Dear Pulp and Paper Industry Professional,

TAPPI would like to invite you to exhibit at the Pulping, Engineering, Environmental, Recycling and Sustainability Conference (PEERS 2018) during October 28-31, 2018 in Portland, OR. Celebrating our 9th year, PEERS is considered the industry’s foremost technical event for pulp and paper companies looking to increase efficiencies and reliability as well as adopt new technologies that will help them stay competitive in today’s marketplace.

The 2018 conference will bring together industry professionals and experts eager to speak with companies offering the latest advances in mill and operational efficiencies, sustainability, pulping, environmental issues and new technologies. These key players and decision-makers represent companies throughout the United States as well as over 30 different countries.

As a PEERS Exhibitor, you will be able to:

- **GAIN** access to key decision makers and experts in the industry at one location
- **ATTRACT** attendees from managers to top-level executives
- **NETWORK** with attendees during social events and networking mixers
- **ACCESS** the exclusive attendee sponsorship opportunities to promote your company
- **DEVELOP** business-to-business contacts and valuable partner connections
- **OBTAIN** an increased level of influence in the industry as well as strengthen your brand
- **SHOWCASE** your innovation, strengths, and solutions

As an exhibitor, you will benefit from **TWO** conferences instead of just one! PEERS will be co-located with TAPPI’s International Bioenergy and Bioproducts Conference.

**IBBC** focuses on new biomass development, as well as the thermochemical and biochemical-based technologies that can be profitably integrated into pulp mills.

Enclosed please find our **2018 PEERS Exhibitor/Sponsor Prospectus**. It will provide you with more information about the conference and its attendees as well as details about the various exhibiting options available. Additionally, we’ve included comprehensive information about the many sponsorship opportunities available.

If you have any questions about the conference, please visit **tappipeers.org** or contact me directly at +1.352.333.3345 or tappipeers@naylor.com. I can also help you reserve your booth and/or select your level of sponsorship.

We look forward to helping make PEERS a successful event for you and your company.

Sincerely,

Shane Holt
Exhibit Sales Manager
YOUR INVITATION TO EXHIBIT/SPONSOR

TWO CONFERENCES
ONE LOCATION

Many More Opportunities to Reach Your Market!

OCTOBER 28-31, 2018
PORTLAND, OREGON

PULPING • ENGINEERING • ENVIRONMENTAL • RECYCLING • SUSTAINABILITY •

IBBC 2018
International Bioenergy & Bioproducts Conference
October 28-31, 2018 • Portland, OR
DON'T MISS THIS OPPORTUNITY TO MEET FACE-TO-FACE WITH KEY DECISION MAKERS

This year you will have the chance to reach key influencers and industry professionals from two high-powered events! TAPPI’s 2018 PEERS Conference and the International Bioenergy and Bioproducts Conference (IBBC).

Take advantage of this unique opportunity to gain greater exposure and build new business relationships with attendees from both events.

FROM VISIBILITY TO CREDIBILITY: BEING THERE HAS IT PERKS!

Whether big or small, establishing a presence at PEERS gives you a powerful platform for meeting and socializing with new customers, reaching out to your existing customers and and helping to reinforce your reliable brand.

ATTENDEES COME LOOKING FOR NEW IDEAS AND SOLUTIONS. BE THERE TO HELP THEM.

Your key audiences will be there and you will have unprecedented access to them. These potential customers are motivated and want to see new products and learn about new technologies. This is your chance to have face-to-face time with these key decision-makers!

EXHIBITING AND/OR SPONSORING STRENGTHENS YOUR BRAND, A BIG PART OF BUSINESS SUCCESS.

A strong and identifiable brand is necessary for any business to succeed, especially in industries that depend on trust and reputation. Being part of PEERS is a great way to tell the industry that your company is serious, reliable and large enough to have its own presence at the conference.

What Previous Exhibitors Had to Say:* 

• “Tradeshow area was nicely set up. Wide open, good visibility, close to food and beverages, nice traffic flow. The venue was excellent.”

• “Number of attendees for PEERS portion was good.”

• “Venue favored people being in the exhibit area.”

• “Good visibility at the conference.”

