



**APRIL 2<sup>ND</sup> TO 4<sup>TH</sup>, 2024**  
**HILTON UNIVERSITY OF HOUSTON**  
**HOUSTON, TX**  
<https://portofthefutureconference.com>

**EXHIBIT AND SPONSORSHIP AGREEMENT (PAGE 1 OF 3)**

This contract is for the 5<sup>th</sup> Annual Port of the Future Conference™ with the University of Houston and between the University of Houston and the Exhibitor or Sponsor named herein. The Exhibitor or Sponsor agrees to comply with all Terms and Conditions appearing in this Contract and further agrees that this contract is binding all parties and can be amended only in writing by both parties.

**Primary Contact Information:** Company Name: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

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

**Billing Contact:** Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

**EXHIBITOR PROGRAM**

**Exhibitor package includes the following:**

**Exhibit and Attendance:**

- ◊ 10 feet by 8 feet pipe and draped booth space
- ◊ One six foot draped table, carpet, two side chairs and one wastebasket
- ◊ Basic electricity and in booth Wi-Fi internet access
- ◊ Ten all access in-person passes which includes the following:
  - ◆ All general and breakout sessions
  - ◆ All food and beverage served during the conference
  - ◆ Networking Reception on April 2<sup>nd</sup>
  - ◆ Port Houston Tour, Student Poster Contest and Research Showcase
  - ◆ Full use of Attendee Hub app for networking, messaging and planning
  - ◆ Ten virtual attendee passes which includes the following:
    - ◆ All streamed general and breakout sessions
    - ◆ Full use of Attendee Hub app for networking, messaging, and presentation downloads

Please skip this section if you are contracting for a Sponsorship Package

Exhibitor Category	On or Before 12/01/2023	On or After 12/02/2023
New Exhibitor/Sponsor	\$3,500	\$3,750
Additional Booths	\$2,750 per booth X number of booths = \$	

**Total Booth Cost:** \$ \_\_\_\_\_

**Exhibitor or Sponsor's Initial:** \_\_\_\_\_

Managed and Marketed by:



Owned by:





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**EXHIBIT AND SPONSORSHIP AGREEMENT (PAGE 2 OF 3)**

**SPONSORSHIP PROGRAM**

Please see Exhibitor

Standard Sponsorship Programs	Additional Sponsorship Programs
Platinum Sponsorship-\$15,000	April 2nd Networking Reception-\$7,500
Gold Sponsorship-\$10,000	April 2nd Networking Lunch-\$10,000
Silver Sponsorship-\$7,500	April 3rd Networking Lunch-\$10,000
Patron Sponsorship-\$5,000	Lanyard-\$6,000

**Sponsorship Cost:** \$ \_\_\_\_\_

**Discounts:** 10% discount on all paid sponsorship packages contracted and paid on or before December 1st 2023

**Sponsorship Discount Amount:** \$ \_\_\_\_\_

**Total Cost of Participation:** \$ \_\_\_\_\_

**Payment Terms:**

- 50% deposit due with contract
- Remaining balance due on January 5th 2024
- Deposit is nonrefundable

**Payment Method:**

**For ACH Payment:** Account number: 488014647877  
 Active ACH Blocks/Filters on file YES  
 Routing number ACH/EFT 111000025  
 Routing number DOM. WIRES 026009593  
 SWIFT Code INTL WIRES BOFAUS3N  
 Account Name: UNIVERSITY OF HOUSTON  
 Account Address: 4800 CALHOUN RD HOUSTON TX 77004

**By Checks:**

**Send Checks to:** Payable to "University of Houston", addressed to 5000 Gulf Freeway, Bldg. 4, Suite 216  
 Houston, Texas 77204

Please return all three pages of this Contract by email to [PortoftheFuture@uh.edu](mailto:PortoftheFuture@uh.edu)

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## EXHIBIT AND SPONSORSHIP AGREEMENT (PAGE 3 OF 3)

