

## **RULES FOR EXHIBITORS – ISMP 2015, Sponsored by the Mathematical Optimization Society and Managed by INFORMS**

**International Symposium on Mathematical Optimization, Pittsburgh PA, July 12-17, 2015**

**CONTRACT:** The Contract for Exhibit Space, properly executed by the Exhibitor and accepted in writing by INFORMS, shall be considered a binding agreement between the Exhibitor and INFORMS and subject to the rules stated in this document.

**REGISTRATION:** Exhibitor registration fee includes one complimentary registration (good for admission to all sessions, the exhibition hall, and social events) for each booth purchased plus two additional booth-only staff.

**PAYMENT TERMS/CANCELLATIONS:** The full exhibit fee must accompany the application and contract. Exhibitors who cancel a contract in writing, postmarked by May 12, 2015, will receive a refund of fees paid less a \$200 cancellation fee. There will be no refunds for cancellations after May 12, 2015. If exhibits are cancelled by INFORMS, all payments will be refunded in full.

**BOOTH ASSIGNMENTS:** Booth choice will be made on a first-come, first-served basis, upon receipt of the signed Contract for Exhibit Space and payment. Assignments will not be made until payment is received. Exhibit Service Manuals will be emailed in May 2015.

**BOOTH INFORMATION:** Table-top booth space. One 6'-long table, two chairs, and electrical connection included.

**USE OF SPACE:** All materials and activities must be confined to the limits of the exhibit booth and shall not interfere with traffic or other exhibits. Promotion is limited to products and services of exhibiting companies only. Reassignment, subletting or sharing of exhibit space is prohibited. Excessive noise, which would interfere with other exhibitors, is not allowed. INFORMS reserves the right to alter the location of exhibit booths in the best interest of the exhibits and the conference.

**FIRE PRECAUTIONS:** Exhibitors must use materials that will pass fire inspection. Drapes and curtains must be flame proofed. The storage or use of flammable or explosive materials, or any substance prohibited by local laws or insurance carriers is forbidden. To insure compliance with local regulations, the Wyndham Grand Hotel Pittsburgh must do all electrical work.

**DAMAGE, RISK OF LOSS, INDEMNITY, INSURANCE:** The Exhibitor agrees to indemnify and hold harmless INFORMS, ISMP, Mathematical Optimization Society, Wyndham Grand Hotel Pittsburgh and the exhibit service company and their respective officers, employees and agents against: (1) liability for damages on account of personal injury or property damage suffered by

any person arising out of the installation, maintenance, use, operation, removal of the exhibit and use of the exhibiting premises, and (2) costs and expenses related to the foregoing (including reasonable attorney's fees). The Exhibitor will obtain and maintain, for the period of use of the exhibition premises, comprehensive general commercial liability insurance insuring INFORMS, ISMP, Mathematical Optimization Society, Wyndham Grand Hotel Pittsburgh, and the exhibit service company and their respective officers, employees and agents against loss from and liability for damages on account of loss or injury suffered by any person arising out of the installation, maintenance, use and operations and removal of the exhibit and use of the exhibition premises. The insurance will be in the amount of not less than \$1,000,000 combined single limit. The Exhibitor understands that INFORMS, ISMP, Mathematical Optimization Society, Wyndham Grand Hotel Pittsburgh and the exhibit service company do not maintain insurance covering the Exhibitor's property and agrees that they (and their respective officers, employees and agents) will have no liability for damage thereto or loss thereof and it is the sole responsibility of the Exhibitor to obtain such property insurance.

**CERTIFICATES OF INSURANCE MUST BE PROVIDED TO INFORMS BY June 12, 2015.**