651.994.3848  
[canderson@scisoc.org](mailto:canderson@scisoc.org)

### Return this form to:

Cindy Anderson  
 WBC 2012 Exhibits  
 3340 Pilot Knob Road  
 St. Paul, MN 55121 U.S.A.  
 Phone: +1.651.994.3848  
 Fax: +1.651.454.0766

### FOR OFFICE USE ONLY

Accepted for WBC 2012.

Paid \$ \_\_\_\_\_

Date \_\_\_\_\_

Balance Due by April 1, 2012:

\$ \_\_\_\_\_

Paid in Full \$ \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

# WBC 2012 Regulations and Liability Statement

## 1. Exhibit Package

A) The WBC 2012 Exhibit Package includes two tables, 72 inches by 24 inches (183 cm x 61 cm) covered and skirted, two chairs, one wastebasket, and a company identification sign, plus one (1) free exhibitor registration that offers entry into the exhibits and technical program. B) Display items must sit on the table, have measurements that do not exceed the table dimensions, and be 48 inches (122 cm) or less in height above the table surface. Tables may be set in any configuration within the confines of your exhibit space.

Each exhibit space consists of a 10 ft x 20 ft piped and draped area. The pipe and drape is 3 ft high (side and back rails).

## 2. One Table-Top Exhibit Per Company

Due to high demand and limited space, we can allow only one table-top exhibit per company, or one exhibit per independent operating division within a company.

## 3. Admission

Entrance to the exhibit area is by WBC 2012 name badge only. Each exhibitor is entitled to one (1) free registration. Additional attendees from exhibitor companies register at the Exhibitor Registration rate.

## 4. Exhibit Shipping, Set Up and Staffing

Exhibit shipments CANNOT be received at the convention center prior to the set-up day due to storage limitations. C.O.D. shipments CANNOT be accepted anytime. Exhibitors must have their table-top set up prior to the opening of the show. Move-in and move-out times for exhibitors and the decorating company will be strictly adhered to so that additional rental charges are avoided. Exhibitors must staff their table-tops at all times during the exhibit hours. Failure to adhere to the above will cause forfeiture of space. No refunds on space will be made after April 1, 2012, and WBC 2012 will have the right to use the space for whatever purpose they deem appropriate.

## 5. Fire and Safety

All exhibits or portions thereof, must fully comply with applicable health, fire, and safety regulations. No combustible decorations, such as crepe paper, tissue paper, cardboard or corrugated paper, shall be used at any time. All materials and fluids which are flammable must be kept in safety containers. Open flames, butane gas, oxygen tanks, etc., are not allowed without the written permission of the Fire Prevention Bureau.

## 6. Conduct of Exhibits

The rights and privileges of an exhibitor shall not be infringed upon by any other exhibitor. Interviews, demonstrations, distribution of literature, etc., must be made inside the exhibitor's area. Canvassing, solicitation of business or the use of advertising materials or signs by firms other than those who have contracted for space is prohibited. The distribution by exhibitors of circulars, catalogs, or other advertising materials for firms which are not exhibitors is prohibited. WBC 2012 has the right to decline or prohibit any display or portion thereof which in the opinion of the WBC 2012 Exhibit Manager is not proper in keeping with the character of the exhibition. WBC 2012 may restrict displays which, because of noise, acts, odors, costumes, gimmicks, method of operation, materials or for any reason, become objectionable to the exhibition. In the event of such restriction or eviction, WBC 2012 is not liable for any refunds or rentals or other exhibit expense.

## 7. Contests, Games, Raffles, and Lotteries

Exhibitors may not offer or give attendance, door, or other similar prizes in the exhibition space or adjacent area. Contests, lotteries, raffles, and games of chance are prohibited. All "giveaways" shall be of a nominal monetary value and in keeping with the nature of a scientific and professional meeting.

## 8. Care of Building and Equipment

Nothing shall be posted, tacked, nailed or screwed or otherwise attached to columns, walls, floor, or other parts of the building or furniture. Anything in connection therewith necessary or proper for the protection of the building, equipment, or furniture will be at the expense of the exhibitor. Exhibitors will be responsible for any damage to persons or property caused by reason of their exhibits, employees, agents, or servants.

## 9. Character of the Exhibit

Displays may consist of equipment, services, materials and products (within limitations stated elsewhere on this form) of interest to the WBC 2012 registrants. The display area is limited to the surface of the tables (2 tables, 72 inches in length x 24 inches each) and a height of 48 inches above the table surface. Recorded or live music is prohibited in the exhibit hall.

## 10. Cancellations, Indemnification, Subletting

This application shall become a binding contract between the parties hereto upon its acceptance by WBC 2012. It is understood and agreed that in the event of the cancellation of WBC 2012 or in the event the space assigned to the exhibitor is, in the opinion of WBC 2012's Exhibit Manager, rendered unusable by any cause, casualty, or occurrence, then and thereupon this Agreement shall terminate and the exhibitor shall pay for said space only up to the time of said termination, pro rata, and the exhibitor hereby waives any claims for damages or compensation should this Agreement be so terminated. Exhibitor agrees to protect, indemnify, and hold harmless WBC 2012 from any and all liability, loss, damage or expense resulting from the exhibitor's use of the exhibition space. This Agreement and the rights herein granted to the exhibitor may not be assigned or otherwise disposed of or encumbered by the exhibitor without the written consent of WBC 2012.

## 11. Insurance and Liability

Insurance, if desired by exhibitors or required by the convention center, must be obtained at their own cost and expense. WBC 2012 and its agents and employees assume no risk and by the acceptance of this agreement the exhibitor expressly releases them of and from any and all liability for any damage, injury, or loss to any person or goods, from any cause whatsoever. All property shipped to and from the convention center or drayage firm by the exhibitor for installation or display is the sole responsibility of the exhibitor. It is recommended that exhibitors obtain adequate insurance coverage, at their own expense, for property loss or damage and liability for personal injury.

## 12. General

WBC 2012 reserves the right to rearrange the floor plan and/or relocate any table-top exhibit. The Exhibit Manager of WBC 2012 has the right to enforce any and all portions of these rules and policies. In interpreting these rules and policies, particular attention will be given to preserving the professional and educational nature of the exhibit.

### Permitted at Table-Top Exhibits

1. Educational sales literature.
2. Sales premiums, souvenirs, handouts, etc.
3. Instruments and/or equipment (if they can be self-supporting and set on the table; no water will be available at the table-tops).
4. Table drapes are acceptable, but signs cannot be set on the floor in front of the table.

### Prohibited at Table-Top Exhibits

1. No large display material, (WBC 2012 will provide standard name signs) or any other material over 48" high or that exceeds the table dimensions of 72" total length x 24" (183 cm x 61 cm). (Exceptions include instrumentation or equipment. Check with WBC 2012 if in question).
2. No floor easels or backdrops.
3. Please refrain from excessive frills.
4. Storage of boxes is not allowed behind tables.
5. No solicitations, interviews, and/or distribution of literature can be done outside the confines of the exhibitor's individual table-top area.
6. No food preparation.

A full refund will be made for space cancelled on or before January 31, 2012. A fifty-percent refund will be made on cancelled space after January 31, 2012. No refund after April 1, 2012. All cancelled space shall revert to the possession of WBC 2012.