### Terms and Conditions

1. Exhibit and Sponsorship features will be allocated on first-paid, first-served basis. Priority will be determined by date of receipt of application for space accompanied by required payment. Not all features are available for all events.
2. The required deposit must accompany Agreement to guarantee Exhibit and Sponsorship features.
3. The standard display size is 10' wide by 8' deep unless stated or marked otherwise. All displays must fit within the confines of their assigned space so as not to impede traffic flow, infringe on the space of other Exhibitor/Sponsors, or violate the emergency exit routes set forth by the event facility.
4. Exhibitor/Sponsor agrees to abide by the installation and dismantling times set by the University of Houston.
5. No Exhibitor/Sponsor shall assign, sublet or share the whole or any part of the space contracted to them, without prior written approval by the University of Houston.
6. Exhibitor/Sponsor badges must contain the company/agency name as it is stated on the Agreement. Chairs and a six-foot table will be provided for each booth. Exhibitor/Sponsors must arrange any other furnishings and equipment as available by the facility.
7. University of Houston reserves the right to impose limits on noise levels or any other method of operation that becomes objectionable. Any distribution of literature or samples shall be limited to the Exhibitor/Sponsor's display area. Exhibitor/Sponsors may not interfere with collateral that is not produced by the said Sponsor.
8. University of Houston has the right to rearrange the final floor plan based on unsold or unoccupied display space. All Exhibitor/Sponsors will be notified of any change for the event.
9. If the University of Houston should be prevented from holding the event for any reason, our liability is limited to refunding the Exhibit or Sponsorship Package fees, less expenses for features provided. The University of Houston may also provide credit to the Sponsor for participation in a future Port of the Future Conference™.
10. The Exhibitor/Sponsor shall be liable to the event facility and/or the University of Houston for any damage to the building and/or furniture and fixtures contained therein, which shall occur through acts or omissions of the Sponsor.
11. Exhibitor/Sponsor assumes the entire responsibility and hereby agrees to protect, indemnify, defend, and hold harmless, The University of Houston, the event facility, their officers, employees, and agents against all claims, losses, and damages to persons and property, governmental charges or fines, and attorney's fees arising out of or caused by Exhibitor/Sponsors installations, removal, maintenance, occupancy, or use of the conference premises or any part thereof, including any outside display areas.
12. Exhibitor/Sponsor acknowledges that the University of Houston does not maintain and is not responsible for obtaining insurance covering Exhibitor/Sponsor's property. Exhibitor/Sponsors are advised to obtain business interruption and property damage and loss insurance to cover such occurrences.
13. Exhibitor/Sponsor must notify University of Houston of cancellation by written or email notice. Exhibitor/Sponsor will be penalized the amount of the deposit due at the time of cancellation. All cancellations after January 4<sup>th</sup>, 2024 will be charged the full amount of the Exhibitor/Sponsor Agreement.
14. No children under the age of 18 are allowed in the display/conference area at any time.
15. Notwithstanding anything to the contrary in this contract, Exhibitor/Sponsor may cancel its' sponsorship and participation in the event due to a force majeure event, including but not limited to acts of God, fire, flood, governmental regulation or advisory, recognized health threats as determined by the World Health Organization, or local government authority or health agencies (including but not limited to the health threats of COVID-19, or similar infectious diseases), or other similar occurrence beyond the control of the parties, where any of those circumstances prevents the Exhibitor/Sponsor's representatives from participating in the event. In the event of cancellation by client due to force majeure, University of Houston will provide credit to the Exhibitor/Sponsor for participation in future Port of the Future Conference™. The University of Houston may at its' discretion provide a refund to the Exhibitor/Sponsor any amounts paid by the Exhibitor/Sponsor to the University of Houston for event contracted.

Contact: Kevin Clement, Director, Port of the Future Conference™, Ph: 512-626-5413, Email: KClement@uh.edu

**Exhibitor or Sponsor's Initial:** \_\_\_\_\_

Managed and Marketed by:



Owned by:

UNIVERSITY of  
**HOUSTON**