



Council of Supply Chain
Management Professionals

Educating and Connecting the World's Supply Chain Professionals.™



**2018 SUPPLY CHAIN
EXCHANGE (Exhibition)
INFORMATION PACKET
and
APPLICATION to PARTICIPATE**



CSCMP's 2018 SUPPLY CHAIN EXCHANGE APPLICATION to PARTICIPATE



Version 3.0 Dated 09/30/17

By submitting this signed form, I hereby **apply for participation in CSCMP's 2018 Supply Chain Exchange** at the 2018 CSCMP EDGE (Annual Conference). The 'Minimum Payment Due' amount (found on this page) **must** accompany this contract. *No refunds will be given except for participation non-acceptance.* Submission of this Application Form does not guarantee participation in the Supply Chain Exchange. Participation is only guaranteed upon receipt of a *written confirmation sent by the management of the SCE*. If applicant is not accepted, a full refund of amount paid will be given to the applicant.

BOOTH CHOICE
1st
2nd
3rd

I have read & agree to comply with all instructions, rules & regulations of CSCMP and of CSCMP's 2018 Supply Chain Exchange. I also agree to promptly submit all information required and requested by conference management.

INITIAL HERE

PARTICIPATING COMPANY INFORMATION

Company Name: _____

Address: _____

City, State, Country: _____ Postal Code: _____

Main Telephone Number: _____ Main Fax Number: _____

COMPANY CONTACT PERSON INFORMATION

The people listed here are for **administrative purposes only**. They are the designated contact(s) that will receive all exhibition related materials and requests for information. These people will not be listed in any print or electronic materials, **nor will they automatically be registered as your booth demonstrators**. We will be asking for your booth demonstrators closer to the start of the conference.

Main Contact	Name: _____	Title: _____
	Phone Number: _____	E-Mail Address: _____
Secondary Contact (if applicable)	Name: _____	Title: _____
	Phone Number: _____	E-Mail Address: _____

METHOD of PAYMENT (payment information must be received at time of application)

Enclosed please find a check
 Please charge the payment to the following credit card:

Visa
 MasterCard
 American Express
 Diners Club

Card Number: _____ Security Code: _____ Expiration: _____

Name on Card: _____ Title: _____

Signature: _____ Date: _____

BILLING ADDRESS INFORMATION (REQUIRED if using a Credit Card for Payment)

Address: _____

City, State, Country: _____ Postal Code: _____

PARTICIPATION LEVELS and FEES for the Supply Chain Exchange (SCE)

Please first select the overall participation level choice by checking the box for the participation level, and then select your requested fee amount (by checking the box within your overall participation level) based upon the type of booth you desire.

Group 1 Participation in the 2018 Supply Chain Exchange

Group 1 Participation includes:

Two 10'x10' Side-by-Side Regular Interior (non-end) Aisle Booths
Complimentary Registrations: Four Full Conference and Five Exhibit Only

- Group 1 Standard Fee with referenced deliverables - Total Fee:** US Dollars
\$15,800
- Group 1 with Upgrade booth location with one end on aisle - Total Fee: **\$16,000**
- Group 1 with Upgrade to a 10'x20' Island Booth - Total Fee: **\$22,000**
- Group 1 with Upgrade to a 20'x20' Island Booth - Total Fee: **\$26,000**
- Group 1 with Upgrade to a 20'x30' Island Booth - Total Fee: **\$33,000**

NOTE
Minimum Payment
of 50%
Due with Application -
Balance Due on
June 15th, 2018

Group 2 Participation in the 2018 Supply Chain Exchange

Group 2 Participation includes:

One Educational Session within the SCE Education Tracks
Two 10'x10' Side-by-Side Regular Interior (non-end) Aisle Booths
Complimentary Registrations: Three Full Conference and Five Exhibit Only

- Group 2 Standard Fee with referenced deliverables - Total Fee:** US Dollars
\$16,800
- Group 2 with Upgrade booth location with one end on aisle - Total Fee: **\$17,000**
- Group 2 with Upgrade to a 10'x20' Island Booth - Total Fee: **\$24,000**
- Group 2 with Upgrade to a 20'x20' Island Booth - Total Fee: **\$29,500**
- Group 2 with Upgrade to a 20'x30' Island Booth - Total Fee: **\$37,500**

NOTE
Minimum Payment
of 50%
Due with Application -
Balance Due on
June 15th, 2018

Group 3 Participation in the 2018 Supply Chain Exchange

Group 3 Participation includes:

