



EXHIBITOR APPLICATION/CONTRACT (INCLUDES TERMS & CONDITIONS)

Hybrid Conference
April 30 – May 6, 2022
New Orleans, Louisiana, USA

Exhibit Show
May 2 – May 5, 2022



Association for
Computing Machinery

The 40th Annual CHI Conference on Human Factors in Computing Systems



SIGCHI
special interest group computer human interaction

chi2022.acm.org

CONDITIONS OF CONTRACT TO EXHIBIT

1. Purpose of Exhibit

The main purposes of this exhibit are technical and educational. The exhibition staged in conjunction with the technical sessions is a vital element of the conference.

2. Terms of Booth Rental

Full payment of the exhibit rental fee must accompany the Application / Contract. Exhibitors submitting written requests for cancellation of booth space prior to 1 March 2022 will receive a refund of 50% of the total contract fee. No refunds will be made for cancellation requests received after this date.

3. Indemnity and Limitation of Liability

Neither the Association for Computing Machinery (ACM), nor Exhibit Management Company, nor the Ernest N. Morial Convention Center, nor the city of New Orleans, nor any of their officers, agents, employees, or other representatives shall be held liable for, and they are hereby released from liability for, any damage, loss, harm or injury to the person or property of the Exhibitor or any of its officers, agents, employees or other representatives, resulting from theft, fire, water, accident or any other cause. The Exhibitor shall indemnify, defend and protect, ACM, the Exhibit Management Company, the Ernest N. Morial Convention Center, and the city of New Orleans, from any and all claims, demands, suits, liability, damages, loss, costs, attorney's fees and expenses of whatever kind or nature, which might result from or arise out of any action or failure to act on the part of the Exhibitor or any of its officers, agents, employees or their representatives. It is the responsibility of the Exhibitor to maintain proper insurance coverage for its property and liability including the shipping of materials to and from the conference venue.

4. Assignment of Exhibit Space

ACM/CHI 2022 shall assign booth space to the Exhibitor for the period of the Exhibit (provided the Exhibit Building is made available to ACM/CHI 2022) in priority order based on receipt of a completed, signed Application / Contract accompanied by payment. Such assignment is made for the period of this Exhibit only and does not imply that the same or similar space be held or offered for future exhibits. Every effort will be made to respect the Exhibitor's booth preferences whenever possible, but ACM/CHI 2022's decision will be final. ACM/CHI 2022, in its sole discretion, reserves the right to make changes in booth assignments that it deems are in the overall best interest of the exhibit program. ACM/CHI 2022 reserves the right to withdraw its acceptance of this Application/ Contract if it determines in its sole discretion that the Exhibitor is not eligible to participate or the Exhibitor's product or services are not eligible to be displayed in this Exhibit.

5. Use of Exhibit Space

Exhibitor shall not assign to a third party its right hereunder to the Exhibit Space or any portion thereof without the prior written consent of ACM/CHI 2022, which it may withhold at its sole discretion. If such consent is given, the Exhibitor shall assume full responsibility for the conduct of the assignee and all its representatives, and the Exhibitor shall not charge its assignee more than a proportionate share of the exhibit fee based upon the amount of Exhibit Space assigned.

6. Exhibit Hours

ACM/CHI 2022 will establish exhibit hours and reserves the right to make changes. However, such changes will be made as far in advance of the exhibition as possible. Exhibitors are required to keep booths staffed by at least one attendant during all exhibit hours; failure to do so may result in removal of the Exhibit from the show at the Exhibitor's expense. Exhibitors

are required to be fully set up one hour prior to the start of the exhibit program and cannot dismantle until after the close of the exhibit program.

7. Displays and Decorations

Merchandise, signs, decorations, or display fixtures shall not be pasted, taped, nailed, or tacked to walls. No exhibit, merchandise, or equipment shall be left in any aisle, but shall be confined to Exhibit space. No signs or advertising devices shall be displayed outside Exhibit space or projecting beyond limits of Exhibit space as to interfere with any neighboring Exhibit. Exhibits should not project beyond the space allotted or obstruct the view or interfere with traffic to other exhibits.