*From 2016 Exhibit Survey
ATTENDEES REPRESENT THE INDUSTRY’S TOP PULP AND PAPER MILL PROFESSIONALS

As an exhibitor, you have the opportunity to connect with a highly influential audience. PEERS and IBBC attendees are qualified decision-makers that are experts in their fields who are looking for cutting edge solutions to help them add to their bottom line. Your presence will not only give you a chance to have one-on-one meetings with these key people but also will reinforce your brand and commitment to the industry in their minds!

Last year’s attendees included:
- Application Managers
- Business Development Managers
- Chief Executive Officers
- Chief Financial Officers
- Chief Technology Officers
- Consultants
- Directors
- Engineers
- Environmental Scientists
- Plant Managers
- Presidents
- Professors
- Project Managers
- Pulp Mill Managers
- R&D Managers
- Superintendents
- Technical Managers
- Vice Presidents

More than 35% of attendees were senior-level professionals such as CEO’s, CFO’s, CTO’s, Presidents, Vice Presidents, Directors and Senior Managers! All decision-makers for your products and services!

GAIN GLOBAL RECOGNITION

PEERS and IBBC are both well-known and highly respected conferences around the globe. Attendees come from almost every state in the U.S. as well as many other nations such as Australia, Austria, Belgium, Brazil, Canada, Chile, Columbia, Egypt, Finland, France, Germany, Indonesia, Iran, Israel, Japan, Mexico, New Zealand, Norway, Philippines, Portugal, Singapore, South Korea, Sweden, Switzerland, Taiwan, Thailand and the United Kingdom.

Portland, Oregon is a day’s drive from more than 20 Pulp and Paper Mills that employ thousands of pulp and paper employees. Be there to welcome them!
As an exhibitor, you receive many benefits:

- Exclusive networking opportunities in the exhibit area including lunches and receptions.
- Participation in the popular Passport Program designed to drive more traffic to your booth.
- Ability to meet face-to-face with key decision-makers in one location, thus avoiding multiple, expensive on-site visits.
- High visibility for your products and services.

NEW TECHNOLOGY SHOWCASE
Demonstrate your new products and services to attendees with an eight-minute presentation during the technical program. Space is limited and offered on a first-come, first-served basis. Available to contracted Exhibitors and Sponsors until September 28, 2018. After that date, non-exhibiting and non-sponsoring companies may apply if space is still available.

EACH EXHIBIT BOOTH AND TABLE TOP INCLUDES:

- Company listing with 50-word description in the on-site Conference Guide
- Full attendee list, post-show, with contact information (does not include e-mail addresses)
- Full attendee list, pre-show, excludes contact information
- Recognition as an exhibitor on the PEERS/IBBC websites
- 6’ x 30” draped-table and two chairs
- Two complimentary exhibit-only badges

Exhibit booth pricing:

**8’ x 10’ Booth**
Includes one complimentary full conference registration
Not shown: Booth rental includes one 6’ x 30” draped table and two chairs.
Cost per booth: $2,350* for TAPPI Members; $2,550 for non-members

**6’ x 30” Tabletop**
Includes one full conference registration at the deeply discounted rate of $400
Cost per tabletop: $1,750* for TAPPI Members; $1,950 for non-members

*Additional 5% discount available to TAPPI Sustaining Member companies in good standing.

Attendees like PEERS:

- 93% found it a valuable use of their time
- “Good contacts, good to keep an eye on new developments”
- “Networking. Technical papers and access to vendors”
- “I liked the presentations and the vendor information/show.”

*Data and quotes from 2016 PEERS Attendee survey
PRELIMINARY 2018

PEERS & IBBC EXHIBIT SCHEDULE

(schedule subject to change)

Sunday, October 28

PEERS/IBBC Exhibitor Move-In 9:00 am – 4:00 pm
Reception in the Exhibit Hall 5:00 pm – 7:00 pm

Monday, October 29

Coffee Break 10:00 am – 10:30 am
Lunch in the Exhibit Hall 12:00 pm – 1:30 pm
Coffee Break 3:00 pm – 3:30 pm
Reception in the Exhibit Hall 5:00 pm – 7:00 pm

Tuesday, October 30

Coffee Break 10:00 am – 10:30 am
Lunch in the Exhibit Hall 12:00 pm – 1:30 pm
Coffee Break 3:00 pm – 3:30 pm
Reception in the Exhibit Hall 5:00 pm – 6:30 pm
PEERS/IBBC Exhibitor Move-Out 6:30 pm – 9:00 pm

Wednesday, October 31

PEERS/IBBC Exhibitor Move-Out 8:00 am – 12:00 pm

For more information about exhibiting and sponsorships, contact:

Shane Holt
(352) 333-3345
TAPPI@Naylor.com

Lisa Stephens
(770) 209-7313
Lstephens@tappi.org

Exhibitors can break down after the Tuesday evening reception.
All materials must be removed by 12:00 pm on Wednesday.

