



**International Electric Machine
& Drives Conference**
Houston, TX
May 18 - 21, 2025

Exhibit/Sponsorship Contract

Please fill out the contract completing all sections.
Retain a copy for your files.
Email or scan to laura.b@rna-associates.com

PLEASE PRINT

1. COMPANY INFORMATION (AS IT SHOULD APPEAR IN PRINT)

Company: _____
Street: _____
City: _____ State: _____
Country: _____ Zip Code: _____
Website: _____

2. COMPANY CONTACT

Name: _____
Work Phone: _____
Cell Phone: _____
Email: _____

3. CONTACT (PERSON HANDLING PROMOTION/SPONSORSHIP, IF DIFFERENT)

Name: _____
Work Phone: _____
Cell Phone: _____
Email: _____

4. IEMDC 2023 TABLETOP PRICING & SPONSORSHIP OPPORTUNITIES

- 6' Exhibit Tabletop \$2,700
- Sponsorship Opportunities:*
- Platinum Level Partner | \$5,500:
- Gold Level Partner | \$4,000:
- Silver Level Partner | \$2,500:
- Attendee Registration Bag | \$3,600:
- Attendee Lanyards | \$2,000:
- Notepads | \$2,100:
- Pens | \$1,100:
- Welcome Reception | \$8,600:
- Lunch | \$8,200:
- Presenter Breakfast | \$5,100:
- Networking Break (one) | \$1,900:
- Networking Break (two) | \$3,100:
- Exhibitor Digital Demo (first session) | \$1,000:
- Exhibitor Digital Demo (additional sessions) | \$500 each:
- WIFI Partnership | \$3500 each:
- Virtual Profile | \$500 each:
- Social Media Highlight | \$500 each:

5. TABLETOP SELECTION

To identify tabletop preferences for the meeting, please refer to the floorplan you received with your contract, or you can visit www.iemdc.org to download in PDF format. Choices:

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

Please list any companies you do not wish to be assigned near:

_____ IEMDC 2025 reserves the right to assign space(s) other than the choice requested.

6. TOTAL EXHIBIT & SPONSORSHIP FEES (U.S. FUNDS ONLY)

Tabletop choice: _____

Sponsorship Total: _____

= Total Exhibit & Sponsorship Cost: \$ _____

7. PAYMENT

Check: (Payable to IEMDC 2025)

Check # _____

Mail to:

IEEE - IEMDC 2025
445 Hoes Ln.
Piscataway, NJ 08854.

Credit Card:

Credit card payments will be completed on the secure IEMDC 2025 Payment Portal through the registration site. A statement will be sent containing a link to complete your payment.

PAYMENT TERMS

100% due by September 30, 2024 of completion of a signed contract

8. CONTRACT EXECUTION

This exhibit space application will become a contract upon acceptance with authorized signature and is based upon the exhibit floorplan, exhibit space fees and rules and regulations governing the exposition and general information that is included within this document. All applications are contingent upon IEMDC 2025 approval. By signing you indicate you are authorized and have read and agree to the rule and regulations on the bottom of this application and the cancellation and reduction of space terms.

Signature of authorized exhibitor agent: _____

Date: _____

Printed Name: _____

Rules and Regulations

Schedule/Eligibility

IEMDC 2025 reserves the right to review applications based on established policies. Published schedule is subject to change.

Exhibitor Registration and Badges

Exhibitors are encouraged to register in advance. Each 6' tabletop is entitled to one complimentary badge. Additional badges (max 10 per table top) may be purchased at \$150 each (non-refundable), not to exceed your original allotment. Exhibitor badges are personal and non-transferable. Each representative of an exhibiting company must wear the official badge at all times during the meeting. Badges are required for entry into the exhibit hall at all times. Badges are not transferable and will be confiscated if worn by others than the person to whom issued. The clear view of the official IEMDC 2025 badge shall not be obstructed. Therefore, business cards or any other materials are not to be used in IEMDC 2025 badge holders.

Union Labor

Exhibitors shall be bound by all contracts in effect between service contractors, Westin Houston Memorial City and labor organizations if applicable.

