

WM Symposia, Inc.
EXHIBITOR AGREEMENT
Version 4.0
Effective Date: June 15, 2026

The following details the Agreement between WM Symposia, Inc. (WM or Organizer) and any company, individual, partnership, or organization (the Exhibitor) that participates in WM2027 (the Event). These terms and conditions apply to the exclusion of any others unless expressly agreed to in writing by the Organizer and the Exhibitor. By submitting a booth reservation, the Exhibitor agrees that they have read, understand, and agree to the terms and conditions outlined herein. The Organizer retains the right to decline an Exhibitor application to exhibit if the Organizer deems the application to be unsuitable or unsafe.

The Exhibitor agrees to promptly comply with all requests, directions, and instructions issued by WM, and its conference contractors, in connection with the Event. WM, and/or its contractors/subcontractors, shall not be responsible for a delay or failure to provide Exhibitor benefits or the Exhibitor's delay in complying with reasonable requests, directions, or instructions, including prompt payment of exhibit fees. If exhibit fees are not received by the specified due dates, the Organizer reserves the right to not supply, or cease to supply, any/all Exhibitor benefits. Full payment of all booth fees must be received by 31 December 2026, for entry to the Event.

Exhibitor Booth Occupancy and Representation Policy

The Exhibitor is defined as the single legal entity registered for the booth space under one EIN.

Only the company named in the official Exhibit Space Terms and Conditions ("Exhibitor") is permitted to occupy and exhibit in the assigned booth space. No other company, entity, brand, or organization may exhibit, promote, display products/services, or conduct business within the Exhibitor's booth without the prior written authorization of the Organizer.

Prohibited Activities Include:

- Sharing, subletting, or assigning any portion of the booth space to another company.
- Displaying signage, literature, products, or marketing materials belonging to any company other than the contracted Exhibitor.
- Allowing representatives of any other company to staff the booth or engage with attendees on behalf of another entity.
- Any arrangement (formal or informal) that results in another company benefiting from the Exhibitor's booth space.

Authorization Process

Any request to feature an additional company, co-exhibitor, third-party brand, or other entity must be submitted in writing to the Organizer at the time the booth space is reserved. Approval is at the sole discretion of the Organizer and may be subject to additional fees, space limitations, or other conditions. Any "additional company approved to exhibit within any booth will be required to (a) provide current company liability insurance of not less than \$1,000,000 (one million dollars) with WM Symposia named as an additional insured and (b) provide signed Terms and Conditions on behalf of the additional company. Additional companies in one booth space are subject to an additional fee imposed based on size of the booth and the request being made and are handled on a case-by-case basis.

Violation and Remedies

Violation of this policy may result in any or all the following actions, at the Organizer's discretion:

- Immediate removal of the unauthorized company's materials and personnel from the booth.
- Closure of the booth for the remainder of the event.
- Forfeiture of all fees paid by the Exhibitor.
- Prohibition from participating in future events organized by the Organizer.
- \$1,000 noncompliance fee, plus any additional costs, expenses, or charges reasonably incurred by the Organizer because of the violation.

The Organizer reserves the right to inspect booths at any time during move-in, show hours, and move-out to ensure compliance with this policy.

Exhibit Booth Reservation & Confirmation. All booth reservations must be made online. Priority booth selection and discounted pricing will be given to returning exhibitors from 1 July 2026 to 10 July 2026. Returning Exhibitors have the first right of refusal on their previously occupied booth location during this period only. Deposit must be received by 31 July 2026. After 31 July 2026, space is reserved on a first-come/first-served basis. Once the returning exhibitor process is complete, exhibit space availability will be updated in real-time, allowing new Exhibitors to select any booth not reserved.

Booth Point-of-Contact (POC). Upon completion of the online reservation process, a confirmation email will be sent to the person listed as the booth PRIMARY CONTACT. This person will receive all correspondence. If the booth PRIMARY CONTACT changes, it is the Exhibitor's responsibility to notify WM of the change.