Two 10'x10' Side-by-Side Regular Interior (non-end) Aisle Booths
Complimentary Registrations: Two Full Conference and Two Exhibit Only

- Group 3 Standard Fee with referenced deliverables - Total Fee:** US Dollars
\$8,000
- Group 3 with Upgrade booth location with one end on aisle - Total Fee: **\$8,200**
- Group 3 with Upgrade to a 10'x20' Island Booth - Total Fee: **\$11,700**

**Full Payment via
Credit Card or Check
Due with Application**

Group 4 Participation in the 2018 Supply Chain Exchange

Group 4 Participation includes:

One 10'x10' Regular Interior (non-end) Aisle Booth
Complimentary Registrations: One Full Conference and One Exhibit Only

- Group 4 Standard Fee with referenced deliverables - Total Fee:** US Dollars
\$4,150
- Group 4 with Upgrade booth location at the end of an aisle - Total Fee: **\$4,350**

**Full Payment via
Credit Card or Check
Due with Application**

PARTICIPATION FEES RECAP

CSCMP INTERNAL USE ONLY

ORDER NUMBER:

CC AUTHORIZATION 1)

CC AUTHORIZATION 2)

Total Fee Due: \$ _____ US

Amount Paid with Application \$ _____ US

50% Deposit Payment in Full

Please Note: The only required additional item in all booths is some type of approved floor covering to be ordered directly through Show Decorator.

BROCHURE / MARKETING INFORMATION

Please note that to be considered a fully completed application, all information on this page is required (including electronic logos) and this second page must be submitted at the same time as page one of the application. If both pages (and logo) are not received at the same time of submission, the application will NOT BE ACCEPTED and you will NOT have a confirmed participation until we receive all of the below information.

Main Company Information

Company Name:

Website:

Phone Number:

Electronic Logo

For your Supply Chain Exchange Application to be considered **completed and therefore accepted**, an electronic version of your company's logo must be **e-mailed to Jim Schulze at Jsulze@cscmp.org at the same time your application is submitted**. We require: A regular logo in either GIF or JPEG formats, along with a high-resolution logo in Vector EPS format. **Please note that BOTH logo formats must be emailed for the application to be considered.**

Key Words/Phrases

Maximum of 3 keywords / phrases, with each phrase no more than 5 words, that describe your products/services at a very high level.

1st Keyword/Key-Phrase:

2nd Keyword/Key-Phrase:

3rd Keyword/Key-Phrase:

Booth/Display Description

This is an area for your organization's usually marketing mess of 75 words or less that describe your products/services offered. We reserve the right to edit the submission for length/clarity.

SEND COMPLETED APPLICATION and PAYMENT TO:

Jim Schulze
Director of Operations
Council of Supply Chain Management Professionals
333 East Butterfield Road, Suite 140
Lombard, IL USA 60148
Email: Jsulze@cscmp.org
Fax: +1-630-574-0989



**Council of Supply Chain
Management Professionals**

2018 CSCMP's SUPPLY CHAIN EXCHANGE (SCE) PARTICIPATION LEVELS

Revised 08/29/17

GROUP 1 – INNOVATION ZONES: Supply Chain Management is a dynamic and highly technical science, incorporating a wide range of fascinating and evolving technologies. As the premier annual gathering of supply chain management executives, the Supply Chain Exchange at the CSCMP Annual Conference is the ideal arena for companies to present the leading edge of technology employed in the supply chain, and give practitioners a peek into what lies ahead.

At the 2018 Supply Chain Exchange, we'll give exhibitors the opportunity to demonstrate their latest innovations in the supply chain in a highlighted area right in the center of the exhibition hall.

You decide on the theme, the name and the look...select an area of Supply Chain Management that is your specialty, and build a custom exhibit to inform, delight and educate the greatest annual collection of supply chain executives. You'll own that expertise.

Examples of Specialties Include:

Mobile Technology	Supply Chain Automation	Robotics in the Supply Chain
Last Mile Delivery	Same Day Delivery	Omni-channel Distribution
Cloud-Based SCM	Sustainable Logistics	The Lift Truck of the Future

...and more. You pick the area...you own the technology.

Special GROUP 1 Innovation Zone Benefits Include:

- An "Innovation Zone" dedicated to your expertise, your vision, your brand and your theme with a minimum size of two side-by-side 10' by 10' (which will combine in one 10' by 20' booth) standard booth spaces as described in Group 4. If the GROUP 1 organization wishes to purchase additional floor space for a stand-alone 'island' type of booth, they can be purchased at a premium rate.
- Custom branded signage outlining your theme and company name
- Recognition as an innovator and thought leader in Supply Chain Management.

