

Appointment Date/Time: _____

I, or an authorized representative from my company, will not be able to participate in the Priority Placement Selection for SupplySide West 2020 during my company's scheduled selection time. Therefore, I wish to authorize a SupplySide West show management member to select my company's exhibit space on my behalf.

Proxy Form Instructions:

1. Complete all fields of the Booth Contract on page two of this document.
 - a. The amount and type of booth space you select on the application will be used to select your booth for 2020.
 - b. List 5 or more booth options (in order of preference) on the application.
2. Return the fully-completed form (all pages) to Claire.Webb@informa.com to complete the Proxy form.
3. During your appointed time, a booth will be selected on your behalf by SupplySide West show management (Informa Exhibitions) based on your listed booth size, type, and preferences, as well as booth availability at the time.
 - a. Any preferences listed are not guaranteed to be assigned.
4. After placement, a confirmation email will be sent to the Primary Contact listed in the contract which will include your assigned booth space.

If your company is a first-time exhibitor, you must fill out a New Exhibitor Application here:

<https://virgoevents.survey.fm/supplyside-new-exhibitor-application>

My company understands that the Proxy Statement Form is NOT a space reservation form but is a legal and binding agreement. My company agrees to accept the booth number(s) and location selected on our behalf by SupplySide West show management staff and understands that we are liable for the exhibit space(s) selected. My company hereby releases Informa Exhibitions, its employees and affiliates from any liability.

Once the Proxy Statement and/or Exhibit Space Contract is signed all cancellation policies apply.

Authorized Signature: _____

Print Name: _____

Date: _____

This form must be returned to: Claire.Webb@informa.com

Company/Billing Information:

Company Name:	
Exhibiting-As Name:	
Billing Street Address:	
Billing City/State/Zip:	
Website:	

Primary Contact Information:

One per contract. Individual to receive all communications related to the exhibit space.

Contact Name (First and Last):	
Title:	
Email Address:	
Phone Number:	

+ Please proofread the information in the area above carefully. The Primary Contact will have the ability to change the above information online should you choose to publish alternate company information online. A password will be supplied with your exhibit space confirmation via e-mail to the e-mail address listed above. Contact name and title will not appear in the online listing.

Business Classes:

Check all that apply

Consulting/Service

Ingredient Supplier

Contract Manufacturer/Service Provider

Industry Association /Non-Profit

Contract Analytical Lab

Packaging Supplier

Equipment Supplier

Publisher/Trade Shows

Fee Schedule:

Quantity	Product Information	Price	Total Price
	Linear Booth: Every 100 square feet of booth space includes: back drape, 3' draped side rails, and 4 exhibitor badges.	\$75/sq.ft.	
	Island Booth: Every Island includes: square feet and exhibitor badges (4 badges per 100 sq. ft.). An Island is any	\$83/sq.ft.	

	200 sq. ft. booth and larger that is not connected to any other booth.		
	Corner Premium: Applies to any in-line booth exposed on two sides with an immediate neighbor on one side.	\$800	
	Package A: 100 square feet of booth space, back wall with custom graphics, counter with custom graphic kick panel, (1) starbase table, (2) padded chairs, (1) padded stool, (1) wastebasket, carpet, electricity, vacuuming and 4 exhibitor badges. <i>Price includes booth square footage.</i>	\$14,200	
	Package B: 100 square feet of booth space, back wall structure – solid inset wall panels, set-up and removal, (1) graphic header (1) center wall graphic, (6) shelves, (1) padded stool, (1) wastebasket, lockable welcome counter w/ graphics & locking doors, carpet, (1) Arm light, (2) tracks with (4) lights including electricity, booth vacuuming and 4 exhibitor badges. <i>Price includes booth square footage.</i>	\$15,700	
	Package C: 200 square feet of booth space, curved graphic back wall structure with (3) shelves, set-up and removal, (4) padded chairs, (1) starbase table, (1) wastebasket, lockable welcome counter w/graphics & locking doors, carpet, (5) arm lights including electricity, vacuuming and 8 exhibitor badges. <i>Price includes booth square footage.</i>	\$27,800	
	*** International Exhibitor Insurance (Required): All International exhibitors (defined as non-U.S. and non-Canadian exhibitors) are required to obtain insurance through Exhibitorinsurance.com, the Show's designated insurance provider and cost will be added to all international exhibitor contracts. This fee will be waived/refunded to international exhibitors if a valid Certificate of Insurance with the required coverages is provided to and approved by Show Management. U.S. and Canadian exhibits may purchase the required insurance through their own carriers or through Exhibitorinsurance.com.	\$185	
Total Price:			

Booth Options

List 5 or more, in order of preference

#1:	#4:	#7:
#2:	#5:	#8:
#3:	#6:	#9:

PAYMENT TERMS:

Fifty percent (50%) of the total fee for the exhibit space is due at the time contract is signed. The balance is due on **June 15, 2020**. Applications received on or after **June 15, 2020** must be accompanied by 100% of the fee. (100% of the fee for ancillary marketing and promotional services is due with contract, unless otherwise indicated.)

CANCELLATION AND REDUCTION OF SPACE POLICY:

Once this contract form is signed by the Exhibitor and exhibit space is allocated to the Exhibitor by Show Management, the Exhibitor is contracted to the exhibit space. Cancellation requests must be in writing, and agreement by show management to any request for cancellation or reduction of space shall be subject to the

following fees: Cancellations and booth downsizes received by **June 15, 2020** are subject to a fee equal to 50% of the booth price. Cancellations and booth downsizes received on or after **June 16, 2020** are subject to a fee equal to 100% of the booth space. Cancellations will result in forfeit of all exhibitor badges.

ACCEPTANCE OF TERMS AND CONDITIONS:

Produced by **SupplySide West 2020** ("Show Management" or "we"), a division of Informa Exhibitions, LLC ("Informa"). By completing and returning this contract, the company identified on this contract form ("you" or "exhibitor") is applying for exhibit space at the **SupplySide West 2020** (the "Show"). Upon written confirmation of acceptance by Show Management and assignment of exhibit space, this contract shall become effective and form a binding agreement between you and Show Management governing the non-assignable license granted to you to use exhibit space for the Show. The agreement formed incorporates:

1. The terms and conditions set forth on this contract form and the Additional Terms and Conditions (accessible at <https://informahealthandnutrition.com/terms-conditions/>) (collectively, "Terms and Conditions");
2. The terms, conditions, rules, regulations and guidelines set forth in the Exhibitor Services Kit (accessible at <https://west.supplysideshow.com/en/exhibit/exhibitor-resources.html>) and
3. Compliance (accessible at <https://west.supplysideshow.com/en/exhibit/compliance.html>)
4. All additional standards, policies and directives ("Policies") published or provided by Show Management relating to the Show (collectively, the "Agreement").

The foregoing shall control in the following order of priority to the extent there is any direct conflict between or among them: first, the Terms and Conditions, second, the Exhibitor Services Kit, and third, the Policies. Show Management reserves the right to reject any application for exhibit space for any reason.

CONTRACT ACCEPTANCE:

By signing below, exhibitor agrees to abide by the terms and conditions of this Agreement, and hereby represents and warrants that the undersigned is duly authorized to execute this Agreement on behalf of exhibitor.

Name: _____

Title: _____

Signature: _____