Don’t miss PEERS and IBBC! Reach industry leaders and decision-makers who are looking for ideas and solutions and the latest in products and services available in the marketplace.
**Make a BIG impression.**

You can increase your exposure by combining sponsorship opportunities with an exhibit at PEERS 2018.

Please review the list of sponsorships and promotional opportunities to learn how you can build brand awareness and drive more traffic to your booth.

*Organizations that have previously sponsored or co-sponsored an event/product at PEERS will have the first right to participate in the sponsorship program for PEERS 2018.

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**Sponsorship Recognition Packages include:**

- Acknowledgment in all conference marketing materials
- Recognition in the pre-show publicity
- Designation on the PEERS website
- Logo and a 50-word description in the Conference Guide
- Recognition on sponsor signage
- Sponsor ribbons for staff
- Sponsor recognition in all session rooms during breaks
- Recognition in Paper360º
- Two complimentary “Exhibit Only” registrations
- Post-show conference registration list with contact info (does not include email addresses)
- Pre-show conference registration list (excludes contact info)

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**High Visibility Packages**

**Platinum Sponsorship**..............................$6,600
- 8’ x 10’ booth (includes ballroom carpet, chairs, table)
- Two complimentary full conference registrations
- Three full conference registrations at $400
- Full page, color ad in Conference Guide
- 10% discount on Web advertising
- Company logo on conference bag
- PLUS all items in the **Sponsorship Recognition Package**

**Gold Sponsorship**............................... $5,500
- 8’ x 10’ booth (includes ballroom carpet, chairs, table)
- One complimentary full conference registration
- Two full conference registrations at $400
- Full page, color ad in Conference Guide
- 10% discount on Web advertising
- Company logo on conference bag
- PLUS all items in the **Sponsorship Recognition Package**

**Silver Sponsorship**.............................. $4,400
- 8’ x 10’ booth (includes ballroom carpet, chairs, table)
- One complimentary full conference registration
- One full conference registrations at $400
- 1/2 page, black-and-white ad in Conference Guide
- PLUS all items in the **Sponsorship Recognition Package**

**Bronze Sponsorship**............................ $2,750
- 6’ x 30” tabletop (includes ballroom carpet, chairs, table)
- One full conference registration at $400
- 1/2 page, black-and-white ad in Conference Guide
- PLUS all items in the **Sponsorship Recognition Package**

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See other side for additional opportunities.
Exclusive Sponsorship Opportunities

**Conference Pens (Sponsor Provided)** $1,725
Your company’s logo will appear on pens given to each attendee.

**Badge Lanyards (Sponsor Provided)** $5,175
Sponsors can literally wrap their brand around the attendees at the show with the show lanyard sponsorship.

**Conference Koozie (Sponsor Provided)** $1,500
Branded exclusively with your company logo and given to all attendees.

**Hot Topics Breakfast Sponsor (Tuesday or Wednesday)** $1,500
Includes exclusive signage at the food area and at each Hot Topic table. Company logo to be displayed on breakfast napkins. Sponsor provided.

Promotion Opportunity

**Conference Guide**
Leave them with more than a business card. Carried by all participants at both conferences, the Conference Guide is where all eyes turn to during the event—and after the event. Your black and white ad can run alongside the conference schedule, exhibit listings, session paper details and general information.