Each GROUP 1 organization will receive **FOUR complimentary registrations for the complete 2018 CSCMP EDGE (Annual Conference)**, a value of nearly \$10,000US. In addition, they will receive **FIVE complimentary SCE Exhibit Only Registrations** (which grant access ONLY to the Supply Chain Exchange Exhibit Area). Additional SCE Exhibit Only Registrations will be available for a fee, and will be based solely on exhibit needs as determined by CSCMP and the Supply Chain Exchange Floor Manager. **The base price of GROUP 1 participation is \$15,800US. Currently our target is only 10 companies allowed for GROUP 1 Innovation Zones. If additional companies are allowed, it is at the discretion of CSCMP.**

GROUP 2: These are organizations that **have supply chain management equipment and/or services**, and want the opportunity to develop and run one **non-commercial educational session within the Conference Educational Program**. GROUP 2 organizations will have their **choice of (2) two side-by-side 10' by 10' (which will combine in one 10' by 20' booth) standard booth spaces as described in Group 4**. If the GROUP 2 organization wishes to purchase additional floor space for a bigger booth or for a stand-alone 'island' type of booth, they can be purchased at a premium rate.

It is important to note that **the 10'x10' booths do not include any standard furnishings**. GROUP 2 Participants will be **required** to purchase carpeting or other appropriate floor covering for their booth space directly from the official conference decorator.

The date and time of the Education Session will be determined by the CSCMP Educational Department. All educational sessions must meet the standard requirements for educational sessions held as part of the CSCMP Annual Global Conference. These standards and acceptance into this group is determined solely by CSCMP. It is critical for the overall educational programming of the Annual Conference that we receive all required educational materials for your Group 2 Supply Chain Exchange Educational session by the stated deadlines as documented and detailed by our Education Department. CSCMP reserves the right to cancel, without refund, any Group 2 participation in the SCE if we do not receive all required educational materials by the deadline of May 1st, 2018.

Each GROUP 2 organization will receive **THREE complimentary registrations for the complete 2018 CSCMP EDGE (Annual Conference)**, a value of over \$7,000US. In addition, they will receive **FIVE complimentary SCE Exhibit Only Registrations** (which grant access ONLY to the Supply Chain Exchange Exhibit Area). Additional SCE Exhibit Only Registrations will be available for a fee, and will be based solely on exhibit needs as determined by CSCMP and the Supply Chain Exchange Floor Manager. **The base price of GROUP 2 participation is \$16,800US. We will have a maximum of only 15 companies allowed for a GROUP 2 participation.**

GROUP 3: These are organizations that **have supply chain management products and/or services** that would be of interest to CSCMP Annual Global Conference attendees. GROUP 3 participating organizations will receive their choice of **(2) two 10'x 10' side-by-side booths at a discounted rate from purchasing two Group 4 participations.**

It is important to note that **the 10'x10' booths do not include any standard furnishings**. GROUP 3 Participants will be **required** to purchase carpeting or other appropriate floor covering for their booth space directly from the official conference decorator.

Each GROUP 3 organization will receive **TWO complimentary registrations for the complete 2018 CSCMP EDGE (Annual Conference)**, a value of nearly \$5,000US). In addition, they will receive **TWO complimentary SCE Exhibit Only Registrations** (which grant access ONLY to the Supply Chain Exchange Exhibit Area). Additional SCE Exhibit Only Registrations will be available for a fee and will be based on exhibit needs as determined by CSCMP and the Director of the Supply Chain Exchange. **The price of GROUP 3 participation is \$8,000US. Group 3 participation is subject to available space.** All booths are sold on a first-come, first-served basis. In all previous years, we have "sold out" all available booths.

GROUP 4: These are organizations that **have supply chain management products and/or services** that would be of interest to CSCMP Annual Global Conference attendees. GROUP 4 participating organizations will receive **their choice of one (1) 10' by 10' booth space.**

It is important to note that **the 10'x10' booths do not include any standard furnishings**. GROUP 4 Participants will be **required** to purchase carpeting or other appropriate floor covering for their booth space directly from the official conference decorator.

