

ISWM 2018 CONFERENCE & EXPO

EXHIBITOR PROSPECTUS & SPONSORSHIP OPPORTUNITIES

February 20-23, 2018 | Tuscany Suites & Casino | Las Vegas, Nevada



INTERNATIONAL SOCIETY OF WEIGHING & MEASUREMENT



ISWM 2018 CONFERENCE AND EXPO

February 20-23, 2018 | Tuscany Suites & Casino | Las Vegas, Nevada



INNOVATION, ENTREPRENEURSHIP & BUSINESS DEVELOPMENT

Join the best in the weighing industry at the ISWM 2018 Conference and Expo in Las Vegas, Nevada!

LIST OF 2016 EXHIBITOR COMPANIES

A&D Weighing
 Active Scale Manufacturing, Inc.
 Brecknell
 CAS Corporation
 Changzhou Newton Force Weighing System Co., Ltd.
 Coti Global Sensors
 Intelligent Weighing Technology, Inc.
 Intercomp Company
 Klaus-Peter Zander GmbH
 Miracle Service
 Nanjing Toms Weighing Instrument Co., Ltd.
 Ohaus Corporation
 Pennsylvania Scale Company
 Precision Measurement Technologies
 RADWAG USA, L.L.C.
 Rice Lake Weighing Systems
 Rinstrum Smart Weighing
 Sartorius Intec
 Scaleit USA
 Totalcomp, Inc.
 Tscale Electronics Mfg. (Kunshan) Co., Ltd.
 Utilicell
 Western Weighing Technologies, Inc.

LOCATION

Tuscany Suites & Casino

255 E. Flamingo Road
Las Vegas, NV 89169

EXPOSITION HOURS

Wednesday, February 21, 2018

12:00 p.m. to 5:00 p.m.

Thursday, February 22, 2018

12:00 p.m. to 5:00 p.m.

Friday, February 23, 2018

8:30 a.m. to 1:00 p.m.

Move-In

Tuesday, February 20, 2018

10:00 a.m. to 5:00 p.m.

Tear Down

Friday, February 23, 2018

1:00 p.m. to 5:00 p.m.

CONFERENCE COMMITTEE

ISWM President

Jerry Finnegan / Avery Weigh-Tronix

2018 Conference Chair

Cathy Erickson / Brecknell

2018 Program Chair

Randall Hardin

East Tennessee Scale Works, Inc.

QUESTIONS AND INFORMATION

ISWM

13017 Wisteria Drive #341
Germantown, MD 20874 USA

Phone (240) 753-4397

Fax (866) 285-3512

Email staff@iswm.org

Web www.iswm.org

Karen Hutchison, CAE / Executive Director

Email Karen@iswm.org

IMPORTANT 2017-2018 DATES TO REMEMBER

Priority Point Advance Deadline / Monday, November 20, 2017

Advance Exhibitor Application Deadline / Friday, December 15, 2017

First Day Freight can be accepted at LV Expo / January 22, 2018

Discount Deadline for Decorators / Monday, February 5, 2018

Exhibitor Move-In / Tuesday, February 20, 2018

2018 ISWM Conference

Tuesday, February 20, 2018 to Friday, February 23, 2018

2018 ISWM Expo

Wednesday, February 21, 2018 to Friday, February 23, 2018

Exhibitor Talk / Friday, February 23, 2018 / 2:15 p.m. to 3:00 p.m.

Exhibitor Tear Down / Friday, February 23, 2018 / 1:00 p.m. to 5:00 p.m.



INNOVATION

SHOW DECORATOR

The ISWM has contracted with Las Vegas Expo for Exhibitor Management Services for the ISWM 2018 Conference & Expo. Once a completed contract has been submitted to the ISWM, exhibitors will be directed to Las Vegas Expo online exhibitor link for information on services provided by the company. Las Vegas Expo is a union company, therefore all exhibit set up labor at the show and freight brought to the show are billed accordingly.

GENERAL BOOTH INFO

Booth sizes are:

10' x 10'

Includes one full registration to the ISWM 2018 Conference & Expo and two Exhibit Staff badges. Exhibitor Staff badges allow admittance to the Expo only.

10' x 20'

Includes two full registrations and two Exhibit Staff badges. Exhibitor Staff badges allow admittance to the Expo only.

