



# 2019 EXHIBITOR LICENSE

## INTERNATIONAL FASTENER MANUFACTURING EXPOSITION

Georgia World Congress Center | Atlanta, Georgia, USA | Exhibit Dates: May 14-16, 2019

Co-Located with **INTERWIRE**  
TRADE EXPOSITION

Please reserve exhibit space for our company at IFME 2019.

We understand that this application becomes a contract when signed by us and accepted by IFME. We agree to be bound by the terms and conditions on the reverse side of this form, which we have read and understand. All exhibits must comply with the show rules, which are outlined in the Exhibitor's Manual to be distributed in January 2019.

**PLEASE NOTE:** The Georgia World Congress Center requires that all exhibiting companies carry liability insurance. The minimum amount of coverage required is 1 million dollars (\$1,000,000) per occurrence, and 3 million dollars (\$3,000,000) aggregate. It is the responsibility of the exhibiting company to either show proof of the appropriate coverage, or to secure coverage through IFMSA/IFME. See page 2 for details (Section 12).

### Exhibit Space Rental Rates:

- Exhibits 800 sq. ft. and larger = \$17.00 per sq. ft.
- Exhibits 100 sq. ft. to 799 sq. ft. = \$24.00 per sq. ft.

### 1. COMPANY INFORMATION (Please print or type.)

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

LETTER UNDER WHICH YOUR COMPANY SHOULD BE ALPHABETIZED

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE/PROV. \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

COUNTRY \_\_\_\_\_

KEY CONTACT NAME (Person responsible for exhibit.)  Male  Female

KEY CONTACT'S PERSONAL E-MAIL ADDRESS \_\_\_\_\_

TELEPHONE (Include country code.) \_\_\_\_\_ FAX (Include country code.) \_\_\_\_\_

### 2. LIST COMPETITORS

List the companies that you do not wish to be located adjacent to or across from.

### 3. BOOTH PREFERENCES

Please fill in all 5 spaces in order of priority. If none of your selections are available, IFMSA will determine the assignment of your booth. We request the following space:

PRIORITY	BOOTH NUMBER(S)	TOTAL SQ. FT.
1st Choice	_____	_____
2nd Choice	_____	_____
3rd Choice	_____	_____
4th Choice	_____	_____
5th Choice	_____	_____

### 4. PRODUCTS/SERVICES

Please list the general category/products or services you will be exhibiting. Example: Cold Headers, Bolt Making Machines, Thread Rollers, etc.

### 5. PROPOSED CO-EXHIBITORS

Please list the companies names, including divisions and rep firms for inclusion in promotional material.

### 6. SIGNATURE

By signing below I affirm that I have read all the terms and conditions of this license and agree thereto:

SIGNATURE OF YOUR PRINCIPAL OR DIRECTOR \_\_\_\_\_

Please complete, sign, and return with the appropriate application deposit and proper form of payment (see payment information on page 2) to the **INTERNATIONAL FASTENER MACHINERY & SUPPLIERS ASSOCIATION (IFMSA), 107 Mill Plain Rd • Suite B • Danbury, CT 06811 USA**. A copy will be returned to you after space allocation and assignment of your booth location. Assignment and acceptance of your application will be indicated by the IFMSA signature below.

Thank you. Tel.: (001) 203-794-0444 Fax: (001) 203-743-4810  
**Paid by:**  Check  Wire Transfer  Debit/Credit Card  
**If paid by debit/credit card, please include charge information below.**

CARD NUMBER \_\_\_\_\_ EXP. DATE \_\_\_\_\_

NAME ON CARD \_\_\_\_\_

### TO BE COMPLETED BY ORGANIZER

Date Accepted _____	Booth Number _____	Total Units _____	Initial Chk'd for Comp. _____	<input type="checkbox"/> Exhibitor Choice from list or by phone/fax/letter
IFMSA Authorizing Signature _____				<input type="checkbox"/> Amt. Paid _____

**1. LICENSE.**

Upon written acceptance by The International Fastener Machinery & Suppliers Association (IFMSA), this application shall become a license for the Exhibitor identified on page 1 to use the space allocated to it by IFMSA. This license is subject to the Terms and Conditions set forth herein, to the Exhibitors' Manual prepared by the show organizer (IFMSA), to all additional or revised terms, conditions, and directions that IFMSA may from time to time deem necessary for the orderly operation of IFME 2019 and to all applicable regulations and requirements of the Georgia World Congress Center including, but not limited to the relevant terms and conditions of the License Agreement between the Georgia World Congress Center and IFMSA, a copy of which is available upon request.

