



ISWM UNIVERSITY 2017

March 15-17, 2017 • NASHVILLE, TN

EXHIBITOR PROSPECTUS

Please review the policies below and share this information with all of your Exhibit staff at the ISWM University 2017.

REGISTRATION & PAYMENT OF EXHIBIT SPACE

To exhibit, please complete the Tabletop Exhibit Application and email or fax to:

ISWM
13017 Wisteria Drive, #341
Germantown, MD 20874 USA

Fax: 866-285-3512
Email: staff@iswm.org

Full payment must accompany your exhibit application.
The tabletop fee includes one (1) registration to ISWM University 2017.

EXHIBIT SCHEDULE

Wednesday, March 15, 2017

Tabletop Set Up 2:00 p.m. – 5:00 p.m.
Opening Reception 6:00 p.m. – 8:00 p.m.

Thursday, March 16, 2017

Tabletops Open 8:30 a.m. – 5:30 p.m.

Friday, March 17, 2017

Tabletops Open 8:30 a.m. – 12:00 p.m.
Tabletop Tear Down 12:00 p.m. – 2:00 p.m.

Exhibit hours will end at 12:00 p.m. on Friday, March 17, 2017, and breakdown will begin at that time. Exhibitors are responsible for removing their products.

INTERNET AND/OR ELECTRICAL SERVICE

Complimentary internet access is available in the Exhibits area. There is a \$20 per table charge for electricity plus 22% service charge taxable at 9.25%.

ASSIGNMENT OF DISPLAY SPACE

Space will be assigned based on exhibitor priority points until **Monday, January 30, 2017**. After January 30, space will be assigned on a first come/first served basis. See attached floor plan for tabletop exhibit space locations. Tabletop locations will be confirmed by February 17, 2017.

SPONSORSHIP

Sponsorship opportunities are available for ISWM University 2017. Please consider being a Gold sponsor at the \$1,000 level or a Silver Sponsor at the \$500 level for Wednesday's Opening Night Reception and Thursday's luncheon. Sponsors will be recognized on signage throughout the Conference.

SAMPLE SHIPPING LABEL

International Society of Weighing and Measurement
Nashville Airport Hotel
2200 Elm Hill Pike • Nashville, TN 37214
Function Dates: March 14 - 17, 2017
Meeting Services Coordinator: Martha Haynie
On-site Contact: Karen Hutchison

Boxes will not be accepted prior to 3 business days before the event. Please contact Martha Haynie at 615-316-1062 as to the number of boxes being shipped and the carrier delivering them to the hotel. There will be a \$5.00 daily charge per box plus 22% service charge taxable at 9.25%, beginning on the date the package arrives until the package is in the guest's possession.

All shipping charges will be the responsibility of the exhibitor.

You must set up your tabletop display between 2:00 p.m. and 5:00 p.m. on Wednesday, March 15, 2017.

All exhibitors are responsible for the set up, maintenance, replenishment of materials, and breakdown of their space. Exhibit tables will be skirted, and storage space will be provided beneath each table. The ISWM is NOT responsible for any equipment left in the display area.

USE OF DISPLAY SPACE

Each exhibitor will be provided one 6' skirted table and one chair. Tabletop exhibit display cannot be more than eight (8') feet in height and six (6') feet in length or width and cannot block the view of any other displays. Floor easels are not allowed. Please forward your display items directly to the Nashville Airport Hotel.

BREAKDOWN AND RETURN SHIPMENT

Breakdown of the tabletop exhibits will take place from 12:00 p.m. to 2:00 p.m. on Friday, March 17, 2017. Any materials left in the exhibit area after 2:00 p.m. will be disposed of by the hotel. We strongly encourage you to bring return shipping labels with you. The ISWM is NOT RESPONSIBLE for returning materials to you.

CANCELLATION POLICY

For cancellations received prior to February 17, 2017, a 50% refund will be provided. If cancellation notice is received after February 17, 2017, no refund will be granted.

Cancellation requests may be sent by e-mail to staff@iswm.org, or in writing to:

International Society of Weighing and Measurement
13017 Wisteria Drive #341
Germantown, MD 20874

QUESTIONS?