8. Union Labor

Exhibitor must comply with all union regulations applicable to installation, dismantling, and display of the Exhibits, as well as freight handling of exhibit materials.

9. Fire Regulations

Exhibitor shall not pack merchandise in paper, straw, excelsior or any other readily inflammable materials. All cartons stored in the Exhibit Building shall be emptied of contents. Exhibitor shall use no inflammable decorations or covering for display fixtures and all fabrics or other material used for decoration or covering shall be flameproof. If required by local law or ordinances, Exhibitor shall have on hand in its Exhibit space a notarized affidavit establishing that its display material has been treated during the last year by an approved chemical. All wiring devices and sockets shall be in good condition and meet the requirements of local law.

10. Booth and Equipment Services

Space rental includes those terms listed in this Invitation to Exhibit.

11. Storage and Packing Crates and Boxes

Exhibitor will not be permitted to store packing crates and boxes in the booth or the Exhibit Hall during Exhibit, but these, when properly marked, will be stored and returned, to the booth by service contractors. It is the Exhibitor's responsibility to mark and identify all crates and boxes. Crates and boxes not properly labeled may be destroyed. No trunks, cases, or packing material shall be brought into or out of the Exhibit space during exhibit hours. Exhibitor is responsible to make arrangements for or contract for the removal and/or return of empty packaging.

12. Contractor Services and Information

ACM/CHI 2022 has, in the best interest of the Exhibitor, selected certain firms to serve as the official contractors to provide necessary services to the Exhibitors. Complete information, instructions, and schedules of prices regarding drayage, labor for set-up and dismantling, electrical work, furniture, special cleaning services, etc., will be included in the Service Kit to be forwarded after booth assignment has been confirmed, but not sooner than 60 days prior to the show. An Exhibitor Service Center will be maintained on the Exhibit Floor to facilitate service requirements from the Exhibitor. ACM/CHI 2022 assumes no responsibility or liability for any of the services performed or materials delivered by the foregoing persons and parties.

13. Observance of Laws

Exhibitor shall abide by and observe all laws, rules, regulations, and ordinances of any applicable government authority and all rules of the Exhibit Building. It is understood that in addition to complying with the specific exhibition requirements of ACM/CHI 2022, Exhibitors are subject to the rules and regulations of the host facility.

CONDITIONS OF CONTRACT TO EXHIBIT

14. Insurance Information

ACM/CHI 2022 will endeavor to assist in the protection of exhibitors by providing 24-hour guard service. However, due to the tremendous value of exhibits, it is impractical and impossible to insure Exhibitors' equipment against loss, theft, damage, and breakage. Neither the Exhibit Building nor any of its employees nor representatives, nor any representative of ACM/CHI 2022, nor any subcontractor will be responsible for any injury, loss, or damage to the Exhibitor, the Exhibitor's employees, or property, however caused. In addition, the Exhibitor must assume responsibility for damage to the Exhibit Building property and indemnify and hold harmless the Exhibit Building from liability, which might ensue from any cause whatsoever, including accidents or injuries to Exhibitors, their guests, or employees. The Exhibitor must also assume responsibility for any accident, injury or property damage any person incurs while viewing his exhibit where such accident, injury, or property damage is caused by the negligence of the Exhibitor, agent, or employees. In view of the foregoing, Exhibitors are urged to place "extra territorial" and other coverage on equipment and exhibits, and arrange for extended public liability insurance with their regular insurance carrier, particularly if they are conducting experiments or demonstrations using heat or high voltage. ACM/CHI 2022 and the ACM/CHI 2022 Exhibits Management will cooperate fully but cannot assume responsibility for damage to Exhibitors' property or lost shipments, either coming into or going out of the premises, or for moving costs. Any damage due to inadequately packed property is Exhibitor's own responsibility. If Exhibit fails to arrive, Exhibitor will nevertheless be responsible for booth rent and no refund will be made. Exhibitors should carry insurance against such risks.