- 1/2 page ad ............................................................... $300
- Full page ad ............................................................. $550

**Ad Specifications for Conference Guide**
Deadlines: Conference Guide: Ad material due August 15, 2018

**Ad Dimensions:**
- Conference Guide:
  - Full page: 3.75” w x 8” h
  - Full page with bleed: 4.5” w x 8.5” h
  - Trim size: 4.25” w x 8.5” h
  - 1/2 page: 3.75” w x 4” h

Additional Sponsorship Opportunities

**Lunch Sponsor** $2,500
Sponsor a lunch in the Exhibit Hall on Monday or Tuesday. Includes shared signage, recognition during the lunch, and company logos will be displayed on the lunch napkins (Sponsor provided).

**Coffee Breaks Sponsor** $2,000
Includes shared signage during all breaks and company logos will be displayed on disposable coffee cups (Sponsor provided).

**PEERS Conference Networking Dinner Table Sponsor** $300
Company will receive a reserved table for 10 guests. Place card with your company logo provided. The conference dinner will be held on the first full day of the conference. All non-sponsored seating will be general admission.

**IBBC Conference Dinner Sponsor** $1,500
Take the opportunity to network and establish contacts in a relaxed setting. Only one Conference Dinner Sponsorship available.
- **Signage:** Your company’s name and logo will be featured where appropriate at the dinner venue.
- **Conference Brochures:** Your company’s name and logo appear (within production schedules) alongside other individual conference option sponsors in the conference marketing materials and on a display board in the conference registration area.
- **Company Literature and Giveaway:** You will have the opportunity to distribute items of your company’s literature and gifts/giveaways at dinner.

**Conference Bag Insert (Sponsor Provided)** $550/each
Promote your company by including an insert in the official conference bag. TAPPI will stuff your one-page insert in each conference bag that will be distributed to attendees.

**35th Annual PaperChase Fun Run** $500
Tuesday, October 30, 2018
Company logo will be screened onto the race t-shirt and in the conference onsite program book. PaperChase benefits the TAPPI Engineering Scholarship Fund.

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Ready to start building your opportunity?
Let our experienced sales team help you design a conference strategy that meets your marketing goals and budgets. We can provide helpful tips and other information to help your company maximize its sponsorship investment.

Contact Shane Holt today: 352-333-3345, TAPPIPEERS@naylor.com

PEERS Show Management
1430 Spring Hill Road, 6th Floor
McLean, VA 22102
Contact us at +1 352-333-3345
E-mail: TAPPIPEERS@naylor.com

tappipeers.org
Exhibit & Sponsorship Application & Contract

Important Instructions
1. Please complete the entire Exhibit & Sponsorship Application & Contract
2. Make a copy of both sides of this Exhibit & Sponsorship Application & Contract for your records
3. Mail application with payment to:
   PEERS Show Management
   1430 Spring Hill Road, 6th Floor • McLean, VA 22102
   Federal Tax ID# 13-1370140

Table & Booth Costs
6’ x 10’ Tabletop: Member: $1,750
6’ x 10’ Tabletop: Non-Member: $1,950
8’ x 10’ Booth: Member: $2,350
8’ x 10’ Booth: Non-Member: $2,550
8’ x 20’ Booth: Member: $3,550
8’ x 20’ Booth: Non-Member: $3,750

Promotion Opportunities – check all that apply
☐ PEERS/IBBC Conference Guide Ads
  Full page, black-and-white $550
  1/2 page, black-and-white $300

Sponsorship Costs – check all that apply
☐ TAPPI Platinum Sponsorship $6,600
☐ Gold Sponsorship $5,500
☐ Silver Sponsorship $4,400
☐ Conference Booth $2,750
☐ Conference Pens $1,725
☐ Conference Koozie $1,500
☐ Conference Bag Insert $550
☐ Badge Lanyards $5,175
☐ IBBC Conference Dinner $1500
☐ IBBC Conference Dinner $1500
☐ Hot Topics Breakfast Sponsor – select ☑ TO W $1,500
☐ Lunch Sponsor – select ☑ Mon ☑ Tues $2,500
☐ PEERS Networking Dinner Table $300
☐ Coffee Breaks Sponsor $2,000
☐ PaperChase $500
☐ IBBC Conference Dinner $1500

A. Calculate Amount Due
Exhibit Space ......................................................... Sub-total $ ______________
Promotion Opportunities ....................................... Sub-total $ ______________
Sponsorship(s) ......................................................... Sub-total $ ______________
TAPPI Sustaining Member Discount* .......................... Sub-total $ ______________
Total Exhibit and Sponsorship Due .................. TOTAL $ ______________