Booth Fees (Subject to change if additional exhibitors are added to a single booth)

Booth Size	2027 Exhibitor Rates	Included Registrations
10' x 10'	\$5,800	2 Exhibit Hall
10' x 20'	\$11,020	3 Exhibit Hall
10' x 30'	\$15,660	4 Exhibit Hall
20' x 20'	\$19,720	1 Full Technical & 3 Exhibit Hall
20' x 30'	\$20,880	1 Full Technical & 4 Exhibit Hall
20' x 40'	\$23,200	1 Full Technical & 4 Exhibit Hall
20' x 50'	\$26,100	1 Full Technical & 5 Exhibit Hall
20' x 60'	\$27,840	1 Full Technical & 5 Exhibit Hall
30' x 30'	\$26,100	1 Full Technical & 5 Exhibit Hall
30' x 40'	\$27,840	1 Full Technical & 5 Exhibit Hall
40' x 40'	\$32,480	1 Full Technical & 6 Exhibit Hall
Small Business Tabletop	\$1740	1 Exhibit Hall
University Tabletop	\$2030	1 Exhibit Hall
Small Business 10'x10'	\$4060	2 Exhibit Hall
Vehicle Display Space	Call for pricing	Based on space

INCLUDED in Booth Fee:

- Registrations as detailed above.
- 8'H Back drape and 3'H side drapes for inline booths.
- (1) black and white booth identification sign.
- Waste basket with daily porter service.
- One-time vacuum prior to show opening.
- (1) 500-watt power hookup or (2) if larger than a 10×10.

NOT INCLUDED in Booth Fee:

- **Booth Furnishings.** Table(s), chairs, etc., are not provided and must be rented from the Exhibit Decorator or brought by the Exhibitor if desired.
- **Floor Covering.** The Phoenix Convention Center Exhibit Hall is not carpeted. Exhibitors **must** rent floor covering from the Exhibitor Decorator if not bringing your own.
- **Utilities.** If required, additional electrical services must be purchased through the appropriate forms from the Phoenix Convention Center provider. Forms will also be included for AV and Internet services.

Provided Booth Furnishings for Small Business and University Tabletops Only:

- 6 ft. skirted table, 2 chairs, and a wastebasket.
- (1) 500-watt power hookup

Payment Terms. A 50% deposit is due at the time of reserving Exhibitor's booth. The Organizer retains the right to cancel the reservation and resell the booth without notification if the deposit payment is not received within 10 days after the date of reservation. Final payment is due by 31 December 2026. Payment in full is due with any booths reserved after 31 December 2026.

All balances, including invoices, bills and existing charges must be paid prior to booth set up unless arrangements are made in advance in writing with approval of Conference Management as an approved exception to this condition. Exhibitors will not be allowed to set up booths unless full payment has been received by the Organizer by the specified date of 31 December 2026.

Exhibitor Cancellation. Cancellation of a booth reservation will result in financial damages to WM. Cancellation terms apply without regard to the execution date of this Agreement or re-sale of the space. Refunds will be issued to the original form of payment or by check.

- Cancellations received prior to 31 December 2026, will receive a full refund, less. a 5% processing fee for the amount received. All refunds will be processed after the close of the conference.
 - No refunds will be given for Exhibitors cancelling after 31 December 2026.
- The exhibit cancellation request must be **received** by the Organizer by close of business 31 December 2026 defined as 2200 GMT/UTC or 1700 Eastern Standard Time.

Space Liability. The products or services to be exhibited must be pertinent to the technical scope and purpose of the Event as determined by the Organizer. Booth space reservations/assignments are the exclusive prerogative of the Organizer, and the Organizer reserves the right to rearrange the floor plan and/or to relocate any exhibit to further the Organizer's best interest. The floor plan may undergo changes once exhibit sales are open until space sells out; therefore, it is the Exhibitor's responsibility to monitor any changes that may adversely affect the Exhibitor pre/post show or onsite. Refunds will not be issued for space based on Exhibitors' selected location, traffic flow, and/or neighboring Exhibitors.

Registration and Badges. Registration and badges are required per the Organizer's policies, procedures, and insurance requirements, as well as the requirements of the City of Phoenix Fire Marshall, who approves the floor plan and access requirements of the Event. Every individual who attends the Event (in every area of conference access) is required to register and wear the appropriate badging. The registration and badging requirements apply to any Exhibit Hall guests, "booth features" special personnel (such as audiovisual technicians), business meeting individuals, and any other category of person otherwise unspecified. A violation of the registration and badging requirement poses significant operation and financial risks to the Organizer. The registration and badging requirements are non-negotiable and anyone who violates these requirements will be dismissed from the Event. Registration and badging questions shall be the responsibility of the Registration Manager; Exhibit Hall issues and conflicts shall be directed to the Lead Exhibit Planner. Issues that cannot be resolved will be escalated in the following order, Conference Manager, Managing Director, and President. Proper identification is required in all registration and badging activities.