Each GROUP 4 organization will receive **ONE complimentary registration for the complete 2018 CSCMP EDGE (Annual Conference)**, a value of about \$2,400US). In addition, they will receive **ONE complimentary Exhibit Only Registration** (which grants access ONLY to the Supply Chain Exchange Exhibit Area). Additional Exhibit Only Registrations will be available for a fee and will be based on exhibit needs as determined by CSCMP and the Supply Chain Exchange Floor Manager. **The price of GROUP 4 participation is \$4,150US.** All booths are sold on a first-come, first-served basis. In all previous years, we have "sold out" all available booths.

EXHIBITION SCHEDULE

FINAL as of March 26th, 2018

INSTALLATION

Saturday, September 29th, 2018
Sunday, September 30th, 2018

8:00am to 4:30pm
8:00am to 3:00pm – All booths must be ready by 3pm

SHOW HOURS

Sunday, September 30th, 2018
6:00pm to 8:00pm

Welcome Reception for All Attendees

Monday, October 1st, 2018
7:00am to 7:30am
7:30am to 8:30am
8:30am to 12:00noon

Exhibitor Only Breakfast (optional)

Breakfast for All Attendees

Hall CLOSED – Except for Scheduled Appointments

During the closed period, please attend the Educational Sessions and Networking Breaks.

This is another perfect opportunity to meet additional attendees and get business leads!

Exhibitor Only Lunch (optional)

Luncheon for All Attendees

Dessert and Exhibit Only Time

Hall Open – Educational Sessions Taking Place

During this open period, traffic will be light as Educational Sessions are being conducted.

Please use this time for scheduled appointments or attend the Educational Sessions.

This is another perfect opportunity to meet additional attendees and get business leads!

2019 SCE Pre-Sale Event

Networking Reception

11:30am to 12:00noon
12:00noon to 1:00pm
1:00pm to 2:00pm
2:00pm to 5:00pm

4:00pm
5:00pm to 6:30pm

Tuesday, October 2nd, 2018
7:00am to 7:30am
7:30am to 8:30am
8:30am to 12:00noon

Exhibitor Only Breakfast (optional)

Breakfast for All Attendees

Hall Open – Educational Sessions Taking Place

During this open period, traffic will be light as Educational Sessions are being conducted.

Please use this time for scheduled appointments or attend the Educational Sessions.

This is another perfect opportunity to meet additional attendees and get business leads!

Luncheon for All Attendees

Dessert and Exhibit Only Time

2018 SCE SHOW CLOSES

12:00noon to 1:00pm
1:00pm to 2:00pm
2:00pm

TEAR-DOWN

Tuesday, October 2nd, 2018

2:30pm to 8:00pm Tear-Down

**CSCMP 2018 SCE and Career Fair
SCE Exhibit Hours**

Final as of March 1st, 2018



	Saturday 09/29/18	Sunday 09/30/18	Monday 10/01/18	Tuesday 10/02/18
INSTALLATION	8:00 AM to 4:30 PM Exhibitors	8:00 AM to 3:00 PM Exhibitors		
2018 EXHIBIT HALL SHOW HOURS		6:00 PM to 8:00 PM Show Open Reception	7:00 AM to 7:30 AM Optional Exhibitor Only Breakfast	7:00 AM to 7:30 AM Optional Exhibitor Only Breakfast
			7:30 AM to 8:30 AM Show Open Breakfast in SCE	7:30 AM to 8:30 AM Show Open Breakfast in SCE
			8:30 AM to 12:00 PM SHOW CLOSED	8:30 AM to 12:00pm Show Open Educational Sessions
			11:30 AM to 12:00 PM Optional Exhibitor Only Lunch	
			12:00 PM to 1:00 PM Show Open Attendee Lunch	12:00 PM to 1:00 PM Show Open Attendee Lunch
			1:00 PM to 1:30 PM Show Open Attendee Dessert	1:00 PM to 1:30 PM Show Open Attendee Dessert
			1:30 PM to 2:00 PM Show Open SCE ONLY Time	1:30 PM to 2:00 PM Show Open SCE ONLY Time
			2:00 PM to 5:00 PM Show Open Educational Sessions	2:00 PM 2018 SCE CLOSING
			5:00 PM to 6:30 PM Show Open Reception	
				2:30 PM to 8:00 PM Dismantle

NOTE:

During the periods when the SCE is officially closed to attendees on both Monday and Tuesday, or when Educational Sessions are being held and the Show is Open (Monday afternoon & Tuesday morning), and the show floor WILL be VERY quiet, you are encouraged to conduct pre-arranged appointments within your booth area.