Included in the booth space rate:

- 10' by 10' booth with flameproof, 8' high back drape and 3' high side divider
- exhibitor identification sign
- 8' draped table
- two side chairs
- 1 wastebasket

Additional signs for display may be ordered from the official decorator, Las Vegas Expo. All signs that are rigged above 8' require ISWM approval. Each exhibit should be installed so as to not obstruct the view of, or interfere with, the exhibits of others. Exhibitors shall not erect or maintain a backwall higher than 8' nor side walls more than 3' in height.

INSTALLATION AND DISMANTLING OF EXHIBITS

At 3:00 p.m. on Tuesday, February 20, 2018, an inspection will be made of the Exhibit Hall, and any exhibit that is not obviously being worked on and has no representative present will be assigned to the official decorator for uncrating and erecting to facilitate removal of crates and initial cleaning prior to opening. All charges for this work will be billed to the exhibitor. Late set up on Tuesday, February 20 will be handled on a per request basis with 30-days advance written notice to the ISWM staff.

The Expo Hall will be open from 9:00 a.m. to 10:00 a.m. on Wednesday, February 21, 2018 for final preparations, such as lighting, powering of equipment, etc. No exhibit may be erected during Expo hours.

Dismantling of exhibits and packing of equipment may not begin until 1:00 p.m. on Friday, February 23. Exhibitors, who dismantle their booths prior to the announced closing, risk losing their Priority Points. All exhibits must be packed and ready for removal from the Expo Hall no later than 5:00 p.m. on closing day, February 23, 2018.

SPACE ASSIGNMENT

Preference for space assignment will be given to previous exhibitors based on the ISWM Exhibitor Priority Point List until Monday, November 20, 2017. After November 20, space will be assigned on a first-come/first-served basis to exhibitors submitting a completed contract with full payment.

Please indicate your preferred space assignment by listing your top six (6) choices on the Application and Contract for Exhibit Space and Sponsorship. In the event that all of your choices have been previously assigned, the ISWM staff will call you prior to assigning your space. Applications received without full payment will not be processed. Payment for space must be received in U.S. dollars.

Exhibitors earn points for the ISWM Priority Point List based on the number of continuous years exhibiting with the ISWM and the number of booths rented. ISWM Priority Points preference will only be given to exhibitors who return their contract and full payment by Monday, November 20, 2017. If two companies have the same number of Priority Points, booth space will be assigned based on the date/time the contract is received. Companies not on the ISWM Exhibitor Priority Point list will be assigned space after the Priority Point Advance Deadline according to the date their contract and payment were received.

Exhibitors wishing to avoid assignment of space adjacent to that of a particular competitor should so indicate on their application. Careful consideration will be given to such requests. The ISWM reserves the right to change assigned space allocations.



SHIPPING, FREIGHT HANDLING OF DISPLAY MATERIALS, AND INSTALLATION/DISMANTLING

Exhibitors may ship directly to the hotel or to the Las Vegas Expo warehouse.

If you will require assistance moving materials into the Expo hall, it is recommended that you ship directly to Las Vegas Expo to avoid being charged twice – first by the hotel for receiving and handling the shipment and then by the decorator who would be moving the materials into your booth. If an exhibitor is able to hand carry materials to his/her booth, then only the hotel's fee would apply.

Shipping to the Tuscany Hotel & Casino

Shipments should be sent to arrive no earlier than Friday, February 16, 2018. All packages and boxes received are subject to a shipping/handling fee for a total weight of all materials sent as follows:

- 0 to 1 lb. Free of Charge
- 2 to 50 lbs. \$25.00
- 50 to 100 lbs. \$50.00
- 101 lbs. and over \$100.00
- Pallet (each move) \$125.00

Daily storage fees may apply for packages arriving earlier than Friday, February 16, 2018. This charge will be equal to the weight of the package.

If shipping directly to the Tuscany Suites & Casino, all packages must be addressed as follows:

- 1) Name of On-Site Contact
- 2) ISWM 2018 Conference & Expo
- 3) Arrival Date
- 4) c/o Tuscany Suites & Casino
255 East Flamingo Road
Las Vegas, NV 89169-4708

Shipping to Las Vegas Expo

Shipping labels should be address to:

LVE – IT Vegas
ISWM Conference & Expo
4075 East Post Road
Las Vegas, NV 89120

Las Vegas Expo will provide drayage services to exhibitors in accordance with their material handling rate schedule. Advance shipments will be received and stored in their class A warehouse. Las Vegas Expo shall not be held responsible for damage to uncrated materials,

materials improperly packed, for any concealed damage, for loss or theft of materials after same has been delivered to the booth, or before materials have been picked up for loading out of the hall.