Badges are not to be shared or borrowed. Anyone involved in the sharing or borrowing of badges may be expelled from the Event and denied attendance at future conferences and events.

Exhibitor Conduct. Displays must remain fully intact during all official Exhibit Hall hours. All demonstrations and booth activities must remain within the footprint of the Exhibitor's space and may not extend into aisles or other booths. Demonstrations, solicitations, and activities may not be disruptive to neighboring exhibitors. The Organizer reserves the right to suspend any demonstration, solicitation, or activity that results in the obstruction of aisles, prevents access to a nearby exhibitor's booth, or creates a disturbance. At no time shall an Exhibitor aggressively solicit attendees, display behavior unbecoming to a professional setting, nor should they attempt to disrupt any other Exhibitor's business efforts or participation in the Event. Any space/Exhibitor that violates these guidelines onsite may be asked to alter their set-up or be asked to leave the Event by the Organizer.

Location. All Exhibits will be displayed in the Phoenix Convention Center, North Building Exhibit Halls B-E. If additional Hall space is required to accommodate all requested Exhibitors, Hall A may be added to the floorplan.

Display Schedule. The schedule shown below is **tentative**, and adjustments may be made in exhibit hours, depending on the finalized Event schedule. Exhibitors are not required to staff their booths during all exhibit hours—booth staffing within the exhibit schedule is at the discretion of the Exhibitor. However, the Exhibit Hall hours will be enforced for the display.

Setup

- Friday, 5 March: 1:00PM – 5:00PM (**20x20 and larger** booths ONLY)
- Saturday, 6 March: 8:00AM– 3:00PM.
 - This is the main setup day; all crates must be emptied during this period. Crates will be removed from the exhibit hall floor following this period (3:00PM). Please plan your schedule accordingly for all crate removal by 3:00PM
- Sunday, 7 March: 8:00AM-2:00PM (All booths must be set and ready by 2:00 PM)
 - Hand-carry only set up permitted during this period.

Teardown

- **All exhibit booths:** Wednesday, 10 March: 4:00 – 9:00PM – Exhibit Hall Security ends at 7pm. All booths smaller than 20'x20' must be clear of the exhibit hall by 9pm.
- **20x20 or larger:** Move-out continues on Thursday, 11 March: 8:00 a.m. – 12:00 p.m.
- **Early teardown will not be permitted.** Any organization that begins packing or dismantling a booth before 4:00 p.m. on Wednesday, 10 March 2027, may be denied discounted pricing and priority placement at future events.

Exhibit Hours

Sunday, 7 March: 5:00 p.m. - 8:00 p.m.

Monday, 8 March: 9:30 a.m.— 6:30 p.m.

Tuesday, 9 March: 9:30 a.m.— 6:30 p.m.

Wednesday, 10 March: 9:30 a.m.— 4:00 p.m.

Exhibitors may enter the exhibit hall one hour prior to the hall opening for the purpose of getting their booth ready for the day. The hall will be closed to attendees during the Luncheon period on Monday to provide Exhibitors with an opportunity for a lunch break. The exhibit hall will be open during the Luncheon period on Tuesday and Wednesday.

Order of Precedence

This Agreement and the Terms and Conditions for WM Symposia Annual Conference contained herein takes precedence over any and all other Exhibitor terms and conditions, Exhibitor purchase orders, and any other Exhibitor documents executed by the parties.