*5% discount for TAPPI Sustaining Members

B. Deposit Required
A 50% deposit of the total cost must accompany a completed application if received before July 2, 2018. Full payment required after July 2, 2018.
Total Payment enclosed: $ ______________

FOR SHOW MANAGEMENT USE ONLY
Date Received ____________________ By ____________________ Check# ____________________
Deposit ____________________ MIS# ____________________ Order# ____________________
Booth Assigned ____________________ Total Sq. Ft. ____________________

I. Company and Contact Info (will be included in the Conference Guide)
Company Name: ________________________________________________________________
TAPPI Member Number: __________________________________________________________________
Street: __________________________________________________________________________________
City: ___________________________________________________________________________________
State/Province: __________________ Zip Code: ___________ Country: ____________________________________________________________________________
Web site Address: _________________________________________________________________
Company E-mail: _________________________________________________________________
Telephone: ________________________________________________________________
Fax: ______________________________________________________________
Contact Name: _______________________________________________________________________
Title: ______________________________________________________________________________
Contact E-mail: ________________________________________________________________

II. Space Requirements
Tabletop/Booth preferences: 1st: ______ 2nd: ______ 3rd: ______ 4th: ______

III. Exhibit and/or Sponsors Costs
Please read the Exhibit and Sponsorship Rules and Regulations (on back of this application) regarding payment for space and/or sponsorship, cancellation policies and regulations.

IV. Agreement
We agree to abide by all the PEERS 2018 Exhibit Rules & Regulations printed on the back of this application. Signature required.
Print Name: ________________________________________________ Date: ______________________
Title: _______________________________________________________
___________________________________________________________
Authorized Signature: _______________________________________

C. Payment Information
Please make checks payable to TAPPI. Payments must be made in U.S. funds and drawn on a U.S. bank. Wire transfers are acceptable in U.S. funds (bank fees apply).
Call +1 352-333-3345 for information on making wire transfers.
Payment by Check: ☑ Check enclosed
Payment by Credit Card: ☑ VISA ☑ MasterCard ☑ AmEx
Account Number: ________________________________________________ Exp. Date: ____________ CSV# __________________
Authorized Cardholder: ____________________________________________
E-mail: _______________________________________________________
Signature of Cardholder: _________________________________________
Billing Address (if different from above):________________________________________________________________

Mail original application with payment to:
PEERS Show Management
1430 Spring Hill Road, 6th Floor
McLean, VA 22102

Questions? Contact us at +1-352-333-3345  E-mail: TAPPIPEERS@naylor.com
1. SPACE RENTAL CHARGE. The tabletop space rental charge for PEERS is $1,750 (USD) per 6’ x 20’ tabletop for TAPPI Members and $1,950 (USD) for non-TAPPI Members. Booth spaces for PEERS are $2,150 (USD) for TAPPI Members and $2,350 (USD) for non-members. Booth spaces for PEERS (10’ x 20’) or $3,500 (USD) for TAPPI Members and $3,750 (USD) for non-members.

2. PAYMENT. Applications submitted prior to July 2, 2018 must be accompanied by full payment of the space rental charge. The balance due on or after July 2, 2018 must be paid in full upon receipt. No refunds will be issued after July 2, 2018. In addition, Exhibitors have the right to use any complimentary registrations, passes, discounts and/or tickets granted by this contract as part of their show participation. The Show Management reserves the right to terminate this contract immediately and without compensation to the exhibitor in the event of the exhibitor’s failure to pay the space rental charge. Exhibitors are responsible for the payment of the space rental charge. Payment of the space rental charge does not include or cover any move in or move out charge.

3. CANCELLATION. If TAPPI cancels more than 90% of the total booth space rental charge, the exhibitor shall be refunded the full amount of the total booth space rental charge, with the balance due on or after July 2, 2018. No refunds will be issued after July 2, 2018. In addition, Exhibitors have the right to use any complimentary registrations, passes, discounts and/or tickets granted by this contract as part of their show participation.