OR EVEN BETTER, attend those Educational Sessions and Networking Breaks.

This is another perfect opportunity to meet additional attendees and obtain additional business leads!

SCE Exhibition Schedule (final as of 03/01/17)

Start	End	SUNDAY September 30	MONDAY October 1	TUESDAY October 2	WEDNESDAY October 3
7:00 AM	7:15 AM		# #	# #	
7:15 AM	7:30 AM		Career Fair		
7:30 AM	7:45 AM		SCE Open		
7:45 AM	8:00 AM		Full Breakfast	Full Breakfast	Beverage Break
8:00 AM	8:15 AM		Transition Period	Transition Period	
8:15 AM	8:30 AM		DISTINGUISHED SERVICE and EMERGING LEADER AWARDS	HALL OF FAME AWARDS	Mega Sessions (1.5 hours)
8:30 AM	8:45 AM		Opening General Session (1.5 hours)	Major General Session (1.5 hours)	
8:45 AM	9:00 AM				Transition Period
9:00 AM	9:15 AM		Beverage Break	Beverage Break	SUPPLY CHAIN INNOVATION AWARD
9:15 AM	9:30 AM		Educational Session 1 (1.25 hours)	Educational Session 4 (1.25 hours)	Brunch & Closing Session (1.5 hours)
9:30 AM	9:45 AM				
9:45 AM	10:00 AM		Transition Period	Transition Period	
10:00 AM	10:15 AM		Roundtable-Hosted Luncheon	SC Industry Networking Luncheon	
10:15 AM	10:30 AM		Dessert in SCE	Dessert in SCE	CSCMP's 2018 EDGE (Annual Conference) officially opens at 6:00pm on Sunday and closes at 11:15am on Wednesday.
10:30 AM	10:45 AM		SCE Exhibition Only	SCE Exhibition Only	Education
10:45 AM	11:00 AM		Educational Session 2 (1.25 hours)	Educational Session 5 (1.25 hours)	Three General Sessions (one on each day, Monday-Wednesday)
11:00 AM	11:15 AM		Beverage Break	Beverage Break	Six Individual Educational Sessions (All sessions are 1.25 hours [75 min] each)
11:15 AM	11:30 AM		Educational Session 3 (1.25 hours)	Educational Session 6 (1.25 hours)	Mega Educational Sessions (held on Wednesday morning)
11:30 AM	11:45 AM		Supply Chain Exchange (SCE) Exhibition Open	Networking Reception	Supply Chain Exchange (SCE) Exhibition
11:45 AM	12:00 PM				The SCE exhibition is open a total of 16.0 hours. All Monday & Tuesday meal functions are held in the SCE exhibition, including receptions (Sunday and Monday) and desserts (Monday and Tuesday).
12:00 PM	12:15 PM				"SCE Exhibition ONLY" periods on both Monday & Tuesday.
12:15 PM	12:30 PM				
12:30 PM	12:45 PM				
12:45 PM	1:00 PM				
1:00 PM	1:15 PM				
1:15 PM	1:30 PM				
1:30 PM	1:45 PM				
1:45 PM	2:00 PM				
2:00 PM	2:15 PM				
2:15 PM	2:30 PM				
2:30 PM	2:45 PM				
2:45 PM	3:00 PM				
3:00 PM	3:15 PM				
3:15 PM	3:30 PM				
3:30 PM	3:45 PM				
3:45 PM	4:00 PM				
4:00 PM	4:15 PM				
4:15 PM	4:30 PM				
4:30 PM	4:45 PM				
4:45 PM	5:00 PM				
5:00 PM	5:15 PM				
5:15 PM	5:30 PM				
5:30 PM	5:45 PM				
5:45 PM	6:00 PM				
6:00 PM	6:15 PM				
6:15 PM	6:30 PM				
6:30 PM	6:45 PM				
6:45 PM	7:00 PM				
7:00 PM	7:15 PM				
7:15 PM	7:30 PM				
7:30 PM	7:45 PM				
7:45 PM	8:00 PM				

CSCMP Academic Research Symposium

Hall Opens 30 Minutes Early for Food for EXHIBITORS ONLY

CSCMP Career Fair Open
 SCE Exhibition Open
 Welcome Reception in the Supply Chain Exchange

Education
 Three General Sessions (one on each day, Monday-Wednesday)
 Six Individual Educational Sessions (All sessions are 1.25 hours [75 min] each)
 Mega Educational Sessions (held on Wednesday morning)

Supply Chain Exchange (SCE) Exhibition
 The SCE exhibition is open a total of 16.0 hours. All Monday & Tuesday meal functions are held in the SCE exhibition, including receptions (Sunday and Monday) and desserts (Monday and Tuesday).
 "SCE Exhibition ONLY" periods on both Monday & Tuesday.

