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**American Society of Thermal and Fluids Engineers**

**5TH Thermal and Fluids Engineering Conference (TFEC)**

**April 5–8, 2020**

**Sheraton Hotel, New Orleans, LA, USA**

***Exhibit Contract***

Company/Organization/Institution name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Business:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State/Zip Code/Country:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact (name and title):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Booth Specification: a standard table 6ft and a banner

Exhibit Fees and Sponsorship:

* Booth (standard table and a banner):\_\_\_\_$1,500\_\_(amount in USD)
* Sponsorship of TFEC reception:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(amount in USD)
* Sponsorship of TFEC coffee breaks:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(amount in USD)
* Sponsorship of TFEC banquet:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(amount in USD)
* Contribution to ASTFE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(amount in USD)

Payment Terms: Please complete the authorization form for the payment. Payments are due within 30 days from this signed application/exhibit contract.

Terms of Exhibit Contract: Exhibitor agrees with the terms of this exhibit contract, payments, regulations and the conditions at TFEC Conference, USA. The exhibitor agrees to pay the exhibitor’s fees and any sponsorship / contribution provided within 30 days of this signed exhibit contract.

Authorized person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**American Society of Thermal and Fluids Engineers**

**5TH Thermal and Fluids Engineering Conference (TFEC)**

**April 5–8, 2020**

**Sheraton Hotel, New Orleans, LA, USA**

***Payment Authorization Form:***

Form of payment:

1. Credit / Debit Card:
* American Express
* Discover
* VISA
* Master card

Payment Amount in USD:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Credit Card number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cardholder name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exp. Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Make checks payable to: American Society of Thermal and Fluids Engineers

Mailing address: 511 East 78th Street Suite 2A, New York, NY 10075

Check amount in USD:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Check number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Wire transfer instructions:

Bank: JP Morgan Chase Bank

Bank address: 270 Park Avenue, New York, NY 10017

Beneficiary name: American Society of Thermal and Fluids Engineers

Beneficiary address: 511 E 78th Street Suite 2A, New York, NY 10075

Account number: 633778217

Routing number: 021000021

SWIFT Code: CHASUS33

Wire amount in USD:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please send all exhibit contract/authorization form to email address: info@astfe.org attn: Anna Berlinova

Mailing address: ASTFE at 50 North Street, Danbury, CT 06810

Terms and Conditions to Exhibit

**Exhibitor and ASTFE**

American Society of Thermal and Fluids Engineers (ASTFE) acts as an organizer of the conference and exhibit. Exhibitors are any company, organization or institution that participate in ASTFE conferences.

**Exhibit Space and Display Rules**

Exhibitors understand and agree to have an exhibit space as a standard table 6ft and a banner. ASTFE determines eligibility of any company and product to exhibit. ASTFE may forbid to exhibit or install any materials or promotions that are not related or mission of ASTFE (Thermal and Fluids community). The Exhibitor can be dismissed from the exhibit space and no refund shall be made under unethical conduct or violation of exhibitor rules.

**Security / Damage / Loss / Theft**

Security for all Exhibitors’ promotions, equipment, materials and personnel remains the responsibility of the Exhibitor. Exhibitors should retain adequate coverage for damage, loss or theft. Exhibitors are encouraged to have their own insurance at their own expense. The Exhibitors must also assume responsibility for any accident, injure, or property damage to yourself as well as to any person viewing their exhibit. Exhibitor also is in charge of any damage or lost of shipments, either arriving or departing from ASTFE conference. If the exhibit shipment fails to arrive, Exhibitors are still responsible for the exhibit fee at no refund.

**Liability and Insurance**

Each party ASTFE and Exhibitors agree to be responsible for their own safety and property through self-insurance. Exhibitors should have their own insurance carrier for any experiments, demonstrations, equipment they bring to ASTFE conferences. Exhibitors must submit Certificate of Insurance to ASTFE upon signing the exhibit contract.

**Compliance / Fire Regulations**

All Exhibit materials should comply with Federal and Local codes, City Fire laws and facility safety regulations. Exhibitors are responsible to meet all codes and safety laws. Any Exhibitors material prohibited by City Fire and Safety department will not be permitted to install at ASTFE conference. Any questionable materials must be approved by ASTFE.

**Installation / Removing Booths**

Exhibitors are responsible for installation and removing of their own shipping materials. The installation of their booth materials, promotions, equipment will be open on the day before the conference starts from 8am to 5pm or if needed later, contact ASTFE.

**Exhibitors Staff**

Exhibitors should keep their staff at the booth for any security of their own materials during exhibit hours. Exhibitors are in title up to 2 staff people at the booth. If more needed, please contact ASTFE. Exhibitors can attend ASTFE reception and all sessions of the conference.

**Audio and Video**

All projectors, apparatus, machinery must comply to the fire/safety regulations of the facility. Any sound/audio/video equipment should be approved priory of arriving to the conference. If needed any audio/video equipment, please contract ASTFE at least a month ahead. Any of those requested audio/video equipment would be Exhibitor’s cost.

**Third Party Contractors**

Any independent third party constructors for installation or removing of Exhibitors materials must submit their Certificate of Insurance to ASTFE prior at least a month before attending ASTFE conference.

**Payments and Cancelation Policy**

The payment to exhibit at ASTFE summer conference is due within 30 days of signed Exhibit contract. Any cancelation should be sent to ASTFE in writing by email or mail letter. On or before January 1st, 2020 ASTFE will refund 50% of the exhibit fees. After January 1st, 2020 no refund will be given to Exhibitors. If ASTFE cancels the event, ASTFE conference(s), Exhibitors will be fully refunded.

All other questions, please email to info@astfe.org