- Advance Warehouse Rate:
\$66.00 per CWT (100 weight)
– Straight time Install/Dismantle
- Show Site Rate:
\$66.00 per CWT (100 weight)
– Straight time Install/Dismantle

Teamsters Local has jurisdiction through a labor agreement with all contractors for the installation, touch-up painting, dismantling and repair of all exhibits. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging signs and decorative materials from the ceiling and the installation of platforms used for exhibit purposes.

If full-time company personnel are utilized to set their exhibits, they must carry valid company identification. This rule prohibits the utilization of workers hired from a non-union agency or company.

Definition of exhibits that full-time company personnel may set: Soft wall pop-up booths and no hard wall exhibits may be set by an exhibitor. (No tools can be used).

Teamsters Local has jurisdiction through a labor agreement with the General Contractor for the loading and unloading of all trucks, trailers, common and/or contract carriers as well as the handling of empty crates, and the operation of material handling equipment and any mechanical devices such as forklifts, pallet jacks, hijackers, etc. The Union also has jurisdiction of unloading, uncrating, unskidding, leveling, painting, and assembly

of machinery and equipment and the reverse process.

The General Contractor has the responsibility of receiving and handling all the exhibit materials and empty crates. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade show.

An exhibitor may “hand carry” merchandise and “pop ups” only, provided that they do not use material handling equipment to assist them, such as push carts, two or four wheel dollies or anything with wheels. When an exhibitor chooses to “hand carry” materials they must utilize the hand carry doors. They are not permitted access to the loading dock/freight doors areas.

Exhibitors may deliver materials to the loading dock/freight doors in their own personal vehicle with the following restrictions:

- The General Contractor has complete control of the loading dock at all times.
- Exhibitors may not leave vehicles unattended at the loading areas. Any unattended vehicles may be towed. All material must be handled by the freight department and subject to the published material handling rates.

Exhibitors requiring skilled union labor to install and dismantle exhibits will be able to order this service at the following rates:

- Straight time (between 8:00 a.m. and 5:00 p.m. Monday through Friday) - \$86.50
- Overtime (before 8:00 a.m. and after 5:00 p.m.) - \$139.00
- Double Time (holidays or any job exceeding 12 work hours in one day) - \$173.00



EXHIBIT STAFF REGISTRATION

Admission to the Expo Hall will be by badge only. Each exhibitor will receive two Exhibit Staff badges, which allow admission to the Expo Hall only for staff who will be working with you in your booth. Exhibit staff must register with the ISWM. Pre-registration for Exhibit Staff is strongly encouraged. Onsite registration for Exhibit Staff will be open on Tuesday, February 20, 2018 from 8:00 a.m. to 5:00 p.m.

Please be advised that Exhibit Staff registration does not allow attendance at the educational sessions associated with the ISWM 2018 Conference. Should Exhibit Staff wish to attend the educational sessions, they can register at the full conference rate or can purchase a one-day registration. Exhibit Staff may pay for attendance at any of the Conference & Expo social events and lunch in the Expo Hall.

DAILY EXHIBIT PASSES

Exhibitors may secure Daily Exhibit Passes for distribution to five guests. Please contact the ISWM staff prior to the 2018 Expo regarding your Daily Exhibit Pass needs. If you need more than five passes, each additional pass will be \$10.00.

LUNCH TICKETS

Lunch will be served in the Expo Hall on Wednesday, February 21 and Thursday, February 22. Anyone with full conference registration will receive a lunch ticket in his/her registration packet. Exhibitor Staff and those with Daily Exhibit Passes may purchase a lunch ticket for \$35.00/day at the Registration Desk. Only individuals holding a ticket will be able to take advantage of the lunch in the Expo Hall.

HOUSING

Please call the Tuscany Suites & Casino directly at 877-887-2261 and ask for International Society of Weighing and Measurement group rate to make your reservation. The group rates are \$75.00 per guestroom per night Sunday through Thursday, single or double occupancy, and \$125.00 per guestroom per night Friday and Saturday, single or double occupancy. Additional persons in the room over two (2) will be charged \$20.00 per person per night plus room tax. Children twelve (12) and under may share the same room with parents at no additional charge.

The cut off for reservations in the ISWM block is noon on January 19, 2018.

HOSPITALITY EVENTS

Exhibitors and conference sponsors may request hospitality suites and meeting space for company events at the Tuscany Suites & Casino. Suite reservations will be honored on a first-come/first-served basis after ISWM staff approval. Affiliate events are not permitted during the ISWM's scheduled exhibit or program session hours.

