

APPLICATION FOR EXHIBIT SPACE

76th SIMB Annual Meeting and Exhibition

simbhq.org/annual

INSTRUCTIONS

By completing this application, you agree to the **terms and conditions**, including the cancellation policy and the hotel's insurance, damages and indemnification guidelines. **No refunds will be issued after July 7, 2026.**

1. Complete the application in full, both sides.
2. Sign and return the application with payment to SIMB, 3929 Blenheim Boulevard, Suite 92A, Fairfax, VA 22030 or to meetings@simbhq.org.

Payments must be made in US funds and include wire transfer fees, if applicable. **Space is not confirmed until payment is received.** Companies who have not remitted payment by July 20, 2026 will not be allowed to setup onsite.

3. Include a 50-word company/booth description to meetings@simbhq.org for inclusion in the program guide. Write-ups must be received by **July 7, 2026** to be included in the program.

COMPANY INFORMATION

Company Name: _____

Company Contact: _____

Contact Title: _____

Address: _____

City/State/Zip: _____

Country: _____

T: _____ F: _____

Email: _____

Website: _____

Industry focus: _____

- ☐ I will email a 50-word company/booth description.
☐ I will email a 50-word Exhibitor Showcase description.
☐ I am filling out the company/booth and Exhibitor Showcase descriptions below.

PRINTED OR FAXED DESCRIPTIONS WILL NOT BE ACCEPTED

Company/Booth Description:

50 WORD LIMIT

Exhibitor Showcase Description:

50 WORD LIMIT

BOOTH SPACE

SIMB CORPORATE MEMBERS:

- ☐ \$3,050 - Standard
☐ \$3,465 - Prime
☐ \$6,000 - Double

NON-MEMBERS:

- ☐ \$3,250 - Standard
☐ \$3,675 - Prime
☐ \$6,400 - Double

LOCATION PREFERENCES

BOOTH NUMBER CHOICE:

1st _____ 2nd _____ 3rd _____ 4th _____

COMPETITORS WE REQUEST NOT TO BE PLACED NEXT TO:

OPTIONAL FULL REGISTRATIONS

Includes meals, banquet, and admittance to sessions.

SIMB CORPORATE MEMBERS:

☐ \$930 each x _____

NON-MEMBERS:

☐ \$1,380 each x _____

EXHIBITOR SHOWCASE

Give a 10-minute presentation of new products, company profiles, and new technologies and service.

LIMIT 2 SHOWCASE SLOTS PER COMPANY

SIMB CORPORATE MEMBERS:

☐ \$600 each x _____

NON-MEMBERS:

☐ \$900 each x _____

DAY/TIME SLOTS AVAILABLE

Monday, 8/3 - 12:00pm, 12:10pm, 12:20pm, 12:30pm

Tuesday, 8/4 - 12:00pm, 12:10pm, 12:20pm, 12:30pm

PREFERRED DAY/TIME CHOICE:

1st _____ 2nd _____ 3rd _____ 4th _____

DRINK TICKET PACKAGES

For use and distribution at receptions

- ☐ \$95 - 5 Tickets
☐ \$185 - 10 Tickets
☐ \$450 - 20 Tickets

PUBLICATIONS DISPLAY

Have a journal or publication you'd like to have promoted and laid out on a table instead of a staffed booth? Contact SIMB to discuss details

☐ \$500 - Publication Table

SIGNATURE REQUIRED TO HOLD EXHIBIT SPACE:

Printed Name: _____ Date: _____

[NEXT PAGE →](#)

PRIMARY REPRESENTATIVE (FULL REGISTRATION)

Name: _____

Title: _____

Address: _____

City/State/Zip: _____

Country: _____

T: _____ Email: _____

Emergency Contact: _____

Emergency Tel: _____

Special needs (dietary or other): _____

☐ I will attend the 5k Fun Run/Walk - Tuesday (*No charge; hold harmless waiver form required onsite*)

☐ I will attend the Tuesday Evening Banquet (*included*)

☐ I will not attend the Tuesday Evening Banquet.
Please reassign my ticket to: _____

ADDITIONAL REPRESENTATIVE 1 (EXHIBIT HALL ONLY)

Name: _____

Title: _____

Address: _____

City/State/Zip: _____

Country: _____

T: _____ Email: _____

Emergency Contact: _____

Emergency Tel: _____

Special needs (dietary or other): _____

☐ I will attend the 5k Fun Run/Walk - Tuesday (*No charge; hold harmless waiver form required onsite*)

PLEASE ADD TO MY REGISTRATION:

☐ Full registration (*includes Tuesday Reception/Banquet see pricing on reverse*)

☐ Tuesday Evening Reception/Banquet @ **\$130 each x** _____

ADDITIONAL REPRESENTATIVE 2 (EXHIBIT HALL ONLY)

Name: _____

Title: _____

Address: _____

City/State/Zip: _____

Country: _____

T: _____ Email: _____

Emergency Contact: _____

Emergency Tel: _____

Special needs (dietary or other): _____

☐ I will attend the 5k Fun Run/Walk - Tuesday (*No charge; hold harmless waiver form required onsite*)

PLEASE ADD TO MY REGISTRATION:

☐ Full registration (*includes Tuesday Reception/Banquet see pricing on reverse*)

☐ Tuesday Evening Reception/Banquet @ **\$130 each x** _____

APPROVING/BILLING OFFICIAL (A/BO)

Name: _____

Title: _____

Address: _____

City/State/Zip: _____

Country: _____

T: _____ F: _____

Email: _____

PAYMENT INFORMATION

SIMB Fed ID# 35-6026526

Booths will not be confirmed until payment is received.

