



# APRIL 29 - MAY 1, 2012 RED ROCK RESORT LAS VEGAS, NV

## EXHIBIT/SPONSOR SIGN-UP FORM

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

(As it will appear at the conference and in the promotional materials)

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

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Company URL: \_\_\_\_\_

Principal Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Accounts Payable Contact: \_\_\_\_\_

Accepted By: \_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature/Name/Title

### Select from the following Sponsorship/ Exhibitor Packages

- Platinum Sponsor (\$15,000)
- Gold Sponsor (\$7,500)
- Exhibitor (\$5,000)

### Methods of Payments (Payment must accompany this form.)

- Check (Please reference Niagara Summit)
- Purchase Order # \_\_\_\_\_

(Note: If issuing Purchase Order, an invoice will be sent upon receipt net 30 day terms)

- Credit Card \_\_\_ American Express \_\_\_ Visa \_\_\_ Mastercard

Card Holder's Name: \_\_\_\_\_

Card Number: \_\_\_\_\_

Card ID Code: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Billing Address if different from company address above:

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

Card Holders Signature \_\_\_\_\_

**FAX:** COMPLETE THIS FORM, FILL IN THE CREDIT CARD OR PURCHASE ORDER INFORMATION AND FAX THIS FORM TO TRIDIUM AT: (703) 995-4348, ATTN: NIAGARA SUMMIT.

**MAIL:** COMPLETE THIS FORM AND MAIL WITH PAYMENT TO: TRIDIUM, INC. 3951 WESTERRE PARKWAY SUITE 350 RICHMOND, VA 23233, ATTN: NIAGARA SUMMIT



**APRIL 29 - MAY 1, 2012**  
**RED ROCK RESORT LAS VEGAS, NV**

The agreement to participate as a Sponsor or Exhibitor at the Niagara Summit will become a contract upon submission based on the rates, rules governing the event and general information in this package. Sponsor and exhibitor agree to be bound by the terms of this Agreement.

#### **ASSIGNMENT OF EXHIBIT SPACE**

All sponsorships and exhibitor space is assigned on a first-come, first-served basis determined by the date the agreement, level of participation and payment is received. The cost includes drape background, drape side rails and sign.

#### **BOOTH ARRANGEMENTS**

Booths will have an 8 foot color background drape and 42" color side divider drape. A 7 inch x 44 inch ID sign will also be provided. Electric service, phone connections, internet service and other services and equipment can be ordered and paid for by the exhibitor by filling out the appropriate forms in the Exhibitor Service Kit. Since the hall is carpeted, booth carpeting is not required. Placement of exhibit materials must not block the visibility of neighboring exhibits.

#### **CANCELLATION OR REFUNDS**

In the event of cancellation by an exhibitor or sponsor, a refund of 50% of the sponsorship/exhibitor level will be granted if the request is received 120 days prior to the start of the event. Any cancellations received there after are not subject to any refunds.

#### **INSTALLATION AND DISMANTLE OF EXHIBITS**

Installation of exhibits at the Red Rock Resort is scheduled for Sunday, April 29 from 1:00 PM - 5:00 PM. Each exhibitor is responsible for their own set up. Installation & Dismantle services are available upon request from the general contractor.

#### **REMOVAL OF EXHIBITS**

Exhibit teardown will commence at 2 pm, Tuesday, May 1. Removal of all exhibit material must be dismantled and removed from the building by 6 pm, Tuesday, May 1.

#### **LIABILITY**

Exhibitor hereby releases Tridium, and the Red Rock Resort, their employees and agents from any and all claims, demands, causes of action or liability of any kind for injury or damages to persons or property that may now or in the future arise directly or indirectly out of attendance or participation in the Niagara Summit.

#### **FIRE REGULATIONS AND LOCAL LAW**

All fabrics used for drapery, decoration or floor carpeting and all materials such as woven-wood, fiber or flexible plastic used in display construction must be flame proofed prior to installation. Exhibitor must comply with all Nevada and/or local Las Vegas safety and fire codes. All electrical installations and equipment must comply with the latest National and Local codes.

#### **SECURITY AND INSURANCE**

Guard service will be provided during non-exhibit hours in the exhibition area however, such service shall not make Tridium or the Red Rock Resort, their employees and agents liable for any loss or damages. Security for individual booth spaces can be arranged at an additional cost to the exhibitor. Each exhibitor is responsible for the loss or damage of its goods, materials, equipment and displays. Exhibitors who desire insurance on their exhibits must make arrangements and placement at their own expense.

For more information, contact Marc Petock or Jennifer Faulkner at (804) 747-4771 or Julie Hardesty at (219) 763-9302.

[WWW.NIAGARASUMMIT.COM](http://WWW.NIAGARASUMMIT.COM)

**TRIDIUM®**

## EXHIBITOR CHECKLIST

### EXHIBIT SIGN-UP

- Completed Sign up form indicating level of participation
- Payment method included
- Fax/Email/Mailed to Tridium

### POST SIGN-UP TASKS

- Email EPS of corporate logo to Julie Hardesty (jhardesty@tridium.com)
- Email 50 word description for inclusion on website and on-site program

### PRE-SHOW TASKS

- Registered comped exhibit staff (1 for exhibitor, 2 for Gold, 4 for Platinum)
- Registered Additional personnel
- Ordered Show Services
  - Internet
  - Electric
  - AV
  - Labor
  - Furniture
  - Rental Carpet
  - Lead Retrieval
  - Booth Cleaning
- Booked staff hotel at Red Rock
- Registered for pre-conference activity

### POST-SHOW ACTIVITY

- Follow-up with attendees