2018 CSCMP's SUPPLY CHAIN EXCHANGE RULES and REGULATIONS *(Version 2.0 08/29/17)*

1. **Association:** The word "Association" as used herein shall mean the Council of Supply Chain Management Professionals, Inc. (CSCMP) or its officers, committees, agents, or employees acting for them in the management of the Exhibit. The word "Exhibit", "Exhibition" and/or "SCE" shall mean the Supply Chain Exchange exhibit.
2. **Eligible Exhibits:** The Association reserves the right to determine the eligibility of any company or product for inclusion in the Exhibition. The Exhibitor agrees to prepare and exhibit material or equipment, machinery, supplies, services etc., pertaining to the fields of supply chain management suitable for inclusion in the CSCMP Supply Chain Exchange, September 30th to October 3rd, 2018, Gaylord Opryland Hotel and Convention Center, Nashville, TN USA as approved by the Association or its authorized agents and to pay for such booth or booths whether actually occupied by a display or not, and subject to the rules of the Exhibition.
3. **Limitation of Liability:** The Exhibitor agrees to make no claim for any reason against the Exhibition, CSCMP and designated agents, or against the management or owners of the Convention Center or the employees of any of them. The Exhibition, CSCMP or designated agents, itself will not be liable for the fulfillment of this Contract as to the delivery of space, and further will not be responsible for delays, damage, loss, increased costs or other unfavorable conditions due to any of the following causes: by reason of the building being destroyed by fire, act of God, public enemy, national emergency strikes, the authority of the law, or any cause beyond their control. It is clearly understood that no refunds will be granted by management for the pre-listed possible events.
4. **Arrangement of Exhibits:**
 - a. Standard Booth - one or more standard units in a straight vertical line.
 - i. Height: Exhibit fixtures, components and identification signs will be permitted to a maximum height of 8'3" (2.5m).
 - ii. Depth: All display fixtures must be confined to that area of the exhibitor's space.
 - iii. Hanging Signs: May not be used above standard in-line booths.
 - b. Island Booth - exhibit with one or more display levels in two or more standard units with aisles on all four sides.
 - i. Height: Exhibit fixtures, components and identification signs will be permitted to a maximum height of 16'0" (4.88m) provided written approval is received from exposition management at least 30 days prior to the show.
 - ii. Depth: Because an island booth is automatically separated by the width of an aisle from all neighboring exhibits, full use of the floor plan is permitted. No portion of any machine skid or display may be closer than one foot from any aisle.
 - c. Outdoor exhibits and peninsula booths are not permitted.
5. **Decoration:** The Association shall have full discretion and authority in the placing, arrangement and appearance of all items to be displayed within the Exhibition by the Exhibitors. All exposed parts of any display and/or equipment must be finished or covered in a workmanlike and neat manner so they do not present an unsightly appearance when viewed from adjoining booths or aisles. Show management may order masking, replacement, rearrangement, redressing or redecoration at the exhibitor's expense, without the prior consent or knowledge of the exhibitor, where it is deemed necessary. Merchandise for sale and 'sold' signs are not permitted.
6. **Carpeting:** All exhibitors are required to have some type of approved floor covering within their booth area (regular booth and island booth). If carpeting is not ordered by any exhibitor prior to the opening of the exhibition, show management reserves the right to have floor covering installed within that exhibitor's booth area, at that exhibitor's expense, by 2:00pm of the opening day of the 2018 Supply Chain Exchange.

