

**APPLICATION / CONTRACT for EXHIBIT SPACE**  
**International Council on Systems Engineering (INCOSE)**  
**Thirteenth Annual International Symposium**  
**Hyatt Regency, Crystal City, Va, USA**  
**29 June – 3 July 2003**

**Company Name:** \_\_\_\_\_  
(Exactly as you would like to see it acknowledged in printed materials)

**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State / Province:** \_\_\_\_\_ **Zip / Postal Code:** \_\_\_\_\_

**Person responsible for Exhibit arrangements:**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Total Number of Booths Requested (max.4):** \_\_\_\_\_

**Booth Numbers Requested (see floor plan):** 1<sup>st</sup> Choice: [\_\_\_\_], [\_\_\_\_], [\_\_\_\_], [\_\_\_\_]  
2<sup>nd</sup> Choice: [\_\_\_\_], [\_\_\_\_], [\_\_\_\_], [\_\_\_\_] 3<sup>rd</sup> Choice: [\_\_\_\_], [\_\_\_\_], [\_\_\_\_], [\_\_\_\_]

**Please indicate your interest in any of the following sponsorship opportunities:**

- Sponsorship of the Banquet Reception in the Exhibits Hall
- Symposium Sponsor Program
- Advertising in the Symposium Program
- Link from INCOSE 2003 website
- Advertising on the Symposium CDROM

**Rental Fee (first booth):** 2000 US\$  
**Academia pricing:** 800 US\$  
The rate includes 8 X 10 booth, pipe, and draping, general exhibit hall lighting. **10% discount for the rental of multiple booths.**

**Payment:** Payment in full is due 30 days following receipt of this Application or 15 February 2003, whichever comes first.

**Cost of Exhibit Space is:** US\$ \_\_\_\_\_  
**Total Amount Enclosed is:** US\$ \_\_\_\_\_

**Please make check payable to:** INCOSE

*Applications for Exhibit Space will be accepted beginning 30 October 2002 at 0700 PST by E-mail, Fax or mail. (Checks for payment may be mailed.)*

**Refund Policy:** Cancellations of exhibit booth space received by 1 March 2003 will be eligible for a refund of the deposit paid less 10%. Cancellations received between 2 March and 14 May 2003 will be eligible for a refund of the deposit paid less 50%. We regret that refunds cannot be allowed for booth cancellations occurring after 14 May 2003.

**Important:** We agree to abide by the *Terms and Conditions* of this contract and by any further rules and regulations.

**Authorized Signature:** \_\_\_\_\_  
**Print Name:** \_\_\_\_\_  
**Date:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Please complete and return to:**

INCOSE 2003  
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USA  
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