



EXHIBITOR AGREEMENT

FIA appreciates your interest in participating as an Exhibitor at the Annual Asia Derivatives Conference. Please carefully review the Exhibitor Agreement below as well as the General Exhibitor Terms and Conditions. Compliance with all such provisions and terms is required and will help to ensure the success of event. Thank you for your cooperation.

EXHIBITOR AGREEMENT

1. EXHIBITOR BENEFITS:

- A. ***Exhibit Space and Furnishings.*** FIA agrees to make available the following:
- B. Three (3) Full Conference Passes
- C. Twenty (20) Exhibits Plus Passes
- D. One (1) Shell Scheme Stall
- E. One (1) Lockable Cabinet
- F. One (1) Custom Graphic on Lockable Storage Cabinet (artwork provided by exhibitor)
- G. One (1) Company Logo Graphic (artwork provided by exhibitor)
- H. One (1) Custom Back Wall Graphic (artwork provided by exhibitor)
- I. One (1) Custom Side Panel Graphic (artwork provided by exhibitor)
- J. One (1) 13 Amp/220V power drop
- K. Two (2) Spot Lights
- L. One (1) Graphic Panel for Logo
- M. Two (2) Bistro Chairs
- N. One (1) Bistro Table
- O. One (1) Wastebasket

****Note: No discounts will be made for items not needed or refused.***

Exhibitors may contract separately for graphics, booth furnishings and additional services with the official services contractor. Each Exhibitor will receive a standard Exhibitor Services Manual (ESM), which should be carefully read. The ESM quotes prices for equipment and services, such as: a) tables, chairs and other furniture, b) carpeting, c) labor, d) drayage, e) telephones, f) computer rental, g) signs, h) cleaning and i) special electrical services. FIA assumes no responsibility for the availability of Internet access/telephone service for Exhibitors. Inquiries for high-speed Internet access via a T1 line should be directed to the Venue. No discounts will be made for items/services not utilized. Raw space may be utilized in lieu of a shell scheme; however, it is Exhibitor's responsibility to be mindful of the outlined footprint and not extend past the Exhibitor's parameters in any way. Plans for utilizing raw space must be approved by GES and FIA by the deadline listed in the ESM. Failure to do so may result in forfeiture of exhibit space.

Although FIA makes its best effort to assign booth space based on exhibitors' preferences, booth assignments are subject to availability and venue constraints. FIA does not represent or warrant that booth assignment preferences can be met in all cases.

2. ***Registration & Badges.*** Each Exhibiting Company is entitled to receive:

- A. Three (3) complimentary Full Conference Pass (this pass includes access to all sessions, networking events and food functions and access to the exhibit hall)



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- B. Twenty (20) Exhibits Plus Passes (these passes include access to all networking events and food functions, sponsored sessions, and access to the exhibit hall)

All other personnel and/or delegates must register at the current registration rate, no other discounts apply. ALL persons must be registered for the event. Exhibitors and their personnel

must WEAR A BADGE AT ALL TIMES WITHIN THE VENUE. This is to protect against unauthorized persons on the exhibit floor and within the Venue.

Use of the badge by any other person poses serious security problems and will result in forfeiture of the badge by Exhibitor. Exhibitor agrees to ensure personnel WEAR BADGES in a manner that is CLEARLY VISIBLE.

3. EXHIBIT BOOTH RULES

- A. **BOOTH/STAND HEIGHT/LINE OF SIGHT.** No booth/stand shall exceed 2 meters of height in the foyer and 2.5 meters of height in the ballroom without prior written permission nor shall impede the line of sight of a neighboring booth, i.e., all tall signs and screens, etc., must be placed in the rear area of the booth.
- B. **SUBLET.** An Exhibitor shall not sublet any part of the space rented to him (exhibit space may be occupied by one company only, except in the case of value-added retailers approved by FIA)

4. EXHIBIT INSTALL AND DISMANTLING/DISPLAY TIMES

- A. **Set-up.** Installation of exhibits may begin the afternoon of Tuesday, 28 November 2023. Exhibitors needing extra time must alert FIA no later than **3 weeks prior to the event**. All exhibits must be completed by 5:00pm, Tuesday, 28 November.
- B. **Teardown.** Dismantling of displays may begin at, but not before, 6:00pm, Thursday 30 November 2023. All Exhibitor materials must be packed and removed no later than 10:00pm on Thursday, 30 November. Any Exhibitor material remaining at the Venue after 10:00pm on Thursday, 30 November will be disposed of without additional notice. **These dates and times may be modified upon notice to Exhibitor.** Exhibitor should reference the ESM before scheduling its shipment, travel, and installation/teardown of its exhibit.

Exhibitor understands that late set-up and early tear-down of exhibits damages FIA in ways that are inherently difficult to quantify (e.g., disruption of use and enjoyment of the exhibit hall, additional administrative expenses, public safety concerns, harm to FIA's brand and reputation) and therefore agrees to pay liquidated damages of \$500 to FIA for each violation of these provisions.

DELIVERIES AND INTERNATIONAL SHIPMENTS

Exhibitors should note that neither FIA nor the Venue will accept delivery of/or store shipments of displays and related material. Exhibitors should reference the ESM before scheduling their shipment. All international shipments should be sent early to allow for additional transit time. All customs declarations, bills of lading and pertinent documentation must be written in English.



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Exhibitors are responsible for clearing customs. FIA is not responsible for packages with incorrect shipping labels that do not make it to the correct area. All shipping/tracking information (quantity, courier name and tracking numbers) must be sent to FIA in advance to ensure FIA can locate the items onsite. Failure to forward this information or delivery with the specified times may result in the delay or forfeiture of your distribution.

FIA APPROVALS

Where FIA approval is required under these terms or the General Exhibitor Terms and Conditions, the Exhibitor must seek approval from FIA sufficiently in advance of the event to allow FIA reasonable time to review and act on the approval request.

I have read and agree to the Exhibitor Agreement set forth above

I have read and agree to the Exhibitor

General Terms and Conditions Authorized

Signature _____