7. **Exhibitor Representatives' Responsibility:** Each exhibitor must name at least one person to be his/her representative in connection with installation, operation, and removal of Exhibit. Such representative shall be authorized to enter into such service contracts as may be necessary and for which the Exhibitor shall be responsible. No one under the age of 18 shall be admitted during installation and dismantle. During show hours, anyone under the age of 18 must be accompanied by an adult. Strollers are not permitted in the exhibit area at any time.
8. **Labor:** Based on Convention Center rules and regulations.
9. **Power:** It is mutually understood and agreed that the Association will use proper and reasonable care to prevent interruption in power service, but shall not be held responsible for any interruption that may occur due to breakage of machinery, apparatus, equipment, etc.
10. **Fire Department Regulations:** All material used in the exhibit hall and/or exhibitor's booth(s) must be fireproofed and conform to all fire department regulations. All exhibitors planning demonstrations requiring open flames, any kind of compressed gas or explosive fuels, heat, etc. are required to contact the city fire marshal and give pertinent information that allows approval to be obtained in advance. Copies of all correspondence should be sent to CSCMP. Exhibitors must accept full responsibility for compliance with national, state and city fire safety regulations.
11. **Subletting of Space:** Exhibitor shall not assign, sublet, share or apportion the whole or any part of the space allotted, or have products, equipment, signs or printed materials from other than its own firm in the said exhibit space without the written consent of CSCMP's Director of Operations or Supply Chain Exchange Floor Manager.
12. **Alcoholic Beverages and Food:** The use and presence of alcoholic beverages and food items for consumption by conference attendees within the Exhibit booth is *encouraged* by CSCMP but is governed by convention center rules. Exhibitors assume their own liability if they use alcoholic beverages within their Exhibit booth area.
13. **Hospitality Suites/Exhibitor Events:** No exhibitor or any affiliate thereof, shall conduct any off-site activity during official event hours that would encourage attendees to leave the officially scheduled event activities.
14. **Insurance:** Exhibitors are advised to carry floater insurance to cover Exhibit material against damage or loss; also public liability insurance against injury to the person and property of others. CSCMP will carry public liability insurance for injury to the Exhibition, Visitors, Exhibitors and their agents and employers. Exhibitors' employees are not covered when on space rented by an Exhibitor. Exhibitors must make certificates of insurance available to CSCMP upon request.
15. **Contractor Services:** Complete information, instructions and schedules or prices regarding shipping, drayage, labor for erection and dismantling, electrical, furniture, carpets, etc. are included in the Exhibitor Service Kit which will be forwarded once space has been confirmed and deposit received.
16. **Non-official Decorators/Exhibit-Appointed Contractors:** Outside service contractors, display houses, etc. shall notify CSCMP and the management of the Supply Chain Exchange thirty (30) days prior to the first move-in day of the exhibition with the approximate number of regular and/or supervisory employees working in the exhibit area during the move-in and move-out periods, and provide a certificate of insurance for liability and workmen's compensation or other documentation as requested. All outside contractors are asked to sign and agree to comply with exhibition rules and regulations as well as convention center rules and regulations. Exhibitors must provide an Exhibitor Appointed Contractor (EAC) form to CSCMP.
17. **Sound Devices and Noise Level:** The use of devices for mechanical reproduction of sound is prohibited. Music, whether mechanical, vocal, or instrumental, is prohibited except in connection with video projections. Operation of radio or television equipment receiving outside broadcasts is prohibited. Any demonstrations or presentation must be at a low volume so that nearby exhibitors are not bothered. Any form of attention-getting devices or presentations within booths must be terminated when crowds jam aisles or infringe upon another exhibitor's display or impede neighboring exhibitors from conducting their business.
18. **Distribution of Promotional Material:** Distribution of sales promotional material and the conduct of surveys are permitted in the Exhibit area, but must be confined to the Exhibitor's booth. No pressure-adhesive stickers or decals or similar promotional items may be distributed in the Convention Center or conference hotels.
19. **Amendment to Rules:** Any and all matters or questions not specifically covered by the preceding rules and regulations shall be subject solely to the decision of CSCMP's Director of the Supply Chain Exchange. These rules and regulations may be amended at any time by CSCMP and all amendments (except booth rental prices) so made shall be binding on Exhibitors equally with the foregoing rules and regulations.
20. **Direct Selling:** Retail sales are not permissible on the exhibition floor.