Character and Construction of Exhibits

IEMDC 2025 follows IEEE guidelines related to tabletop construction. Specific details are outlined in the Exhibitor Service Kit or available from IEMDC upon request. The general rule of the exhibit floor is "be a good neighbor." No exhibits will be permitted that interfere with the use of other exhibits or impede access to them or impede the free use of the aisle, tabletop personnel, including demonstrators, are required to confine their activities within the exhibitor's tabletop space. Apart from the specific display space for which an exhibiting company has contracted with IEMDC, no part of the hotel, and its grounds may be used by any organization other than IEMDC for display purposes of any kind or nature. Within the hotel property, exhibitor brand or company logos, signs, and trademark displays will be limited to the official exhibit area only. The exterior of any display cabinet or structure facing a side aisle or adjacent exhibitor's tabletop must be suitably decorated at the exhibitor's expense. In fairness to all exhibitors, no noisy or obstructive activity will be permitted during show hours, nor will noisily operating, display, nor exhibits producing objectionable odors be allowed. table tops two stories or higher must submit plans to IEMDC for approval. Display material (including show case displays or storage cabinets, electrical fixtures, wire, conduits, etc.) must adhere to the Exhibit Construction Guidelines outlined in the Exhibitor Service Kit.

Tabletop Accessibility/ADA Compliance

Exhibitors shall be responsible for compliance with the Americans with Disabilities Act of 1992 with regards to their tabletop space, including, but not limited to wheelchair access. Further information regarding ADA compliance is available via phone at (800) 514-0301 or at www.usdoj.gov/crt/ada/infoline.htm.

Security

Westin Houston Memorial City does not provide security in the meeting and event space. All personal property left in the meeting or event space is at the sole risk of the owner. IEMDC and Westin Houston Memorial City are not responsible for any loss or damage to exhibitor property.

Advertising

IEMDC does not endorse or promote any products or services related to an exhibit. The use of the IEMDC logo, name, IEMDC artwork or any representations thereof shall be only at the express written consent of show management. To prepare for the meeting in a timely and efficient manner, third parties acting on behalf of or representing the exhibitor must adhere to and abide by all IEMDC rules and regulations. It is the exhibiting company's responsibility to make its agencies and/or contractors aware of all guidelines and deadline dates and to forward promotional materials, service manuals, and forms that are the responsibility of the third party.

Distribution of Advertising Material

Canvassing any part of the exhibit hall or meeting rooms by anyone is strictly forbidden. Anyone doing so will be escorted from the IEMDC Annual Meeting. Canvassing or distributing of advertising material by an exhibitor will not be permitted outside of the exhibitor's allotted tabletop space. Distribution of any literature through the official IEMDC hotels is not permitted. Exhibitors may not use IEMDC logos in connection with any product or advertising materials.

Solicitation

No exhibitor may call or invite a visitor out of one exhibit and into their own. Exhibitors must remain within their own exhibit space in demonstrating products, distributing literature, product samples, or other materials; other areas of the hotel or the aisles may not be used for this purpose.

A/V Usage

Audio relating to exhibitor's equipment is permitted, provided projection equipment and screen are located in the rear one-third of the table top, and all viewers stand or sit within the table top. Sound movies may be permitted only if the sound is not audible in the aisle or neighboring table tops. Sound systems may be permitted if tuned to a conversational level and if not objectionable to neighboring exhibitors. Videotaping and streaming is not allowed by exhibitors without approval from IEMDC.

Lighting

In the best interest of the exposition, IEMDC 2025 reserves the right to restrict the use of glaring lights or objectionable light effects.

Safety Regulations

Fire regulations require that all display materials be fire resistant or treated with a flame-retardant solution to meet requirements of the standard flame test as provided in the hotel and its municipality for fire prevention. Electrical signs and equipment must be wired to meet the specifications of Underwriters Laboratories. No storage of any kind is allowed behind the back drapes or in the exhibit space. All cartons, crates, containers, and packaging materials will be stored by the official service contractor at the exhibitor's expense. Up to one day's supply of operational materials may be stored within the exhibit space. All aisles, corridors, exit areas, and exit stairways must be maintained at their required width at all times that the exposition is open. No obstruction, such as chairs, tables, displays, or other materials, will be allowed to protrude into the aisles. Each exhibitor is charged with knowledge of all laws, ordinances, and regulations pertaining to health, fire prevention, and public safety while participating in this exposition. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor.

Photography and Sketching

Cameras, camcorders, video recorders, and digital cameras may be carried in the exhibit area, but under no circumstances may photographs, drawings, audio or video taping be made and/or will be allowed without expressed authority of the exhibitor concerned in each case. IEMDC reserves the right to allow its contracted photographer to take general photos of the exposition at select times during IEMDC. The photographs will be retained by IEMDC and used only for general promotion of future conferences.

Complaints and Amendments of Rules

This contract shall be governed by the laws of the State of TX, USA. Exhibitor agrees to abide by the rules and regulations of Westin Houston Memorial City Hotel. Any claim or dispute related to or connected with this agreement shall reside in the courts of the State of Texas.

