



# PROXY STATEMENT FORM

Appointment Time: \_\_\_\_\_

I, or an authorized representative from my company, will not be able to participate in the Priority Placement Selection for SupplySide East 2020 during my company's scheduled selection time. Therefore, I wish to authorize a SupplySide East show management member to select my company's exhibit space on my behalf.

## Proxy Form Instructions:

1. Complete all fields of the Booth Application on page two of this document.
  - a. The amount and type of booth space you select on the application will be used to select your booth for 2020.
  - b. List 3 or more booth preferences on the application.
2. Return the fully-completed form (all pages) to [Susan.C.Ginn@informa.com](mailto:Susan.C.Ginn@informa.com) to complete the Proxy application.
3. During your appointed time, a booth will be selected on your behalf by SupplySide East show management (Informa Exhibitions) based on your listed booth size, type, and preferences, as well as booth availability at the time.
  - a. Any preferences listed are not guaranteed to be assigned.
4. After placement, a confirmation email will be sent to the Show Coordinator listed in the contract, which will include your assigned booth space.

My company understands that the Proxy Statement Form is NOT a space reservation form but is a legal and binding agreement. My company agrees to accept the booth number(s) and location selected on our behalf by SupplySide East show management staff and understands that we are liable for the exhibit space(s) selected. My company hereby releases Informa Exhibitions, its employees and affiliates from any liability.

Once the Proxy Statement and/or Exhibit Space Contract is signed all cancellation policies apply.

**Authorized Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

This form must be returned to: [Susan.C.Ginn@informa.com](mailto:Susan.C.Ginn@informa.com)



Exhibit Hall: April 21 & 22, 2020  
 Meadowlands Exposition Center, Secaucus, NJ

Exhibit Application /  
 Contract

Produced by SupplySide East 2020 (“Show Management” or “we”), a division of Informa Exhibitions, LLC. (“Informa”) By completing and returning this contract, the company identified on this contract form (“you” or “exhibitor”) is applying for exhibit space at the SupplySide East 2020 (the “Show”). Upon written confirmation of acceptance by Show Management and assignment of exhibit space, this contract shall become effective and form a binding agreement between you and Show Management governing the non-assignable license granted to you to use exhibit space for the Show. The agreement formed incorporates (i) the terms and conditions set forth on this contract form and the Additional Terms and Conditions (accessible at <https://events.vpico.com/contract/tac/53>) collectively, “Terms and Conditions”); (ii) the terms, conditions, rules, regulations, compliance, and guidelines set forth in the Exhibitor Services Kit (accessible at <https://bit.ly/2SbMxoy>); and (iii) compliance (accessible at <https://east.supplysideshow.com/en/exhibit/compliance.html>) (iiii) all additional standards, policies and directives (“Policies”) published or provided by Show Management relating to the Show (collectively, the “Agreement”). The foregoing shall control in the following order of priority to the extent there is any direct conflict between or among them: first, the Terms and Conditions, second, the Exhibitor Services Kit, and third, the Policies. Show Management reserves the right to reject any application for exhibit space for any reason.

Account Information		
Company Information	Sales Contact	Show Coordinator Information
Company Name:	Name:	Name:
Address:	Email:	Email:
	Phone:	Phone:

**Business Classes**  
 Check all that apply

<input type="checkbox"/> Consulting /Service	<input type="checkbox"/> Contract Analytical Lab
<input type="checkbox"/> Contract Manufacturer /Service Provider	<input type="checkbox"/> Equipment Supplier
<input type="checkbox"/> Industry Association / Non-Profit	<input type="checkbox"/> Ingredient Supplier
<input type="checkbox"/> Packaging Supplier	<input type="checkbox"/> Publisher /Trade Shows

**Fees Schedule**

Quantity (sq.ft.)	Product Information	Price	Totals
	<b>Linear Booth</b> - Every 100 square feet of booth space includes: Back drape, 3' draped side rails & 7" x 44" ID sign and 4 exhibitor badges. Four badges for every additional 100 square feet thereafter Please enter square footage with a minimum of 100 sq. ft.	\$55.50 (per sq.ft.)	
	<b>Island Booth</b> - Every Island includes: square feet and exhibitor badges (4 badges per 100 sq. ft.). Please enter square footage with a minimum of 200 sq. ft. An Island is any 200 sq. ft. booth and larger that is not connected to any other booth.	\$61.00 (per sq.ft.)	
	<b>Corner Premium</b>	\$300.00	
	<b>Package A</b> - Package includes: 100 sq. ft. of booth space, backwall with graphic, counter with custom graphic, round table, side chairs (2), stool, wastebasket, electricity, booth cleaning, carpet, material handling of rented booth structure, delivery to and from show site and 4 exhibitor badges.	\$8,700.00	

	<b>Package B</b> - Package includes: 100 sq. ft. of booth space, backwall with graphic and shelves, welcome counter with graphic, stool, wastebasket, accent lighting, electricity, booth cleaning, carpet, material handling of rented booth structure, delivery to and from show site and exhibitor badges (4).	\$9,700.00	
	<b>Package C</b> - Package includes: 200 sq. ft. of booth space, curved backwall with graphics and shelves, welcome counter with graphic, round table, chairs (4), wastebasket, accent lighting, electricity, booth cleaning, carpet, material handling of rented structure, delivery to and from show site, exhibitor badges (8).	\$17,300.00	
	<b>International Exhibitor Insurance (Required)</b> - All International exhibitors (defined as non-U.S. and non-Canadian exhibitors) are required to obtain insurance through Exhibitorinsurance.com, the Show's designated insurance provider and cost will be added to all international exhibitor contracts. This fee will be waived/refunded to international exhibitors if a valid Certificate of Insurance with the required coverages is provided to and approved by Show Management. U.S. and Canadian exhibits may purchase the required insurance through their own carriers or through Exhibitorinsurance.com.	\$185	
	50% deposit is due with contract. Balance is due December 3, 2019. After December 3, 2019, full payment is due.	<b>Total Booth Fees</b>	

**Booth Preferences (Please list 3 or more)**

Please indicate companies you DO NOT wish to be placed near

**Billing Information**

Billing Address

Payment Information

You will receive an invoice in 5 to 7 business days after the show

**PAYMENT TERMS:**

Fifty percent (50%) of the total fee for the exhibit space is due at the time contract is signed. The balance is due on December 3, 2019. Applications received on or after December 3, 2019 must be accompanied by 100% of the fee and must be paid by cashier's check or money order. (100% of the fee for ancillary marketing and promotional services is due with contract, unless otherwise indicated.)

**CANCELLATION AND REDUCTION OF SPACE POLICY:**

Once this contract form is signed by the Exhibitor and exhibit space is allocated to the Exhibitor by IE, the Exhibitor is contracted to the exhibit space. Cancellation requests must be in writing, and agreement by IE to any request for cancellation or reduction of space shall be subject to the following fees: Cancellations and booth downsizes received by December 3, 2019 are subject to a fee equal to 50% of the booth price. Cancellations and booth downsizes received on or after December 4, 2019 are subject to a fee equal to 100% of the booth space. Cancellations will result in forfeit of all exhibitor badges.

We, the undersigned, hereinafter referred to as Exhibitor, do hereby submit our application for the reservation of display space as an Exhibitor at SUPPLYSIDE EAST 2020, subject to all terms, conditions and regulations governing the Expo and its production as set forth in this contract.

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**Signatures:**

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Name

Email

Signature

Date