Exhibitor Terms and Conditions for WM Symposia Annual Conference

Version 4.0

Effective Date: 15 June 2026

1. The exhibit shall not obstruct the view of other exhibits nor operate in any manner objectionable to other exhibitors. All lighting within the exhibit must be arranged and operated without distracting from other exhibits. All demonstrations shall be confined to the space allotted to each exhibitor. Activities must not interfere with normal traffic flow, nor infringe on normal conversations in nearby exhibits. Any exhibit consistently disturbing others may be closed.
2. Linear booths must adhere to a maximum height of 10 ft. of display in the rear of booth. Island booths must adhere to a minimum height of 10 ft. from the ground to the bottom of any display above booth. If the Exhibitor requests and receives approval to exceed height restrictions, Exhibitor must be able to present written approval from WM onsite.
3. Any booth designs over 400 sq. ft. require advance written approval from the Organizer and, depending on the design, additional regulatory agencies. Exhibitors must submit their booth design to WM Show Management for approval at least 60 days prior to move-in. Please send plans to WM Symposia at edesormeaux@wmsym.org.
4. No hazardous, radioactive, or other dangerous materials shall be brought into the exhibit area.
5. Exhibitor understands and agrees that by exhibiting, any physical marketing materials, any Exhibitor staff present in the Exhibit Hall, any Exhibitor demonstrations, any Exhibit booth layout and contents, and any conversations may be photographed, recorded and/or videotaped with any available means by any person, including but not limited to, any member of WM, WM contractors, the Event audio/visual contractors, any Exhibitor, any conference attendee or attendee guest, any Phoenix Convention Center staff, Phoenix City civil servants, Department of Energy or any other agency staff, or any other person that may be present in the Exhibit Hall. The Exhibitor agrees to any such photographing and videotaping (that may occur in the Exhibit Hall) by signing these Terms and Conditions. As stated elsewhere and here, for clarity, audio recording, and videotaping are not allowed in the Technical Program Technical Sessions per WM policy. Exceptions to the audio recording and the videotaping policy may be permitted with written consent of the Deputy Managing Director or Managing Director.
6. Nothing shall be posted on, nailed, screwed, or otherwise attached to columns, walls, floors, drapes or other parts of the building, structure, or furniture.
7. Dismantling – Exhibitor agrees not to dismantle their booth or to do any packing before the final closing hour of the exhibition. Exhibitors who attempt to dismantle or pack prior to the final closing hour of the exhibition will be assessed a penalty of \$1,000.00 dollars and are at risk of losing the discounted returning exhibitor rate for next year's conference and may be excluded from the current Event until the final closing hour.
8. Security – 24-hour security personnel will be provided beginning when exhibitor freight is delivered to the exhibition floor on Friday and will continue through 19:00 on Wednesday. However, WM does not assume any liability for Exhibitor's property. No bailment or trust is created. Exhibitors shall not leave valuable articles unprotected.
9. Exhibitor agrees to abide by the Exhibitor Booth Occupancy and Representation Policy outlined in the Exhibitor Agreement. Assigning, subletting, or apportionment of the whole or any part of the space allotted is not valid unless approved in writing, in advance, by the WM Conference Manager, or Managing Director. Only one company name (based on individual EIN) will be listed per booth number, companies may request exceptions by contacting WM Conference Management.
10. Exhibitor agrees to assume all risks of loss, injury, theft or damage of any kind or nature whatsoever to Exhibitor, its invitees or agents, or property, including to any person, or goods, merchandise, chattels, papers and business records or other property which may be in or come into the Exhibitor's possession during the course of the exhibit, including in the course of assembling or disassembling the exhibit, and to assume all liability for damage to property, person or persons arising from or related to the Exhibitor's activities related to the Event, including accidental or other causes incidental to movement and operation of Exhibitor, and thereby releases WM, its contractors and the Phoenix Convention Center from any liability whatsoever.