Hanging Signs

Approval for use of hanging signs and graphics should be received from the exhibitor at least 60 days prior to installation. Variances may be issued at IEMDC's discretion. Drawings should be available for inspection. For hanging signs within the exhibit hall a maximum height from floor to top of sign is 25ft.

Indemnification and Insurance

Exhibitors shall indemnify, hold harmless, and defend IEMDC, Westin Houston Memorial City, their directors, agents, and employees from any and all losses, claims, liability, damage, action, judgment recovered from or asserted against them, or other expense (including, without limitation, attorneys' fees and expenses) arising out of or relating to the exhibitor's use of the hotel from the conduct of exhibitor's business or from any activity, work, or things that may be permitted or suffered by exhibitor in or about the exhibit and the hotel or from any breach or default in the performance or any obligation on the exhibitor's part to be performed under any provision of this agreement or arising from any negligence of exhibitor or any of its agents, contractors, employees, or invitees.

Demonstrations, Interviews, Subletting

Demonstrations by exhibitors should contribute to the attendee's knowledge in a professional way. Demonstrations and adequate space for interviews should be available within the confines of the individual exhibitor's table top. No interference with normal traffic flow and infringement on neighboring exhibits is permitted.

General

All matters and questions not covered in the contract to exhibit are subject to the express decision of IEMDC. The terms of this contract and all other rules and regulations applicable to the International Electric Machines and Drives Conference and exhibitor's space may be amended at any time by the Conference, and all amendments so made shall be equally binding on the exhibitor and all other exhibitors affected by them. In the event of any amendment or additions to this contract and/or other rules and regulations applicable to the event and the exhibitor's exhibit space, written notice will be given by the Conference to the exhibitor and all other exhibitors that may be affected by them. Without limiting any other rights and legal remedies the Conference may have against exhibitor, in the event the exhibitor does not abide by this contract and/or any rules and regulations applicable to IEMDC and the exhibitor's exhibit space, the exhibitor's privileges will be forfeited and, at the Conference's discretion, the exhibitor must immediately vacate the Exhibit Hall and remove all exhibitor property and exhibit materials.

Interruption or Prevention of IEMDC 2025

In the event IEMDC is interrupted or prevented to be held for any reason beyond the control of IEMDC, then this exhibit space contract shall terminate and the exhibitor hereby waives any claim against IEMDC for damages of any kind or nature by reason of such termination except that any unearned portion of the space rental due hereunder shall abate, or, if previously paid, shall be refunded by IEMDC to the exhibitor.

REFUND FOR CANCELLATION: All cancellations by Exhibitors must be in writing and must be submitted to International Electric Machines and Drives Conference Management office by April 15, 2025. A \$200.00 cancellation fee for each 6' tabletop space is non-refundable regardless of date of notice of cancellation. Persons whose written cancellations are received by the International Electric Machines and Drives Conference Exhibit Management office after April 15, 2024 shall forfeit all payments made and be obligated in full for the total Exhibit rental fee. If the Exposition is cancelled for any reason beyond the control of the International Electric Machines and Drives Conference, the International Electric Machines and Drives Conference will refund each Exhibitor's rental payment and deposits in full, thereby canceling the rental charge and lease of space. The Exhibitor agrees that this refund shall release the exhibitor from its obligations under its contract with the International Electric Machines and Drives Conference and shall release the International Electric Machines and Drives Conference from any liability to the Exhibitor.

Sanctions for Violations

IEMDC reserves the right to control or prohibit any exhibit that, in its opinion is objectionable, may detract from the general character of the exposition and is not in keeping with the policies of IEMDC. This reservation refers to companies, persons, products, and printed matter. IEMDC may impose appropriate sanctions regarding current or future participation in IEMDC exhibit programs. In the event of such restrictions or eviction, the International Electric Machines and Drives Conference will not be liable for any refunds, rentals, or exhibit expenses.



6' tabletop Package



- One (1) Complimentary Full Conference registration with each 6' exhibit tabletop
- Complimentary listing in the program materials
- Beverage areas inside the exhibit hall
- Standard 6' skirted tabletop, two chairs, and a wastebasket (image shown shows possible display on top - *not included with tabletop)
- One (1) identification sign with company name attached to front of tabletop
- Social Media highlight and newsletter

Checklist for Exhibit/Sponsorship Contract

- Send completed contract to laura.b@rna-associates.com
- Send most updated company logo in JPEG format to laura.b@rna-associates.com