EXHIBITOR GIVEAWAYS

Exhibitors may distribute giveaways at their booths. Exhibitors must confine their activities to the space for which they have contracted; this includes the distribution of printed materials. Canvassing, distributing or advertising outside the exhibitor's own booth will not be permitted. Exhibitors may not serve or dispense food or beverage of any type from their booth or in the Expo Hall without the prior approval of ISWM staff.

ISWM ALL EXPO CARDS

The ISWM will be providing each person attending the 2018 Expo with a card listing all of our Expo exhibitors. When a visitor comes to your booth and hears about the products and/or services your company provides, you will be asked to stamp their card on the block with your company's name. Any visitor with a completed "All Expo Card" will be entered into a drawing for a door prize at the end of the 2018 Conference & Expo. Winners must be present to claim their prize. If you are willing to provide a door prize for the All Expo Card drawing, please contact Karen Hutchison at Karen@iswm.org. Help us to make this an added incentive for folks attending the 2018 Expo to visit your booth and learn about your products.

ATTENDEE LIST

A listing of Conference attendees will be supplied to each exhibitor upon request at the end of the Conference.





BUSINESS DEVELOPMENT



PAYMENT AND REFUNDS

No booth assignments will be made until full payment and a completed application form have been received.

Cancellations must be submitted in writing to:
ISWM
13017 Wisteria Drive #341
Germantown, MD 20874
Fax 866-285-3512
Email: staff@iswm.org

Cancellations received by Monday, November 27, 2017 will receive an 85% refund. Cancellations received after November 27, 2017 and before Monday, December 18, 2017 will receive a 50% refund. No refunds will be made after December 18, 2017. Please note: If the exhibitor reduces his/her exhibit space, the cancellation clauses will apply to that portion of the space that has been cancelled.

AGE REQUIREMENT FOR ADMITTANCE TO THE EXPO HALL

At all time during Expo hours, children under 18 years of age entering the Expo Hall must be accompanied by a parent or guardian. The parent or guardian assumes all risks and responsibilities for the safety of the child. Children are not allowed in the Expo Hall during move-in or move-out times.

LIABILITY AND INSURANCE

The International Society of Weighing and Measurement (ISWM), its officers, directors, volunteers, employees, agents and sponsors are not responsible or liable for the exhibitor's property, owned or rented, his personnel or invitees, or that of his employees or agents, from personal injury, fire, theft or any other causes.

Exhibitors are advised to secure insurance coverage at their own expense for personnel, products, and exhibits. If coverage is not already in force, requesting a rider to the company's existing policy can usually provide such coverage.

Exhibitors should be bound by the terms of the contract held by the ISWM with Tuscan Suites & Casino. Exhibitor agrees to indemnify, hold harmless, and defend the ISWM, its officers, directors, volunteers, employees from and against any and all liabilities, damages, actions, costs, losses, claims, and expense, including attorney's fees, on account of personal injury, death, or damage to or loss of property or profits arising out of or resulting in whole or in part, from any act or omission, negligence, fault or violation of law or ordinance of exhibitor or its employees, agents, subcontractors, or invitees or any other person entering the facility with the implied or express permission of the exhibitor. Such indemnification by exhibitor shall apply unless such damage or injury results from the sole negligence, gross negligence or willful misconduct of operator, its employees or subcontractors.

CAMERA POLICY

Cameras are not allowed in the Expo Hall. Only the ISWM-authorized photographer and accredited press representatives will be permitted to take pictures in the Expo area. Persons not complying with this policy will be escorted from the Expo Hall and not allowed to return. Anyone requesting an exception to this policy must contact the ISWM staff at staff@iswm.org in advance of the Conference and Expo.

SOUND

Public address systems are not permitted in the Expo Hall. The noise level from any demonstrations or sound systems should be kept to a minimum and should not interfere with others. Electrical or mechanical apparatus must be muffled so noise does not interfere with other exhibitors. The ISWM reserves the right to determine at what point sound constitutes interference with others.