**2. PAYMENT SCHEDULE.**

**PAYMENT DUE WITH CONTRACTS RECEIVED:**

**Prior to August 1, 2018**

Applications must be accompanied with payment for 20% of the total license fee for the booth. If all available space has been assigned, such deposit will be refunded. Additional 30% of total booth cost due by September 1, 2018. Complete (final) payments for the space must be received by December 14, 2018.

**August 1, 2018 - November 14, 2018**

Applications must be accompanied with payment for 50% of the total license fee for the booth. If all available space has been assigned, such deposit will be refunded. Complete (final) payments for the space must be received by December 14, 2018.

**After November 14, 2018**

Applications must be accompanied with payment for 100% of the total license fee for the booth. If all available rental space has been assigned, such payment will be refunded.

**All payments shall be in U.S. dollars with all bank and exchange charges prepaid by Exhibitor.** If payments are not made properly, IFMSA may, at its sole option and in addition to any other remedies it may have, terminate this license without notice, or give Exhibitor a lower priority when assigning space, or, if space shall have been assigned to Exhibitor, reassign Exhibitor to different space.

**For Wire Transfer Information please contact:**

Ray Zirkle, Executive Director  
International Fastener Machinery & Suppliers Association (IFMSA)  
107 Mill Plain Road  
Danbury, Connecticut 06811 USA  
Tel.: (001) 203.794.0444 • Fax: (001) 203.743.4810  
E-mail: rzirkle@bzsales; Doug Zirkle • dzirkle@bzsales.com  
www.ifmsainfo.com • www.ifme-fastener-mfg-expo.com

**Space Assignments will be in the order of receipt as established by IFMSA.**

**3. CANCELLATION AND REFUNDS.**

**Prior to August 1, 2018**

IFMSA/IFME will retain 20% of the total license fee as a non-refundable deposit and refund any other monies received from exhibitor.

**August 1, 2016 - December 14, 2018**

IFMSA/IFME will retain 50% of the total license fee as a non-refundable deposit and refund any other monies received from exhibitor.

**After December 14, 2018**

No portion of the license fee will be refunded if assigned space is canceled after December 14, 2018. All fees shall be non-refundable after December 14, 2018 except as follows: in the event that IFME 2019 is canceled or the space licensed by Exhibitor is rendered unavailable or unusable for its intended purpose.

**4. UNUSED SPACE.**

No refund will be made for Exhibit Space that is unused during any portion of the Exposition. Should Exhibit Space be unoccupied at the opening of the Exposition, Show Management may rent or use it for other purposes without obligation of refund.

**5. LOCATION OF EXHIBIT SPACE.**

Show Management shall assign Exhibit Space and reserves the right to change the location of the Exhibiting Firm's Exhibit Space at any time it deems such change to be in the best interest of the Exposition. Exhibiting Firms who wish to change the amount of their space are not guaranteed their original location but are subject to relocation by Show Management.

**6. SUBLICENSES.**

The Exhibitor shall not sublicense, assign, share, or otherwise transfer its rights and obligations hereunder without the prior written consent of IFMSA/IFME. Exhibitors sharing booth with any other exhibitor will be charged an additional fee of \$750 per company for booths under 400 square feet. IFMSA/IFME reserves the right to determine the number of co-exhibitor companies and assess additional fees.

**7. BOOTH CONSTRUCTION AND ARRANGEMENT.**

All exposed parts of Exhibitor's display must be finished so as not to be objectionable to other exhibitors or IFMSA. Any objectionable feature of Exhibitor's display may be draped or modified at the sole discretion of IFMSA and the cost thereof billed to and paid by Exhibitor. All machinery must have drip pads. Please refer to the Rules & Regulations (printed separately).