15. Hospitality Events

Hospitality space may be available in designated conference hotels and the Exhibit Building. All hospitality suite functions are required to be registered with the Exhibit Director and cannot conflict with any of the conference courses, plenary sessions, technical sessions, or general receptions. Hospitality space is made available first to conference sponsors and then on a "first come, first served" basis to Exhibitors. Please contact the CHI 2022 Exhibit Director for further information on reserving hospitality space.

16. Cancellation or Termination of Exhibit

If, because of war, fire, strike, Exhibit facility construction or renovation project, government regulation, public catastrophe, Act of God, public enemy, or other cause beyond the control of ACM/CHI 2022, the Exhibition or any part thereof is prevented from being held, is canceled by ACM/CHI 2022, or the Exhibit Space becomes unavailable, ACM/CHI 2022, in its sole discretion, shall determine and refund to the Exhibitor its proportionate share of the balance of the aggregate exhibit fees received which remain after deducting expenses incurred by ACM/CHI 2022 and reasonable compensation to ACM/CHI 2022. In no case shall the amount of refund to Exhibitor exceed the amount of exhibit fee paid.

17. Exhibitor Cancellation

Cancellation of any portion of this Application/Contract by the Exhibitor will be accepted only at the discretion of ACM/CHI 2022 and then only based upon the following refund policy. Prior to 1 March 2022, fifty percent (50%) of the total contract fee will be refunded. After 1 March 2022 no refunds will be given unless space is resold. If the space is resold, fifty percent (50%) of the total contract fee will be refunded. Except as the Exhibitor's rental obligation may be reduced as set forth in the preceding sentence, the Exhibitor is responsible for total booth rental irrespective of the reason for the cancellation by Exhibitor or because of the failure of an Exhibit to arrive for any reason.

18. Exhibitor Conduct

Exhibitor and its representatives shall not congregate or solicit trade in the aisles. The prior written consent of ACM/CHI 2022 is required for the employment or use of any live model, demonstrator, solicitor, or device for the mechanical reproduction of sound. Such employment or use shall be confined to Exhibit Space. ACM/CHI 2022, in its sole and absolute discretion, may withdraw its consent at any time, in which event Exhibitor shall terminate such activity immediately. All promotional plans must be submitted to ACM/CHI 2022 for approval. Distribution of pamphlets, brochures, or any advertising matter must be confined to the Exhibit Space. Exhibitor is prohibited from bringing alcoholic beverages into the Exhibit Area. Exhibitor shall refrain from any action that will distract attendees from attendance at the Exhibit during open hours. Exhibitor shall not lead attendees from one Exhibit Space to another or to elevators or escalators. Exhibitor or any of its representatives shall not conduct itself in a manner offensive to standards of decency or good taste.

19. Photographs

No photographs shall be taken without prior consent of ACM/CHI 2022 and the Exhibitors involved.

20. Registration Lists

ACM/CHI 2022 will provide a one-time use registration list of "opted in" participants (postal addresses only) to Exhibitor, if requested by Exhibitor on the Application/Contract. A list is available 3 weeks prior to the conference or 3 weeks after it. Exhibitor must indicate which list is preferred on the Application/Contract. It is understood that the list is postal addresses only for a single use. Exhibitor agrees not to sell, lend or give lists to any parties outside of Exhibitor's organization.

21. Insurance Requirements

All exhibitors participating in the CHI 2022 Exhibition are required to obtain a general public liability insurance in the amount of one million dollars (\$1,000,000 USD) per occurrence. ACM/CHI 2022 and Convention Center shall be named as additional insureds on the general liability policy. Such insurance maintained by the exhibitor must be issued by an insurance company with an A.M. Best rating of A- or higher and shall include coverage of the indemnification obligations of the exhibitor under these rules and regulations. Each exhibitor is also required to carry workers compensation protecting employees in accordance with the laws of the state or province in which the exhibition is being held. Nothing in this paragraph shall limit the amount of liability an exhibitor may be responsible for.