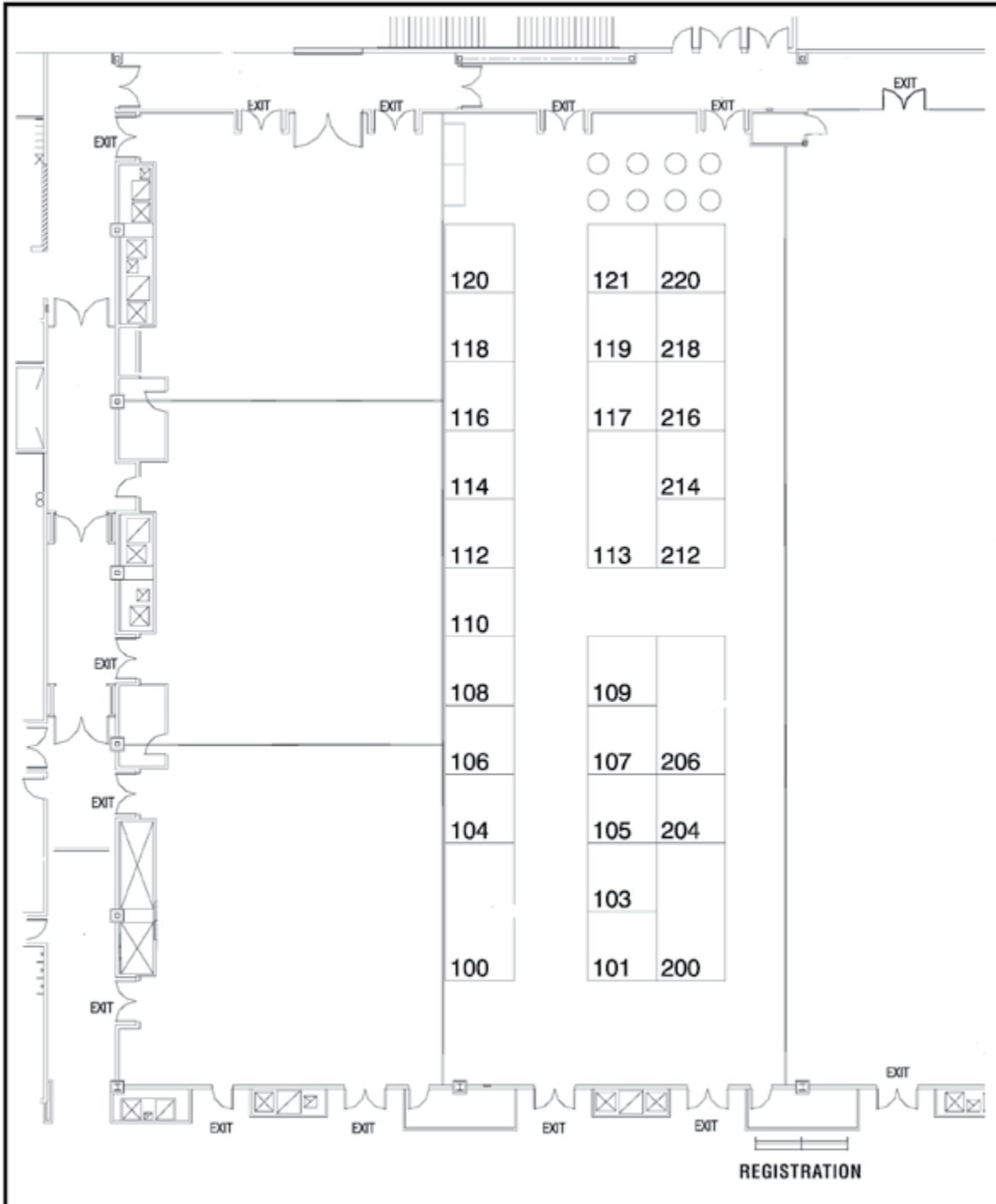
SMOKING

The ISWM does not permit smoking in the Expo Hall during installation, show days, and dismantling. Your cooperation is appreciated.



ISWM 2018 CONFERENCE EXPO HALL

Tuscany Suites | Florentine Ballroom D





ISWM 2018 CONFERENCE AND EXPO SPONSORSHIP OPPORTUNITIES



PREMIER SPONSORSHIP LEVELS

PLATINUM - \$2,500

- Sponsorship acknowledgment on conference signage, and at Opening General Session.
- Half page ad in the 2018 Conference & Expo Program and Exhibitor Guide
- Company logo displayed on the 2018 Conference & Expo page on the ISWM Website
- Distinctive identification badges for all company employees registered for the 2018 Conference & Expo.

GOLD - \$1,750

- Sponsorship acknowledgment on conference signage, and at Opening General Session.
- Third page ad in the 2018 Conference & Expo Program and Exhibitor Guide
- Company logo displayed on the 2018 Conference & Expo page on the ISWM Website
- Distinctive identification badges for all company employees registered for the 2018 Conference & Expo.