**8. HEIGHT RESTRICTION.**

There are no vertical height restrictions on display machinery other than the maximum ceiling height. Please refer to the Rules & Regulations (printed separately).

**9. DECORATOR & MATERIAL HANDLING CONTRACTOR.**

Shipping, handling and removal instructions together with service and equipment forms (electrical, phone, furniture, carpets, etc.) will be mailed to exhibitors at a later date. The Center will not receive deliveries of exhibit materials in advance of the date specified in the Exhibitor's Manual.

**10. COMBUSTIBLE MATERIAL.**

All display materials must be flame retardant or of inherently fireproof materials. Under no condition will combustible oils or gases be permitted in the Exhibit Hall. Aisles, and exits must be kept free of obstructions at all times. Exhibitor must comply with, and all exhibits and materials must meet, the requirements of all state and local ordinances and regulations.

**11. LIMITATION OF LIABILITY.**

Exhibitor hereby releases and agrees to indemnify, protect and save harmless IFMSA/IFME, the official service contractors, the Georgia World Congress Center, the Convention Committee, and the employees, representatives and officers of the foregoing from any and all claims, demands, liabilities, costs and expenses for any injury to, including the death of persons (whether they be third persons or employees of either Exhibitor or any of the foregoing) caused by, growing out of or happening in connection with the use and enjoyment of Exhibitor or any other person or legal entity with the permission (express or implied) of Exhibitor, of the facilities equipment or services of IFME 2019 or of the Center.

**12. INSURANCE.**

Exhibitor shall provide to IFMSA/IFME a certificate of commercial general liability insurance, written on an occurrence basis, issued by an insurance company authorized to transact business in the state of Georgia, including contractual liability coverage naming Exhibitor as insured and naming additional insureds, the "International Fastener Machinery & Suppliers Association (IFMSA)". The limit of such insurance shall be not less than \$1,000,000 per occurrence, \$3,000,000 aggregate. The policy shall provide that it shall not be canceled without thirty (30) days written notice to IFMSA/IFME. The certificate of such insurance shall be delivered to IFMSA/IFME no later than March 19, 2019. If the Exhibitor fails to provide such certificate or to maintain the insurance in force, IFMSA/IFME shall provide such insurance at cost. Exhibitor is solely responsible for insuring its own exhibit and the contents of the exhibit.

**13. GEORGIA WORLD CONGRESS CENTER.**

Nothing shall be pasted on, tacked, nailed, screwed or otherwise attached to columns, walls, floor or other parts of the Georgia World Congress Center. Exhibitor shall be solely liable for any damage it causes or permits to occur to the Center and hereby agrees to indemnify and hold IFMSA/IFME harmless in connection therewith.

**14. INSTALLATION.**

Time will be made available prior to the exhibit opening. Specific dates will be posted in the Exhibitor's Manual.

**15. DISMANTLING OF EXHIBITS.**

Exhibitor expressly agrees to operate or man his exhibit until, and not to dismantle his exhibit or do any packing before, the designated time on the last day of exhibits, and IFMSA/IFME shall have the right to prevent the dismantling or removal of any exhibit prior to such time. Exhibitor shall be solely liable for any extended use or other charges incurred as a result of Exhibitor's failure to vacate by the time specified, and Exhibitor shall indemnify and save harmless IFMSA/IFME in connection therewith.

**16. REJECTION OF DISPLAY.**

Exhibitor and its display shall be admitted to and remain at IFME2019 from day to day contingent upon Exhibitor's continued compliance with these terms and conditions. IFMSA/IFME reserves the right to alter, eject, reject, or prohibit any exhibitor or its operation in whole or in part, or to eject or refuse to admit Exhibitor or any representative of Exhibitor for failure to comply herewith or with any directions issued by IFMSA/IFME or for conduct deemed detrimental by IFMSA/IFME, in which case Exhibitor shall have no recourse against IFMSA/IFME and no part of any fees paid by Exhibitor to IFMSA/IFME shall be refunded.

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

**INITIALS:** \_\_\_\_\_