22. Agreement to Conditions of Contract to Exhibit

Exhibitor agrees to observe and abide by the foregoing Conditions of Contract to Exhibit and by such additional Conditions of Contract made by ACM/CHI 2022 from time to time for the efficient or safe operation of the Exhibit including, but not limited to, those contained in this contract. In addition to ACM/CHI 2022's right to close an Exhibit and withdraw its acceptance of this Application/Contract, ACM/CHI 2022, in its sole judgment, may refuse to consider for participation in future Exhibits an Exhibitor who violates or fails to abide by all such Conditions of Contract to Exhibit set forth in the Application/Contract. There is no other agreement or warranty between the Exhibitor and ACM/CHI 2022 except as set forth in this document. The rights of ACM/CHI 2022 under this contract shall not be deemed waived except as specifically stated in writing and signed by an authorized representative of ACM/CHI 2022.

EXHIBIT SPACE APPLICATION/CONTRACT

Agreement: Exhibitor hereby requests space at the ACM/CHI 2022 Conference and Exhibition to be held at the Ernest N. Morial Convention Center in New Orleans, Louisiana, USA from 2–5 May 2022. Acceptance of this Application/Contract by ACM/CHI 2022 converts it to a full contract for exhibits, and shall be considered a binding agreement between the Exhibitor and ACM/CHI 2022. Exhibitor accepts all terms and conditions and rules for exhibiting as outlined in the attached Conditions of Contract to Exhibit.

Signature of Authorized Representative: _____

Printed Name of Authorized Signature: _____

Title: _____ Date: _____

Company Name: _____

Company Name on Exhibit (if different than above): _____

Address: _____

City: _____ State: _____

Postal Code: _____ Country: _____

Telephone: _____ Fax: _____

Email: _____ Website: _____

Registration

- [Click here](#) to complete the online registration process or go to <https://cvent.me/wygRWa>
- Upon completion of online registration, a confirmation email and invoice/receipt will automatically be sent to you.
- Note - during online registration, you will be asked to upload this completed and signed agreement form. Please have the completed form ready to upload before beginning your online registration.

You may use the work area below to calculate your fees before registering online.

BOOTH/STAND PREFERENCE AND RENTAL FEE

The rental fee is \$3200 USD (preferred space) or \$2700 USD (standard space) per 10ft X 10ft booth/stand (about 3m X 3m). Space rental, a booth identification sign, 24-hour security, and one complimentary conference registration are included in this fee. Payment is due with this Contract.

NOTE: There is a discount of US \$300 for booth space confirmed on or before 15 February 2022. Booth assignments will be made in priority order based on receipt of completed, signed exhibitor Application/Contract accompanied by payment once the Sponsor booths are assigned. ACM/CHI 2022 reserves the right to make changes in booth assignments that it deems are in the best interest of the exhibit program.

Total number of booths requested:

Booth Number Choices

(available once floor plan is posted)

1st choice 2nd choice
3rd choice 4th choice

ON OR BEFORE 15 February 2022

Standard Booth (\$2400 USD payment per booth): booth(s) x \$2400 USD = \$

Preferred Booth (\$2900 USD payment per booth): booth(s) x \$2900 USD = \$

AFTER 15 February 2022

Standard Booth (\$2700 USD payment per booth): booth(s) x \$2700 USD = \$

Preferred Booth (\$3200 USD payment per booth): booth(s) x \$3200 USD = \$

Conference Advertising (if available)

Digital Program Ad (\$1500 USD if available): ad(s) x \$1500 USD = \$

Recruiting Board (\$250 USD if available): board(s) x \$250 USD = \$

Total \$

PAYMENT

Payment is due with the Application/Contract. Payment by credit card is preferred. If paying by check, make checks payable to ACM/CHI 2022 Exhibits. **Checks must be in US dollars payable through a US bank.** Payment may also be made by bank (wire) transfer. Contact the Exhibit Director for instructions if you wish to pay by bank transfer.