



**HYDRAULIC  
INSTITUTE**  
SERVICE TO THE  
PUMP INDUSTRY



**2018 Annual Conference • February 26 – March 2, 2018**

**'18 Annual Conference Tabletop Display: \$595**

**Thursday, March 1, 6 – 8 pm**

*Space is limited and available on a first come, first served basis.*

Company \_\_\_\_\_ Onsite Representative \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Advance Payment Required: Please fill out Page 1 & Page 2 of this form and email to [pmaloney@pumps.org](mailto:pmaloney@pumps.org)**  
*(Space confirmed upon receipt of payment)*

- Amex, MC, or Visa
- Check/Money Order: to Hydraulic Institute, PO Box 416271, Boston, MA 02241-6271

Account Number: \_\_\_\_\_ Exp: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_ Security Code: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Hydraulic Institute (HI) Tabletop Display Guidelines

- Someone from your company must be a registered, paid attendee of the HI 2018 Annual Conference to reserve a tabletop display. Displaying firms are typically, but not limited to, HI Associate Members, Standards Partners, and Pump Systems Matter sponsors.
- Tabletop displays for the 2018 HI Annual Conference will be located at the Wigwam Resort in Phoenix, AZ on Thursday, March 1, 2018 from 6:00 – 8:00pm.
- All requests for use of an HI Tabletop Display must be submitted to the HI office a **minimum of 3 weeks** in advance of the meeting (February 5, 2018). It is recommended that requests be made as far in advance as possible. Requests made after February 5 are not guaranteed.
- Requests for displays must be made using HI's Tabletop Display Request Form. The display is only to be used by the firm reserving as specified on the form.
- Arrangements for shipping to/from the meeting are the responsibility of the displaying firm. Please send your materials to the attention of your company representative at The Wigwam, 300 East Wigwam Blvd. Litchfield Park, Arizona 85340
- Displays will be inspected prior to start of the event. HI reserves the right in its sole discretion to restrict displays which, because of noise, methods of operation, materials, or for any reason, become objectionable, and to prohibit or remove any displays which, in the opinion of HI, detract from the general character or appearance of the display area.
- The display area is one 6-8 foot table per company. Electricity will not be provided by HI. If you would like to order electricity please use the form from the Wigwam (form is available at [www.Pumps.org/18Annual](http://www.Pumps.org/18Annual) and additional fees may apply).
- Display areas will be covered and draped, permitting storage of additional literature beneath the tables. **Do not leave valuable items on or near the table – HI cannot guarantee their security.**
- HI requests that your display be set up by 5:00pm. If you do not set up your Tabletop Display by 5:00pm on Thursday, March 1 your space will be released.
- Companies must remove their materials no later than 10:00pm on Thursday, March 1. **Otherwise, your materials will be discarded.**
- Displays which include the operation of audiovisual equipment or any noise-making machines, shall not be operated in a manner that will disturb other displaying firms and their patrons.
- The displaying firm will name one individual as its duly authorized representative to be in charge of the display. This individual will be responsible for the installation, operation, and removal of the display materials and shall wear badge identification furnished by the Hydraulic Institute at all times while they are in the display area.
- Tabletop display personnel will have access to the room two hours before and after published event hours for set-up and removal of the display materials.
- HI or The Wigwam assumes no obligation or duty with respect to the protection of the property of displaying firms, which shall, at all times, be the sole responsibility of each firm. Each party involved in the display agrees to be responsible for any claims arising out of their own negligence or that of their employees or agents. Each party agrees to be responsible for their own property through insurance or self-insurance and shall hold harmless each of the other parties for any and all damage or losses caused by theft and those perils normally covered by a property and casualty coverage policy.
- The displaying firm assumes the entire responsibility and liability for losses, damages, and claims arising out of firm's activities on the Hotel premises and will indemnify, defend and hold harmless HI and the Hotel, its agents, servants and employees from any and all such losses, damages, and claims. Neither the Hotel nor HI Management is responsible or liable for any loss, damage, or claims arising out of injury or damage to firm's displays, equipment, and other property brought upon the premises of The Wigwam.
- HI reserves the right, with no liability whatsoever for damage, spoilage, or loss, to dismantle, dispose of, store, and clear from the premises any display material, goods, property, or merchandise of an exhibitor who has failed to comply with the above requirements, or to order such work to be done at the sole expense of the exhibitor.
- By signing the Tabletop Display Request Form, the displaying firm agrees to abide by these Guidelines, as well as all decisions of HI.

### Acceptance of HI Tabletop Display Agreement

Company \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_