SILVER - \$1,000

- Sponsorship acknowledgment on conference signage, and at Opening General Session.
- Quarter page ad in the 2018 Conference & Expo Program and Exhibitor Guide
- Company logo displayed on the 2018 Conference & Expo page on the ISWM Website
- Distinctive identification badges for all company employees registered for the 2018 Conference & Expo.

2018 CONFERENCE COFFEE BREAK SPONSOR

Three sponsorships available:

One day sponsorship: \$850

Two day sponsorship: \$1,700

Three day sponsorship: \$2,550

Who wouldn't love the company that brought them a hot cup of coffee to combat the morning slump? Make your company the hero of the ISWM 2018 Conference as a Coffee Break sponsor for the morning education sessions. You will be identified as the sponsor with signage bearing your company name and logo. Also, your company will be acknowledge in the ISWM 2018 Conference & Expo Program and Exhibitor Guide for its sponsorship.



ISWM 2018 CONFERENCE AND EXPO

EXHIBIT SPACE / SPONSORSHIP APPLICATION AND CONTRACT



APPLICATION / PAYMENT DEADLINES

Exhibitor Priority Points Deadline / November 20, 2017

Advance Exhibitor Application Deadline / December 15, 2017

1. Mail Correspondence to (please print):

Exhibiting Company _____

Contact Name _____

Title _____

Address _____

City _____ State _____ Zip _____

Country _____

Telephone _____ Fax _____

Email _____ Website _____

If company exhibited at ISWM in previous years under a different name, what was it?

2. Booth Fees

The exhibit space will be rented according to the following fee structure (check one):

By December 15, 2017		Members	Non-Members
10' x 10'	Includes one (1) full Conference and Exposition registration.	<input type="checkbox"/> \$2,490	<input type="checkbox"/> \$3,090
20' x 10'	Includes two (2) full Conference and Exposition registrations.	<input type="checkbox"/> \$3,755	<input type="checkbox"/> \$4,355
After December 15, 2017		Members	Non-Members
10' x 10'	Includes one (1) full Conference and Exposition registration.	<input type="checkbox"/> \$2,690	<input type="checkbox"/> \$3,290
20' x 10'	Includes two (2) full Conference and Exposition registrations.	<input type="checkbox"/> \$3,955	<input type="checkbox"/> \$4,555

TOTAL BOOTH FEE \$ _____

3. Booth Selection

Select space as shown on the Expo floor plan. List only one number per choice.

1st choice _____ 2nd choice _____ 3rd choice _____

4th choice _____ 5th choice _____ 6th choice _____

4. Booth Separation

Companies from which we desire booth separation (identify by company name, NOT by products displayed). Booth separation is not guaranteed.

Should booth separation supersede location requested? YES NO

1. _____

2. _____

5. Exhibit Promotions

Official Exhibit Information

Describe in 50 words or less, exactly as you want it to appear in the official promotions, the products or services to be exhibited. Attach description to this application or email it to Karen Hutchison at karen@iswm.org.

6. Sponsorship Please indicate your sponsorship level:

PREMIER

Platinum - \$2,500 Gold - \$1,750 Silver - \$1,000

COFFEE BREAK SPONSOR

One Day - \$850 Two Days - \$1,700 Three Days - \$2,550

SPONSORSHIP TOTAL \$ _____

7. Door Prize

Will you donate a door prize for the ISWM All Expo Card drawings? YES NO

8. Payment

Booth Fees Total \$ _____

Sponsorship Total \$ _____

TOTAL AMOUNT DUE \$ _____

Check enclosed (payable to ISWM, US funds only) Check # _____

Credit Card VISA MasterCard American Express

Account No. _____

Exp Date _____ Security Code _____

Name on Card _____

Billing Address _____

City _____ State _____ Zip _____

Authorized Signature _____

9. Authorization

I am an authorized representative of the company with the full power and authority to sign and deliver this application. The company listed on this application agrees to comply with all policies, rules and regulations contained in the Exhibitor Prospectus, and all policies, rules and regulations adopted after publication of the prospectus, which we accept as part of the agreement.

Company _____

Authorized Name _____

Authorized Signature (required) _____

Title _____ Date _____

10. Return signed application and payment to:

ISWM
13017 Wisteria Drive #341
Germantown, MD 20874 USA

Phone (240) 753-4397
Fax (866) 285-3512
Email karen@iswm.org
Web www.iswm.org