Payment must be received by July 20, 2026 in order for exhibitor to setup onsite. See our cancellation policy on next page.

EXHIBIT COST SUBTOTALS

BOOTH FEE: _____

EXHIBITOR SHOWCASE: _____

DRINK TICKET PACKAGE: _____

PUBLICATION DISPLAY: _____

ADDITIONAL FULL REGISTRATIONS: _____

ADDITIONAL BANQUET TICKETS: _____

TOTAL AMOUNT ENCLOSED: \$ _____

- ☐ Invoice my company - *Net 30 Days*
- ☐ Check enclosed payable to SIMB
Must be drawn from a US bank
- ☐ Credit Card: ☐ Visa ☐ MC ☐ AMEX ☐ Discover
- ☐ Wire Transfer - *Additional fees apply*
- ☐ ACH Payment *Must be drawn from a US bank*

Card #: _____

CVV #: _____ Exp. Date: _____

Signature: _____

Name on Card: _____

Return with payment to:
SIMB • 3929 Blenheim Boulevard, Suite 92A, Fairfax VA 22030 •
F: 703.691.7991 • meetings@simbhq.org

- ☐ Any attending representative(s) from your organization have reviewed and agree with the **SIMB Code of Conduct**
FORM WILL NOT BE PROCESSED IF BOX IS NOT CHECKED

NON-STANDARD FEES

- **\$100 Staffing Absence.** This fee will be assessed only to those who do not have representatives at their assigned booth during required hours for an extended period of time. Fee will be assessed per required timeslot impacted.
- **\$200 Cancellation Fee.** Requests for cancellations must be submitted in writing to the SIMB office. Refunds are available until July 7, 2026, less a \$200 administrative fee.
- **\$250/day Dismantling Early Fee.** This fee will be assessed only to those who dismantle their exhibit booth or space before stated date and time above.
- **\$1,000 Excessive setup fee.** Assessed only to those who set up exhibits exceeding their area or above the stated maximum dimensions of their booth area.

TERMS AND CONDITIONS

Use of Space. All exhibits must be of professional quality. Products and services to be exhibited must be in keeping with the interests of SIMB. SIMB reserves the right to reject any exhibitor that it determines (in its sole judgment) to be objectionable or otherwise injurious to the success of the SIMB Annual Meeting (the "Meeting".) No assignment or subleasing of space is permitted. Two companies may not occupy the same booth. No side rails or booth counters may exceed 3' in height; background must not exceed 8' in height, including signs. Backgrounds must not protrude from the rear more than a maximum of 50% of the depth of the booth. No booth may block the view of surrounding booths and must have adequate see-through area. Demonstrations or displays away from the exhibit hall during exhibit hours, except with permission of SIMB, are prohibited. Exhibitors may only staff their booth(s) with their employees, agents, or contractors. No other persons may be brought into the Meeting without paying the applicable Meeting attendance fee and meeting qualification criteria for attendance. Exhibitors may not place anything in the aisles during exhibit hours. SIMB reserves the right to limit or restrict exhibitor operations, which for any reason might be considered objectionable (in its sole judgment), without any liability for refund or any damage or loss suffered by the exhibitor. Exhibitor must not cause or suffer any waste, damage, disfigurement, or injury to the location where the exhibit will be displayed. Exhibitor must promptly cause the repair of every injury or damage to the premises caused by exhibitor or any of its subcontractors, employees, agents, licensees, invitees, or any other person associated with exhibitor in any way. No repairs may be undertaken without SIMB's prior consent.

SIMB Cancellation Policy. It is mutually agreed that in the event of cancellation of the Meeting or exhibition due to circumstances outside SIMB's reasonable control, including but not limited to fire, strikes or other labor disputes, picketing, embargo, injunction, acts of wars, acts of God, civil unrest, disease, governmental regulations, emergencies, curtailment of transportation facilities, weather, change in economic conditions, or any other causes which would make the Meeting impossible, illegal, or impractical to operate as planned, upon notice by SIMB this agreement will be terminated and SIMB shall determine (in its reasonable discretion) an equitable basis for the refund of a portion of the exhibit fee, after due consideration of its expenditures and commitments already made.

The cancellation provisions in this section are expressly agreed by exhibitor and SIMB to act as a waiver of the provisions of any state or local law, statute or regulation, to the extent that such provisions are contrary to the purpose or intent of this section.

