



**IR/INFO 2025  
Advanced IR Training  
Conference & Symposium**

**Technology Showcase  
& Exhibitor Contract**

## TECHNOLOGY SHOWCASE CONTRACT IR/INFO 2025

The following information should be provided to the person arranging your exhibit:

### Standard Booth Equipment

- 10' x 10' booth space
- 6' skirted table with 2 chairs
- Carpeting included
- 1 Standard Electrical Service
- Advertising on IR/INFO Conference website and social media
- Full registration to IR/INFO Conference and all events

### Set Up

Sunday, January 19, 10:00 a.m. to 2:00 p.m.

Note: Booth set-ups must be completed by 2:00 p.m. on Sunday.

### Break Down

Exhibitor breakdown begins at 3 p.m. on Tuesday, January 21.

All materials and booths must be removed from the exhibit space by 5 p.m.

### Showcase Hours

6 p.m. to 8 p.m. Sunday, January 19

7 a.m. to 5 p.m. Monday, January 20

7 a.m. to 3 p.m. Tuesday, January 21

Exhibitors will have access to exhibit space only during set up, breakdown and the hours listed above.

### Communications

You must make your own arrangements for phone and/or internet access.

### Deliveries

Infraspection Institute will not accept any deliveries.

Advance deliveries can be sent to the hotel, attention of your onsite representative. Please check our website for the hotel address.

### Hotel Reservations

A block of rooms is being held for IR/INFO Conference attendees at a discounted rate. Please visit [IRINFOConference.com](http://IRINFOConference.com) for details and to make reservations.

## **USE OF SPACE**

- No exhibitor may sublet, assign, or apportion any portion of the allotted space, nor represent, advertise, or distribute literature for the product or services of any other firm or individual, except as approved in advance by Infrasppection Institute.
- All displays and content shall remain within the designated booth additional booth space may be available through prior approval of the IR/INFO staff.
- No drains or running water are available.

## **CLAIMS AND LIABILITIES**

Exhibitor assumes all responsibility for any and all loss, theft or damage to exhibitor's displays, equipment and other property while on Rosen Plaza Hotel premises, and hereby waives any claim or demand it may have against Infrasppection Institute, Rosen Plaza Hotel and/or their affiliates arising from such loss, theft, or damage. The exhibitor agrees, for the benefit of Infrasppection Institute, Rosen Plaza Hotel and/or their affiliates, to comply with all policies and procedures for exhibitors and all applicable laws, codes and regulations. In addition, the exhibitor agrees to defend (if requested by and with counsel satisfactory to Infrasppection Institute and Rosen Plaza Hotel), indemnify and hold harmless Infrasppection Institute and Rosen Plaza Hotel and their respective parent, subsidiary and other affiliated or related companies from and against any liabilities, obligations, claims, damages, suits, costs and expenses, including, without limitation, attorneys' fees and costs up through and including appeal, arising from or in connection with the exhibitor's occupancy and use of the exhibition premises or any part thereof or any negligent act, error or omission or willful misconduct of the exhibitor or its employees, contractors, subcontractors or agents.

## **INSURANCE**

Proof of the following insurance is to be supplied: Commercial General Liability Insurance (including without limitation, products liability and contractual coverage, and automobile liability coverage for all vehicles) with minimum limits of \$2,000,000.00 combined single limit per occurrence, covering any loss or liability resulting from personal injury, death or property damage arising from or in connection with your exhibits (including, without limitation, the use of any exhibit space or any negligent act or omission of the exhibitor, its respective officers, directors, employees, agents, contractors or subcontractors in connection therewith); Worker's Compensation Insurance as required by applicable law; and Employer's Liability Insurance with minimum limits of \$1,000,000.00 per occurrence. The policies shall be issued by responsible companies reasonably acceptable to Infrasppection Institute and Rosen Plaza Hotel with a BEST guide rating of at least B+VII; provide that the coverage under such policies may not be reduced or canceled unless 30 days unrestricted prior written notice thereof is furnished to us; be primary and not contributory; and be on an occurrence basis. Infrasppection Institute and Rosen Plaza Hotel, their parent companies, subsidiary and other affiliated or related companies shall be named as additional insureds, and a waiver of subrogation shall be included with respect to the additional insureds. The additional insured requirements shall not apply to the Worker's Compensation or Employer's Liability Insurance.

Please forward your Certificate of Insurance as outlined above to:

Infrasppection Institute  
425 Ellis Street, Burlington, NJ 08016

E-Mail: mary@infraspection.com

**SAMPLES AND SOUVENIRS**

Distribution of samples and souvenirs in a professional manner is permitted at your booth, provided there is no interference with other exhibits or aisle movement, and the samples or souvenirs pertain to or contribute to the exhibits or trade show. Infraspection Institute may withhold or withdraw permission to distribute souvenirs, advertising, or other materials it considers objectionable.

**REFUND FOR CANCELLATIONS**

100% refund for cancellations more than 120 days prior to the start of the show; 50% refund for cancellations 30 to 119 days prior to the show; no refund less than 30 days prior to the start of the show.

Infraspection Institute reserves the right in the event of a national disaster, emergency or upon other reasonable cause, to cancel the Technology Showcase upon reasonable notification to exhibitors and to potential attendees. Infraspection Institute shall only be liable to refund any money collected from exhibitors in the event of cancellation of event by Infraspection Institute.

This contract is not valid unless signed by a duly authorized official of Infraspection Institute and is subject to cancellation if, for any reason, said application is not approved. Infraspection Institute reserves the right to reject any application and/or contract.

COMPANY NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_

NAME (PRINTED): \_\_\_\_\_ DATE: \_\_\_\_\_

Approved by Infraspection	
_____	_____
Infraspection Official	Date

## Technology Showcase Information

**COMPANY NAME:** \_\_\_\_\_  
(Please print name as it should appear in promotional advertising)

**WEB SITE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**CONTACT NAME (for preshow details):** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

### COMPANY ATTENDEES:

1<sup>st</sup> Included with Booth: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Cell Phone: \_\_\_\_\_

Additional Attendees: \_\_\_\_\_ Email: \_\_\_\_\_

**PRODUCTS OR SERVICES TO BE EXHIBITED:** \_\_\_\_\_

Please forward your company logo (jpg or png format) along with a brief description to be used to promote your firm. Forward the information with this registration or by separate email to [support@infraspection.com](mailto:support@infraspection.com)

### Technology Showcase Options & Payment

**Standard Booth** # booths \_\_\_\_\_ x \$1995.00 \_\_\_\_\_

Booth includes full conference attendance (events, presentations, meals, and proceedings) for 2 people; advertising on IR/INFO Conference website and social media; 6' skirted table, 2 chairs, and standard electrical service.

**Additional Booth Attendees** # persons \_\_\_\_\_ x \$695.00 \_\_\_\_\_

Additional attendees receive a full conference package including attendance (events, presentations, meals, and proceedings).

#### Bonus Sponsorship Opportunities

- Full page, color ad, outside back cover of conference booklet (only 1 available) \$995.00 \_\_\_\_\_
- Full page, color ad, inside front cover of conference booklet (only 1 available) \$495.00 \_\_\_\_\_
- Full page, color ad, inside back cover of conference booklet (only 1 available) \$495.00 \_\_\_\_\_
- Full page, color ad, within the conference booklet \$695.00 \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

**Credit Card Payments:**

Name on card: \_\_\_\_\_

Credit Card number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

CVV2: \_\_\_\_\_ Expiration Date: \_\_\_\_/\_\_\_\_

**Check Payments:**

Please remit to: Infraspection Institute, 425 Ellis Street, Burlington, NJ 08016