21. **Early Removal of Exhibits:** No exhibit shall be packed, removed, or dismantled prior to the closing of the Show without written permission from the Show Manager. If the Exhibitor acts in breach of this provision, it is subject to pay as compensation for the distraction to the Exhibition's appearance, an amount equal to one-third of the total space charge for the Exhibitor's allocated area, in addition to all sums otherwise due under this Agreement. Additionally, breach of this provision could result in the loss of the Exhibitor's same booth in future shows produced by CSCMP.
22. **Raffles and Give-Aways:** Raffles and Give-Aways are allowed and encouraged but must be conducted solely within the confines of the area purchased by each participating organization. Fliers and other such collateral referencing any raffle or give-away cannot be left in public spaces of the convention center or conference hotels.
23. **ADA:** Exhibitors are reminded that the Americans with Disabilities Act ensured equal access to all participants of CSCMP meetings. It is the responsibility of exhibitors to make booth spaces full accessible to those with physical or sight impairments to comply with all applicable laws and regulations, including without limitation the Americans with Disabilities Act (Public Law 101-336).
24. **Forced Setup:** Space not occupied by the close of the exhibit installation period will be forfeited by the exhibitor and this space may be resold, re-assigned, or used by CSCMP. This clause shall not be construed as affecting the obligation of the exhibitor to pay the full space rental under the terms of the contract. A "Forced Set" will occur at the exhibitor's expense if items in the booth are not set-up one hour before the close of move-in.
25. **Booth Assignment:** Booth or booths enumerated do not form a part of this contract. The Association reserves the right to locate or relocate or renumber any Exhibit space at any time. After acceptance of this Contract, the terms hereof shall not be subject to cancellation. The Association may reassign space made available due to cancellations, expansions, reductions or withdrawals.
26. **Special Addendum for Group 2 Participants:** It is critical for the overall educational programming of the Annual Conference that we receive all required educational materials for your Group 2 Supply Chain Exchange Educational session by the stated deadlines as documented and detailed by our Education Department. CSCMP reserves the right to cancel, without refund, any Group 2 participation in the SCE if we do not receive all required educational materials by the announced deadline.

INFORMATION on SCE-RELATED EXHIBITOR REGISTRATIONS

Revised 03/26/18

Each organization participating in the Supply Chain Exchange (SCE) will be given a set number of complimentary registrations based upon the participation level in the exhibition. There are two different type of complimentary registrations:

- **Full Conference** Registrations
- **Exhibit ONLY** Registrations

The SCE-Related Registration Information Packet with personalized coupons for online registrations will be sent via email to main contacts for your SCE participation. **No individual is automatically registered for the conference, including the individuals listed on the SCE application to participate.** The ONLY way to receive a SCE-related conference registration will be by registering online using your appropriate coupon codes.

Full Conference Complimentary Registrations grant full access to all conference functions and events, including the SCE exhibit hall. The standard number of full complimentary registrations are as follows:

- **Group 1** Participation Level – **4 Full Conference** complimentary registrations
- **Group 2** Participation Level – **3 Full Conference** complimentary registrations
- **Group 3** Participation Level – **2 Full Conference** complimentary registrations
- **Group 4** Participation Level – **1 Full Conference** complimentary registration

If an individual prefers to work the booth AND also partake in all of the incredible events at the conference, then that individual *must be a fully paid and registered conference attendee.* Registration rates are based upon individual CSCMP membership status. As a special 'thank you' for your participation in the SCE, a special coupon code will reduce regular registration rates by \$395.

Supply Chain Exchange Exhibit Only Complimentary Registrations grant access ONLY to the exhibit hall containing the Supply Chain Exchange exhibition event. The SCE EXHIBIT ONLY registration does NOT grant access to any non-SCE conference function including keynote sessions, food functions, and educational and networking events. The standard number of Exhibit Only complimentary registrations (based upon your participation level) is as follows:

- **Group 1** Participation Level – **5 SCE EXHIBIT ONLY** 'comp' registrations
- **Group 2** Participation Level – **5 SCE EXHIBIT ONLY** 'comp' registrations
- **Group 3** Participation Level – **2 SCE EXHIBIT ONLY** 'comp' registrations
- **Group 4** Participation Level – **1 SCE EXHIBIT ONLY** 'comp' registration

We will have a limited number of Supply Chain Exchange EXHIBIT ONLY registrations available. If an organization wishes *additional* SCE Exhibit Only registrations, that request will be handled on a case-by-case basis and will not be guaranteed. Additional SCE EXHIBIT ONLY PAID Registrations will be priced at \$495US each received by August 30th, 2018.

SCE Registration Forms/Packet

Personalized Registration Information Sheets that document the number of each type of complimentary registrations you receive will be sent via email to main contacts for your SCE participation. All SCE-related registrations will be completed online using personalized coupon codes and must be completed by **no later than August 30th, 2018.** All complimentary registrations completed after the August 30th, 2018 deadline will be imposed with a late fee.

Should you have any questions, please do not hesitate to contact Jim Schulze at CSCMP at jschulze@cscmp.org or +1-630-645-3456.