Contact Karen Hutchison, ISWM Executive Director, at 240-753-4397 or Karen@iswm.org.



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TABLETOP EXHIBITS APPLICATION

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APPLICANT INFORMATION

Primary Contact *prior to show*

Primary Contact Title

Name of Person Exhibiting

Company Name

Company Address

City/State

Country/Zip/Postal Code

Telephone/Fax

E-mail

Special Needs - Please specify if you need accessibility that meets the regulations of the Americans with Disabilities Act.

TABLETOP LOCATION

Indicate table number preference per the floor plan to the right.

1. _____ 3. _____
2. _____ 4. _____

TABLETOP RATES

The tabletop exhibit fees include one (1) complimentary registration to ISWM University 2017.

	MEMBER	NON-MEMBER
1 TABLE	<input type="checkbox"/> \$500	<input type="checkbox"/> \$700
2 TABLES	<input type="checkbox"/> \$800	<input type="checkbox"/> \$1,000
3 TABLES	<input type="checkbox"/> \$1,100	<input type="checkbox"/> \$1,300
4 TABLES	<input type="checkbox"/> \$1,400	<input type="checkbox"/> \$1,600

SPONSORSHIP

GOLD \$1,000
SILVER \$500

CANCELLATION POLICY

Cancellation requests must be made in writing and sent to the attention of the ISWM at the address to the right. If the cancellation notice is received by Wednesday, February 17, 2017, a 50% refund will be provided. If the cancellation notice is received after February 17, no refund will be granted.

I have read the attached Terms and Conditions of this agreement and agree to abide by them.

Signature

BELLE MEADE BALLROOM - TERRACE

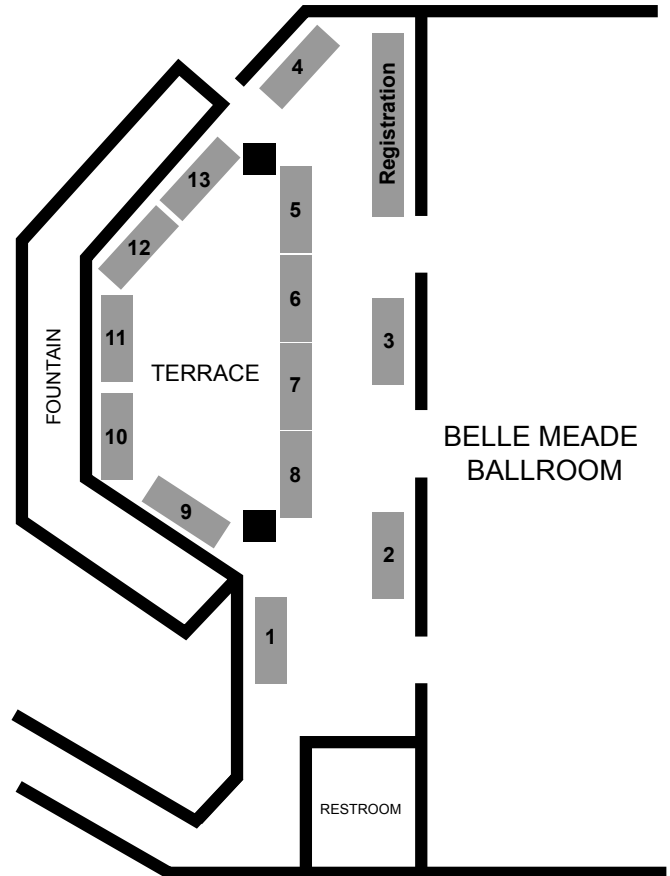


Diagram not to scale

PAYMENT INFORMATION

Applications received without full payment will not be processed.

Check enclosed, *made payable to ISWM* Check # _____
 Credit Card VISA MasterCard American Express

Credit card number

Exp. Date

Cardholder's Name

Cardholder's Signature

Please return form and payment to:

ISWM
13017 Wisteria Drive, #341
Germantown, MD 20874

Phone: (240) 753-4397
Fax: (866) 285-3512
E-mail: staff@iswm.org