1. Purpose of meeting rooms rental
ISTE 2019 is an educational event and the exposition staged in conjunction with the professional conference is a vital element of this educational process. No selling, price posting, or ordering taking will be permitted on the Exhibit Floor, in Meeting Rooms or other areas controlled by Exhibit Management and ISTE during the exposition.

2. Assignment of meeting space
Meeting space will be assigned in the order reservations are received based on availability and space configuration. Notwithstanding the above, Exhibit Management reserves the rights to change location assignments when such action is deemed to be in the best interest of the exposition. Instances involving relocation of a meeting room due to unforeseen circumstances, force majeure, or acts of God or war shall be governed by the provisions of “Cancellation, Postponement, or Relocation of Meeting Room” below. Exhibitor agrees that its meeting room shall be admitted into the exposition and shall remain from day to day solely on strict compliance with all the rules herein described. Exhibit Management reserves the right to reject, eject, or prohibit any meeting room in whole or in part, or any Exhibitor with cause. If exhibit is unsuitable or not consistent with the character of the exposition. Exhibit Management’s liability for rejection with cause shall be limited to a refund of the Exhibitor of the amount of rental unearned at the time of ejection. However, if meeting room or Exhibitor is ejected for violation of these rules or for any other stated reason, no return of rental shall be made.

3. Rental of space and its use
Rental includes the following, based on package purchased:
- Standard room package
  - Room size: 4 m x 5 m (13’ x 16’)
  - Amenities
    - Private hardwall room.
    - Carpet
    - Standard conference seating for 6.
- Deluxe room package
  - Room size: 5 m x 5 m (16’ x 16’)
  - Amenities
    - All Standard room amenities, plus:
      - Upgraded seating-deluxe conference seating for 6.
  - Premium room package
  - Room size: 4 m x 5 m (13’ x 16’)
  - Amenities
    - All Standard room amenities, plus:
      - Upgrade seating-premium conference seating for 6.
      - Floral centerpiece.

4. Subletting of space
The Meeting Room Renter shall not assign, sublet, or apportion the whole or any part of the meeting space assigned or have representatives, equipment, or materials from firms other than its own in the Meeting Space Without written consent of Exhibit Management. Only one company shall be considered as the renter of the meeting space, any other company or entity in the Meeting Space shall be considered a subsidiary or affiliate.

5. Installation and dismantling
The Meeting Room Renter agrees that in the event it fails to install its products in assigned Meeting Space or fails to remit payment for required space rental or payment for advertising at time specified, Exhibit Management shall have the right to take possession of said space and lease same in any part thereof to such parties and upon such terms and conditions as it may deem proper. In addition, the Meeting Room Renter shall not dismantle or otherwise interfere with the orderly conduct and display of the Exhibits until the Exhibit Floor is finally closed to the conference attendees.

6. Fire and safety regulations
The Meeting Room Renter shall not pack merchandise in paper, straw, excelsior, or any other readily inflammable material. All materials stored in the Exhibit Building shall be emptied of contents. The Meeting Room Renter shall not use any inflammable decoration 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, the Meeting Room Renter shall have on hand in its Meeting Space a notified extinguisher establishing that its display materials have 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.

7. Union labor
If requested by local ordinances, the Meeting Room Renter must comply with all union regulations applicable to installation, dismantling, and display of the Meeting Room.

8. Code of conduct
The Meeting Room Renter and its representatives agree to abide by the ISTE code of conduct. In addition to the above, Meeting Room Renter and its representatives shall not congregate or solicit trade in the aisles or Meeting Space. The prior written consent of Exhibit Management 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 the Meeting Space. Exhibit Management, in its sole and absolute discretion, may withdraw its consent at any time, and in event Meeting Room Renter shall terminate such activity immediately. All promotional plans must be submitted to Exhibit Management for approval. Distribution of pamphlets, brochures or any advertising matter must be confined to the Meeting Space. The Meeting Room Renter are prohibited from bringing alcoholic beverages into the Pennsylvania Convention Center. The Meeting Room Renter shall refrain from any action that will distract attendees from attendance at the exposition during open hours. The Meeting Room Renter shall not lead attendees from one Meeting Space to another or to elevators or escalators.

9. Film, sound devices and lighting
If images, loudspeakers, or sound devices are used, the Meeting Room Renter agrees to comply with union requirements for the operation of the equipment. Equipment which will be permitted if turned down to conversation level and is not objectionable to neighboring meeting rooms. Operating equipment that emits excessive noise must be run intermittently for specific demonstrations only. Exhibit Management reserves the right to restrict the use of lighting effects or objectionable lighting effects.

10. Contractor services and information
Where an Exhibitor or Contractor has been designated to perform services for a Meeting Room Renter such as the rental of furniture, setup of exhibits, electrical work, plumbing, labor, or any other service no Meeting Room Renter or representative shall use services other than the said Authorized Official Contractor unless permission has been secured in writing from Exhibit Management. Exhibit Management assumes no responsibility or liability for or in connection with any of the services performed or materials delivered by the contractors.

11. Storage
The Meeting Room Renter will not be permitted to store packing crates and boxes in the meeting space or Pennsylvania Convention Center during the Exhibition. All crates, boxes, and similar items that are not expressly loaded, will be stored and returned to the meeting room by Service Contractors. It is the Meeting Room Renter’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 Exhibition during Exhibit Hours.

12. Photographs
No photographs shall be taken without the prior consent of Exhibit Management and/or the Exhibitors involved.