4. ELIGIBLE EXHIBITS. The Exhibitor must provide a qualified representative to exhibit space at the Show. Exhibitors may not assign, sublet or share their exhibit space with another business or firm, even if Exhibitor cancels the booth space. An exhibitor’s approval has been obtained in writing from Show Management. Exhibitors must show goods manufactured or dealt in by Exhibitor in the regular course of Exhibitor’s business. An exhibitor shall own or have the exclusive right to use the goods or materials displayed, and shall not exhibit any goods in any booth space which are not within the same business category as the exhibitor’s principal business. Exhibitors and the Show Management reserves the right to determine the eligibility of any company or product to participate in the Show. Show Management can refuse rental of exhibit space to any company whose display of goods or services is not in the opinion of Show Management, compatible with the educational character and objectives of the Show.

5. DEADLINES FOR EXHIBIT SPACE. Assignment of exhibit space at this time will be based on the date the application and deposit are received, with priority given to past TAPPI Exhibitors and TAPPI Sustaining Members.

6. ALLOCATION OF SPACE AND ASSIGNMENT. Whenever possible, Show Management intends to make space assignments in keeping with the Exhibitor’s desired location. The Show Management reserves the right to alter the location of exhibit spaces, at its sole discretion, in the best interest of the Show.

7. SUBLETTING OF EXHIBIT SPACE. Exhibitors may not assign, sublet or share their exhibit space with another business or firm, even if Exhibitor cancels the booth space. An exhibitor’s approval has been obtained in writing from Show Management. Exhibitors must show goods manufactured or dealt in by Exhibitor in the regular course of Exhibitor’s business. An exhibitor shall own or have the exclusive right to use the goods or materials displayed, and shall not exhibit any goods in any booth space which are not within the same business category as the exhibitor’s principal business. Exhibit Management will not be responsible for assigning or reassigning space for the Exhibitor’s use, as the exhibit space and Exhibitor shall forgo all space rental fees paid. (a) Exhibitor fails to pay all space rental charges by July 2, 2018. (b) Exhibitor fails to perform any material terms or conditions of the contract or refuses to abide by these Rules and Regulations set forth by Show Management.

8. LIABILITY. Neither TAPPI, Show Management, its members, nor the representatives and employees thereof, Naylor, or any other TAPPI authorized representative, its officials or contractors nor the facility, its representatives and employees will be responsible for injury, loss or damage that may occur to the Exhibitor or to the Exhibitor’s employees or property from any cause whatsoever, prior, during or subsequent to the period covered by this contract. It is understood that Exhibitor assumes risk of any injury, loss or damage, and Exhibitor, by signing this contract, hereby assumes such risk and expressly releases Show Management and its agents from any and all claims for any such loss, damage or injury. Protection against unauthorized removal of property from the booth occupied by the Exhibitor shall be the Exhibitor’s responsibility.

9. EXHIBITOR INSURANCE. Exhibitor shall, at Exhibitor’s sole cost and expense, procure and maintain through the term of this contract, comprehensive general liability insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the premises leased. Such insurance shall include contractual liability and product liability coverage, with combined single limits of liability of not less than $1,000,000. Such insurance shall name TAPPI as an additional insured. Workers Compensation and Occupational Disease Insurance shall be in full compliance with all federal and state laws, covering all of Exhibitor’s employees engaged in the performance of any work for Exhibitor. All property of the Exhibitor is understood to remain under its custody and control in transit and from the confines of the hall.

10. DISABILITY PROVISIONS. Exhibitor shall have sole responsibility for the accessibility of the exhibit to individuals with disabilities. Additional information and the applicable regulations may be found at the Exhibit Service Manual for the Show.

11. DAMAGE TO PROPERTY. Exhibitor is liable for any damage caused to Show facilities (including floors, walls, or columns), or to standard booth equipment, or to another Exhibitor’s property. Exhibitor may not paint, lacquer, adhesives, stickers or other coating to building coverings. Moreover, adhesives of any type may not be used in any area of the booth that would be visible to attendees.

12. LABOR. Exhibitor is required to observe all contracts in effect between service contractors and the facility.

13. INSTALLATION. Target move in and move out dates are published in the Exhibit Service Manual for the Show. Exhibit installations and unloadings are permitted only during the hours designated for move in and move out. Exhibitor or its agents shall not perform any work during this time.

