**PARTNERS SHOWCASE AGREEMENT:**

Organization:

First Name:       Last Name:

Address:

City:       State:       Country:       Zip Code:

Telephone:       Email:

Company description (up to 50 words) Exactly as you would like acknowledged in printed materials/signage:

**Table Reservation Request:**

Exhibitor table from Saturday 25 January 2020 to Tuesday 28 January 2020 $1,000

**Venue**

Torrance Marriott Redondo Beach - 3635 Fashion Way, Torrance, CA 9050

Showcase will be in Grand Ballroom foyer – Lobby Level

**Set Up**

Friday, January 24 15:00 – 17:00

**Showcase Hours**

Saturday, January 25 10:00 – 17:00

Sunday, January 26 09:00 – 17:00

Monday, January 27 09:00 – 17:00

Tuesday, January 28 09:00 – 12:00

**Tear Down**

Tuesday, January 28 12:00 – 14:00

**PAYMENT DETAILS**

All payments (credit cards only) are due in full 10 days following receipt of invoice. All invoices will be issued in USD.

American Express Visa MasterCard

Amount:         
  
Credit Card Number:       Expiry date:       CVV:      

Name on credit card:      

Printed Name:       Date:       Signature:

**AGREEMENT:**

1. **Inability to Perform:**  
   INCOSE’s performance under this agreement is subject to acts of god, war, acts of terrorism or similar acts, government regulations, disaster, strikes, civil disorder, curtailment of transportation facilities, threats to the public health, or other cause beyond the control of INCOSE, making it inadvisable, illegal, or impossible to hold the Workshop or any part thereof. This agreement may be terminated for any one or more of such reasons. Monies refundable to the Exhibitor, at the sole discretion of INCOSE, shall constitute a proportionate share of the balance of the aggregate exhibitor fees received, which remains after deductions for expenses incurred by INCOSE. In no case shall the amount of the refund to the Exhibitor exceed the amount of the booth payment.
2. **Liability Exclusions:**  
   Exhibitor agrees to indemnify, save harmless and defend the Organizers against any liability, claims or expenses resulting from any loss or damage to property or injury to any persons occurring upon or about the leased premises arising from the use of the leased premised by the Exhibitor, its employees or agents.  
   Exhibitor shall be fully responsible to pay for any and all damages to property owned by the Hotel, its owners or managers, which result from any act or omission of exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, the Hotel, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from, out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor, its agents, employees, and business invitees which arise from or out of the exhibitor's occupancy and use of the exhibition premises, the Hotel or any part thereof.
3. **Insurance:**  
   It is the sole responsibility of each exhibitor to procure and maintain general liability insurance and property insurance covering bodily injury, personal injury and property damage to the exhibitor’s property including but not limited to theft, breakage, loss, fire, explosion, water damage, terrorism, vandalism, storm and hail damage. Copies of insurance certificates shall be sent to [workshop@incose.org](mailto:workshop@incose.org) by January 15, 2020. Please note that the certificate holder shall be INCOSE (International Council on Systems Engineering) – 7670 Opportunity Rd, Suite 220 – San Diego, CA 92111 - USA. Failure to comply may constitute grounds for cancellation of this agreement and forfeiture of funds paid.
4. **Exhibit Operation, Installation & Dismantling:**  
   Installation of exhibits may commence on Friday, January 24th at 3pm at the Torrance Marriott Redondo Beach Hotel. All exhibits must be fully assembled and ready for display no later than 8am on Saturday, January 25th. Exhibits shall be open and staffed at all times during scheduled exhibitor hours. Dismantling of exhibits may begin after 12pm on January 28th. All exhibits and materials must be totally removed from the exhibit area no later than 3pm on Tuesday, January 28th. Exhibitor agrees to avoid any deterioration of the rented tables and equipment.
5. **Assignment of Space:**  
   Space is limited. All exhibit space will be allocated on a first-come, first-served basis. Confirmation of space will be sent upon receipt of the signed contract and full payment. INCOSE reserves the right to reassign table space as

needed. Exhibit space must be occupied solely by your organization in exhibiting your products and services at the INCOSE International Workshop. No exhibitor shall assign, sublet, or share the whole, or any part of, the space contracted.

1. **Payment:**

An invoice will be issued upon receipt of this contract. All payments (credit cards only) are due in full 10 days following receipt of invoice. All invoices will be issued in USD.

1. **Exhibit table Specifications:**  
   The materials include (1) 6' skirted tables (2) chairs and a power connection.  
   No exhibitor property or supplied furniture may be placed outside the exhibit table space as this creates a hazard and a deviation from building and fire codes.
2. **Security:**  
   While every precaution will be taken, INCOSE assumes no liability for providing such a service. The ultimate responsibly remains with the individual exhibitors to protect their property and appropriate protection and insurance should be arranged.
3. **Cancellations:**  
   Cancellations will be accepted in writing only. Cancellation of exhibit table received by January 15, 2020 will be eligible to receive a full refund. We regret that refunds cannot be allowed for booth cancellations occurring after January 15, 2020.

The undersigned agree to abide by the terms and conditions of this contract related to payments and by any additional INCOSE rules and regulations. This contract and its attachments are the sole definition of the benefits of the exhibit program. The undersigned gives INCOSE permission to use our Organizational name and logo for the purpose of booth recognition and to display on any applicable items. Certain recognition opportunities have specific deadlines, and failure to provide timely applications, logos, or artwork, etc., may result in a loss of benefits. Failure to provide final payment by the deadline will result in forfeiture of all deposits and removal from the exhibit program. The undersigned certify that s/he is authorized to commit the Organization to this agreement.

Printed Name:       Signature:

Title:

Date:

Telephone:

Email:

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