13. Liability and insurance
All property of the Meeting Room Renter remains under its care, custody, and control in transit to and from Pennsylvania Convention Center, during installation and removal, and while it is within the confines of Pennsylvania Convention Center. Neither Exhibit Management, ISTE, the owners or management of the Exhibit Hall, or agents, or employees, or any agents or employees, arising out of Exhibit Management’s, the owner’s or managers of Pennsylvania Convention Center, or ISTE’s duties and responsibilities under this agreement. The Meeting Room Renter understands that neither Exhibit Management, Pennsylvania Convention Center, nor ISTE carries business interruption and/or property damage insurance coverage for loss or damage of the Meeting Room Renter’s property. The Meeting Room Renter agrees to obtain the following insurance during the dates of the exposition, including move-in and move-out days, and shall be prepared to furnish a certificate of insurance to Exhibit Management if requested:
- General liability insurance coverage including defense and contractual liability for bodily injury and property damage.
- Employer’s liability insurance.
- Worker’s Compensation/Occupational Disease coverage in full compliance with federal and state laws.
- Comprehensive General Liability Automobile insurance.

14. Hold harmless and indemnification
This agreement shall not constitute nor be deemed a partnership, joint venture, or agency relationship between ISTE, Exhibit Management, and Pennsylvania Convention Center. The Meeting Room Renter hereby agrees to indemnify, hold harmless, and defend Exhibit Management and Pennsylvania Convention Center, and their respective officers, directors, and employees (Indemnities) from and against any and all liability, responsibility, loss, damage, cost, or expense of any kind whatsoever as they arise (including but not limited to court costs, interest, and attorney’s fees) which the Indemnities may incur, suffer, be, or be required to pay, incident to or arising directly or indirectly from any intentional or negligent act or omission or breach of these terms, conditions, and rules, or violation of any ordinance or statute by the Meeting Room Renter or any of its employees or agents. The Meeting Room Renter assumes all responsibility and liability for the actions of its agents, employees, and independent contractors, whether acting within or without the scope of their authority, and agrees to indemnify, hold harmless, and defend the Meeting Room Renter and its respective officers, directors, and employees (Indemnities) from and against any and all liability, responsibility, loss, damage, cost, or expense of any kind whatsoever as they arise (including but not limited to court costs, interest, and attorney’s fees) which the Indemnities may incur, suffer, be, or be required to pay, incident to or arising directly or indirectly from any intentional or negligent act or omission or breach of these terms, conditions, and rules, or violation of any ordinance or statute by ISTE and/or Exhibit Management or any of their employees, or agents. ISTE and Exhibit Management assumes all responsibility and liability for the actions of the Meeting Room Renter, its employees, and independent contractors, whether acting within or without the scope of their authority, and agrees to indemnify, hold harmless, and defend the Meeting Room Renter and its respective officers, directors, and employees (Indemnities) from and against any and all liability, responsibility, loss, damage, cost, or expense of any kind whatsoever as they arise (including but not limited to court costs, interest, and attorney’s fees) which the Indemnities may incur, suffer, be, or be required to pay, incident to or arising directly or indirectly from any intentional or negligent act or omission or breach of these terms, conditions, and rules, or violation of any ordinance or statute by the Meeting Room Renter or any of its employees or agents. The Meeting Room Renter assumes all responsibility and liability for the actions of its agents, employees, and independent contractors, whether acting within or without the scope of their authority.

15. Cancellation, postponement, or relocation of exposition
In the event that, in ISTE’s sole discretion, it is not feasible, prudent, or safe, or in the best interest of the exposition, the Management reserves the right to change location assignments when such action is deemed to be in the best interest of the exposition. Instances involving relocation of a meeting room due to unforeseen circumstances, force majeure, or acts of God or war, shall render the fulfillment of this agreement impossible by Exhibit Management or ISTE, the parties shall mutually amend or terminate the agreement and ISTE’s sole responsibility to the Meeting Room Renter shall be a full refund of all rental fees paid by the Meeting Room Renter. No monies will be returned should the dates or location of the exposition be changed by Exhibit Management, but the Meeting Room Renter will be assigned the space that the Meeting Room Renter agrees to use under these same rules and regulations. Exhibit Management shall not be financially liable in the event the exposition is interrupted, canceled, moved, or dates changed except as provided herein.

16. Meeting room cancellation
Cancellation of any portion of this Application/Contract by the Meeting Room Renter will be accepted only at the discretion of Exhibit Management and then only based upon the following refunds: Prior to or on March 13, 2019: 80% refund of deposit on cancelled space. After March 13, 2019, but before or on April 30, 2019: 20% refund of deposit on cancelled space. After April 30, 2019: no refund. Except as the Meeting Room Renter’s rental obligation may be reduced as set forth in the preceding sentence, the Meeting Room Renter is responsible for total room rental irrespective of the reason for the cancellation by the Meeting Room Renter including the failure of materials to arrive for any reason.

17. Agreement of terms, conditions and rules
The Meeting Room Renter agrees to comply with the following Terms, Conditions and Rules and by such additional Terms, Conditions, and Rules made by Exhibit Management from time to time for the efficient and safe operation of the Exhibit, including, but not limited to, those contained in this Contract. In addition to Exhibit Management’s right to close a meeting room space and withdraw its acceptance of this Application/Contract, Exhibit Management reserves in its sole judgment to refuse to consider for participation in future Exhibits an Exhibitor or Meeting Room Renter who violates or fails to abide by all such Terms, Conditions, and Rules. There is no other agreement or warranty made by Exhibit Room Renter and Exhibit Management except as set forth in this document. The rights of Exhibit Management and the Meeting Room Renter under this Contract shall not be deemed waived except as specifically stated in writing and signed by an authorized representative of the respective parties.