14. DELIVERY AND REMOVAL DURING SHOW. Under no circumstances will the delivery or removal of any portion of an exhibit be permitted during open hours of the show. All deliveries and removals shall be directed by Show Management. All arrangements for delivery, during non show hours, of supplies, such as furniture, materials, carts and products to be packaged, must be made with Show Management. No deliveries may be made during show hours.

15. REMOVAL OF HAND CARRIED MATERIALS. Removal passes will be required to remove any materials from the floor. These passes are available from TAPPI Show Management. Portables, bretzaches and packages will be subject to inspection by the security guards.

16. INSTALLATION AND DISMANTLING PERSONNEL. Exhibitor may provide their own exhibit employees. Show Management reserves the right to determine the final determination of all space assignments for the Show. Each Exhibitor must provide their own personnel for the installation and dismantling of their exhibit space. No individual employee of any contractor or agent of the Exhibitor shall be allowed to remain on exhibit space during show hours.

17. CONFLICTING EVENTS DURING SHOW HOURS. Exhibitor and Sponsors agrees not to extend invitations, call meetings, hospitality events or otherwise encourage the attendance of industry professionals from the Show and meeting rooms during the hours of all Show activities. All requests for meeting rooms, hotel suites and special function rooms must be made to Show Management. If Exhibitor and/or its contractors are to use any meeting rooms, hotel suites or special function rooms for private functions, Exhibitor must advise them to check with the Exhibitor Service Center upon their arrival. Copies of all job orders must be presented at that time for Show Management to quality that contractor’s participation. Upon verification, official service badges allowing access to the Show area during service hours only will be issued.

22. DISPLAY HEIGHTS. Display material (including show cases, display cabinets, electrical fixtures, sets, conduits, etc.) and equipment must adhere to the Exhibit Construction Guidelines outlined on the floor plan and in the Exhibit Service Manual.

23. POSITIONING EQUIPMENT IN RELATION TO AISLE. To ensure the safety of all Show participants, any machinery and equipment shall be positioned so that no portion is closer than 12 inches from the aisle.

24. RELOCATION OF EXHIBITS. Show Management reserves the right to alter the location of exhibit spaces, at its sole discretion, in the best interest of the Show.

25. FIRE REGULATIONS. Fire regulations require that all display materials be fire resistant or treated with a flame retardant solution to meet requirements of the standard flame test as provided in the facility for fire prevention. Electrical signs and equipment must be wired to meet the specifications of Underwriters Laboratories. No storage of any kind is allowed behind the back drops or in the exhibit space. All carts, crates, containers, and packaging materials will be stored by the Exhibitor in the exhibit space, under no circumstances shall the facility have no crate storage space apart from that assigned by Show Management. Up to one day’s supply of operational materials may be stored within the exhibit space. All aisles, corridors, exit areas and exit stairways must be maintained at their required width at all times that the Show is open. No obstruction such as chairs, tables, displays or other materials will be allowed to impede traffic to or from the exhibit aisles. Exhibitor is charged with knowledge of all fire laws, ordinances and regulations pertaining to health, fire prevention and public safety while participating in this Show. Compliance with such laws is mandatory for all Exhibitors and the sole responsibility is Exhibitor’s.

26. PHOTOGRAPHY AND SKETCHING. Cameras may be carried in the exhibit area, but under no circumstances may photographs be taken without expressed authority of Exhibitor concerned in each case. Sketching or drawing machinery or products on display is prohibited.

27. FOOD SERVICE. All approved arrangements for all food, beverage and alcoholic service must be made within the credentials of a tabletop set-up versus a booth set-up. Booth rates will be applied onsite if displays exceed the tabletop.

30. AMENDMENT OF RULES. Sponsors will not be reimbursed if the Show is cancelled, postponed, curtailed or abandoned due to force majeure, including but not limited to an act of God, war, incense, soot or fire, or radioactive contamination.

29. Conference Guide. To be listed in the printed Conference Guide, Show Management must receive the completed and signed space application and full payment prior to September 3, 2018.

30. ANNOTATION OF RULES. Show Management reserves the right to make changes, or additions to these rules should the need arise. All changes and additions so made shall be binding on Exhibitor and Sponsor provided all Exhibitors and Sponsors will be advised of any changes. Any matters not specifically covered herein are subject to decision by Show Management.