11. In no event will WM be liable to Exhibitor, whether in contract, tort, or otherwise, for any amount in excess of the fees payable by Exhibitor under this Agreement. In no event shall WM be liable, whether in contract or tort, for any indirect, consequential, exemplary, punitive or special damages or awards.
12. WM reserves the right to relocate Exhibitor if it becomes necessary and as may be determined by WM. Every effort will be made to accommodate Exhibitor's location preference.
13. Exhibitor agrees to comply with all policies, rules, procedures, and conditions set forth by the Phoenix Convention Center. All food and beverages served by the Exhibitor must be provided by Aventura, the Phoenix Convention Food Service Contractor. Exhibitor agrees to not display any other alcohol in their booth. Exhibitor understands that this is a condition of use of the Phoenix Convention Center.
14. WM reserves the right to reject any application, or cancel any agreement for space for any reason, in which case the sole recourse for Exhibitor shall be a refund of fees paid. If the Exhibitor cancels its exhibit space or if the Agreement is terminated by WM due to Exhibitor's material breach, Exhibitor shall not be entitled to any refund, and any remaining balance under the Agreement shall become immediately due and payable. WM may lease any cancelled space to another Exhibitor, with no obligation to Exhibitor.
15. It is understood and agreed that WM may cancel the Event for any reason in its sole discretion. In such an event, this Agreement shall automatically terminate (except that all provisions which by their nature should survive termination, shall so survive), and WM's liability for termination shall be limited to a refund of amounts paid by Exhibitor under this Agreement, minus fees for services provided by WM; Exhibitor waives all claims Exhibitor might have against WM for damages or expenses for any such cancellation.
16. WM may re-organize the Event with no guarantee of a particular format, including by postponing the Event dates, changing the location, or changing the Event to a virtual or hybrid format. Exhibitor understands and agrees that in the event of any such re-organization, this Agreement shall remain in full force and effect and all amounts paid by Exhibitor to WM for the Event shall be applied to the re-organized Event.
17. To the extent permitted by law, Exhibitor agrees to defend, indemnify and hold harmless WM, the Phoenix Convention Center and their respective officers, directors, employees agents and contractors, against and from any and all claims, losses, costs, damages, death, injury, liability or Expenses (including without limitations attorneys' fees and costs) arising from the acts or omissions of, or breach of the Agreement by, Exhibitor or its directors, officers, employees, agents or any invitees.
18. Exhibitor understands that WM and the Phoenix Convention Center do not maintain insurance covering the Exhibitor's property, damage, or loss as well as injury to persons assembling or dismantling exhibit and that it is the sole responsibility of exhibitor to maintain such insurance. Exhibitor shall maintain general liability insurance in an amount not less than one million dollars (\$1,000,000) to cover Exhibitor potential liabilities under this Agreement and shall name WM as an additional insured under Exhibitor's liability policy for the period of this Event including move-in and move-out periods 5 March 2027 – 11 March 2027. Exhibitors must provide WM proof of insurance 30 days prior to move-in. An active (not expired) Certificate of Insurance must be uploaded to the WM Exhibitor Registration Portal. Certificates of Insurance that have expired cannot be used. Exhibitors that upload expired certificates of insurance will not be allowed to set up booths in the Exhibit Hall until the valid certificates are uploaded.
 - Name for additional insured:
W M Symposia, Inc.
4635 S. Lakeshore Dr., Suite 120
Tempe, AZ 85282
19. Exhibitor represents and warrants that its exhibit and product/service information shall comply with the Americans with Disabilities Act, its regulations and guidelines (collectively "ADA").
20. Exhibitor understands they are responsible for relaying all relevant information, including but not limited to, schedule, policies, and terms and conditions to any third party they choose to hire.

21. Exhibitor agrees that it shall comply with all applicable federal, state, and local laws, rules, regulations, and guidance. Exhibitor further agrees that it shall comply with WM's Code of Conduct posted on the WM website at <https://www.wmsym.org/conference-information/wm-policies/> as well as any additional or amended policies, rules, regulations, or procedures as may be adopted by WM and communicated as relevant to Exhibitor from time to time, including any health and safety guidelines.
22. Regulation Enforcement: WM has sole and absolute discretion and authority to interpret and enforce all policies, rules, regulations, or procedures of the Event. Failure to comply with such policies, rules, regulations, or procedures may be sufficient cause for WM to require the immediate removal of the exhibit and/or the offending exhibitor and may result in forfeiture of all further rights to exhibit at future events sponsored by WM.
23. The Agreement shall be governed by and interpreted in accordance with the laws of the State of Arizona. Either party's waiver of or failure to exercise any right provided for in the Agreement shall not be deemed a waiver of any further or future right under the Agreement. If any feature or provision of the Agreement is determined to be void or unenforceable, the balance of the Agreement shall survive and remain in effect. All provisions herein which by their nature should survive the expiration or termination of the Agreement shall so survive. The Agreement constitutes the entire agreement between the parties on the subject hereof and supersedes all prior or contemporaneous writings or oral agreements; it may be amended only by a writing clearly setting forth the amendments and signed by both parties.
24. All matters not covered by these Terms and Conditions, and the interpretation, application, and enforcement of these Terms and Conditions, are subject to the decision of WM in its sole and absolute discretion. Exhibitors must complete the company information and signature line below to acknowledge the understanding and agreement to this Agreement.

Exhibitor must be in good standing to retain booth location or exhibit at WM. Please upload the signed page to WM Exhibitor Registration Portal.

I have read and understand this Agreement and agree to abide by the WM2027 terms and conditions:

Company

Name of Company Representative (Printed)

Signature of Company Representative

Date Signed

Office Phone Number