Exhibitor Cancellation. Requests for cancellations must be submitted in writing to the SIMB office via email or facsimile by no later than 5:00 pm EDT, July 7, 2026. Upon cancellation, SIMB shall use reasonable efforts in the ordinary course of business to resell the cancelled space. No refunds will be issued by SIMB after space assignments have been made unless the space is resold. If resold, SIMB will retain an administrative fee equal to 20% of the cost of the total booth space. However, no refunds will be issued after July 7, 2026.

Prohibited Conduct. The following practices are prohibited: 1) Soliciting or distributing promotional material, samples, catalogs, pamphlets, or publicity, except in the exhibitor's space; 2) Use of disruptive audio equipment; 3) Use of noisy electrical or mechanical equipment; 4) Entry into another exhibitor's booth without permission; 5) Photographing or examining another exhibitor's booth without permission; 6) Affixing anything to columns, walls, floors, or other parts of the Marriott Austin Downtown (the "Meeting Venue") building or furniture by any means; 7) Conducting sales in the exhibit areas or in meeting rooms.

All determinations of prohibited conduct shall be made by SIMB in its discretion and shall be without prior warning or right to appeal.

Except as expressly provided herein or authorized by SIMB in writing, exhibitor shall not during the term hereof or at any time hereafter, represent itself as

having any relationship with SIMB or the Meeting, or use SIMB or the Meeting's name or logo in any manner for exhibitor's publicity or any other purposes.

Insurance. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or death to persons, or loss or damage to exhibitor's displays, equipment and other property brought upon the premises of the Meeting Venue and shall indemnify, defend, and hold harmless SIMB and the Meeting Venue, and any officer, director, representative, agent or employee of the foregoing from any and all losses, damages, and claims.

Exhibitor, at its sole cost and expense, shall procure and maintain in full force and effect, covering the performance of the services required under this Agreement, the insurance coverage set forth below. All insurance shall be procured from reputable insurers authorized to do business in the state where the Meeting will take place. If exhibitor fails to obtain or maintain the required insurance, SIMB shall have the right to treat such failure as a breach of contract and to exercise all appropriate rights and remedies. The insurance requirements set forth herein are not intended and shall not be construed to modify, limit or reduce the indemnification made in this contract by exhibitor to SIMB or to limit exhibitor's liability under this contract to the limits of the policies of required to be maintained by contractor hereunder.

Workers' Compensation and Employers' Liability *Unless exhibitor has no employees*

- Workers' Compensation: Statutory limits
- Employers' Liability:
 - \$500,000 Each Accident – Bodily Injury by Accident
 - \$500,000 Each Employee – Bodily Injury by Disease
 - \$500,000 Policy Limit – Bodily Injury by Disease

All States Endorsement

- General Liability Insurance
- Limit of Liability: \$1,000,000 per occurrence combined, single limit for bodily injury (including death), and property damage liability. Should SIMB or the Meeting Venue require additional or different insurance from exhibitor, exhibitor agrees to comply with their requirements. SIMB shall be named as additional insurers on all insurance policies, and exhibitor shall deliver insurance certificate(s) evidencing the same at least ten (10) days prior to the first day of the Meeting, or by July 23, 2026

Security. General 24-hour security for the exhibit area will be provided, but SIMB and the Meeting Venue do not guarantee, nor protect exhibitors against loss of any kind, including damage or loss of merchandise or articles left in the hotel prior to, during, or following the Meeting. Exhibitors are advised to carry their own insurance. Each exhibitor must be responsible for its own property through insurance or self-insurance and shall indemnify, defend, and hold harmless SIMB and the Meeting Venue against any and all claims, losses, injuries, or damages (including reasonable attorney's fees) arising out of their participation as an exhibitor at the Meeting.

Safety, Fire, and Health. No open flame is permitted. No painting, mixing of chemicals, pyrotechnics, or explosive materials are allowed in the exhibit hall at any time. Exhibitors are responsible for disposing of all reagents or chemicals used in their exhibit and any cost associated with it. SIMB and the Meeting Venue will not be responsible for disposing of any materials.

No food may be served or sampled without SIMB's prior approval. Exhibitor must also secure all health licenses and comply with all laws and regulations governing food service. Proof of compliance therewith shall be provided to SIMB upon request.

Trademarks/Copyrights. SIMB shall not be liable for and expressly disclaims any liability for infringement or alleged infringement of the trademarks, copyrights, or other intellectual property of any third party arising out of the actions of any exhibitor. Exhibitors shall indemnify, defend, and hold harmless SIMB from any claims or damages (including reasonable attorney's fees) arising from alleged or proven intellectual property violations.

Amendments. SIMB reserves the right to interpret, amend, and enforce these terms and conditions in its sole discretion. Written notice of any amendments shall be given to each exhibitor. Each exhibitor and its employees, agents and contractors agree to abide by all terms and conditions set forth herein or by any subsequent amendments and interpretations.

Enforcement. Any exhibitor not abiding by the terms and conditions set forth herein may forfeit the right to participate in future exhibitions, may be asked to leave the event without a refund, and may be subject to additional penalties. All determinations by SIMB shall be made in its sole discretion and shall be final.