

Sponsorship Agreement

Between

<your company>

and

<ACM>

1. Title

The 4th ACM Symposium on Spatial User Interaction (SUI)

2. Date

15th October (Saturday), 2016-16th October (Sunday),2016.

The installations will be shown from Saturday until Sunday.

3. Venue

The conference will take place at Hitotsubashi Hall, Hitotsubashi University, Tokyo(2-1-2 Hitotsubashi, Chiyoda-ku, Tokyo)

4. Website

<http://sui-symposium.org/>

5. Program Includes

Opening Remarks, Demonstrations and Exhibitions, Keynote, Speech, Paper/Poster, Reception, Banquet, Closing Remarks.

6. Sponsorship Levels

All sponsors receive:

1. A listing of your company (with logo and URL) in all official conference announcements, on the advance program, in the proceedings, and on the conference web pages, maintained at <http://sui-symposium.org/>.
2. The placement of a corporate logo, with acknowledgement of sponsorship level, on the signs at room entrances in the conference center.
3. An acknowledgement and recognition of thanks for your company's contribution at the banquet dinner and the opening and closing sessions of the conference (as part of the organization slide presentation).

4. Sponsorship announcement on conference social media messages.

Gold(¥1,000,000Yen or greater contribution)

- . Exclusive level
- . 1 page advertisement in the program book
- . Sponsors may provide materials and give-away items for attendees
- . Exhibition space in break area

Silver: (¥300,000 Yen or greater contribution)

- . 1/2 page advertisement in the program book
- . Sponsors may provide materials and give-away items for attendees
- . Exhibition space in break area

Bronze: (¥100,000 Yen or greater contribution)

- . Logo printed in the program book

Tailor-made opportunities

- . Tailor-made sponsorship for your marketing purposes
- . Sponsoring of specific events at SUI (banquet, student volunteer event, etc)
- . Conference bag, pen, t-shirts, or other items

7. Conditions

All prices are final.

8. Cancellation and Refund Policy

- . Before 31 August, 2016: 50% refund
- . After 31 August, 2016: no refund

Refunds will be made after the Symposium. Notification of cancellation must be received in writing by the Conference Organizers by email or fax and will be confirmed.

9. Purpose of Exhibits

The purpose of all exhibits is to inform meeting participants of the types and nature of the exhibitor's company, products and/or research related to spatial user interaction, and to provide information and explanation concerning related products and services.

10. Rules of Space Assignments

The following rules and regulations governing the exhibit under the auspices of The 4th ACM Symposium on Spatial User Interaction are part of the application for space and constitute a contract between the Supporter/Exhibitor and the Symposium. They have been formulated in the best interest of the Exhibitor and full cooperation in their observance is asked of the Exhibitor. Any detail not specified is subject to decision by the Chair of the Symposium. Since exhibition space is limited, assignments will be based on the date the application, the sponsorship level, and the payments received.

Sponsors may have the one exhibition place. See the floor plan for reference. The place ("Exhibit Aisle") will be located along the wall outside the main presentation room. Those spaces will be available throughout the conference, from Saturday through Sunday.

11. Contract for Participation

The contract shall be established when the supporter/exhibitor submits the application form duly signed and pays the organizer participation fee. By signing the application form, the supporter/exhibitor agrees to be bound by the rules and regulations contained herein.

12. Terms of Payment

Full payment MUST accompany the supporter/exhibitor application. No application will be processed without remittance of full payment. Deadline for initial exhibit space assignments is Aug 31, 2016. A completed application for space with full payment and all requested information must be submitted by mail. Telephone requests will not be honored.

13. Allocation of Exhibit and Demonstration Space

- A) The organizer shall allocate the space in accordance with the order of contract and payment of the participation fee.
- B) The organizer has the right to change the location allocated to the exhibitor to efficiently manage the exhibition and demonstration spaces and the exhibitor shall have no claim for compensation.

14. Use of Exhibit and Demonstration Space

- A) Exhibitors are bound to exhibit the announced products and to staff the exhibits with competent personnel during the period of the exhibition. For exhibits in the Exhibit space, the space may be staffed during times deemed appropriate by the exhibitor (during scheduled conference activities). For the demonstration or poster space, the exhibits must be staffed during the scheduled poster sessions.
- B) All exhibits must accord with the description on the contract, and be related to the theme of the exhibition. Direct sale without permission of the organizer is strictly prohibited. If the exhibitor violates the abovementioned rules, the organizer can stop the exhibitor's activity, remove his/her exhibits or order the dismantling of his/her booth. In this case, the participation fee shall not be refunded and the exhibitor shall have no claim for compensation.
- C) The organizer reserves the right to refuse admittance to any person.
- D) Exhibitors are not allowed to sublet space allotted to them to other parties, either wholly or in part, without the written consent of the organizer.

15. Installation and Dismantling of Exhibits

The setup time for exhibits will start from Saturday, 8am. Exhibits must be removed by Sunday 6pm. Information for installation and dismantling of exhibits will be sent to you in ample time to prepare for these activities. Exhibitors are responsible for maintaining and cleaning the exhibits and the insides of their demonstration area. Exhibits and other items that are not removed by the end of the specified removal period will be removed by the sponsor, and the attendant costs and any risk incurred shall be borne by the exhibitor.

16. Sharing Space

Subletting of space is not permitted.

17. Badges and Staffing

Each exhibiting company is limited to the complimentary printed representative badges as indicated by level of support. Exhibits must be staffed as described above. Please note that you will be in violation of regulations if the exhibit is not staffed. Identification badges may be picked up at the registration desk. Badge exchange between exhibitor representatives is not permissible. Only exhibitors registered for the conference may have access to and participate in the exhibition.

18. Floor Plan

The floor plan for this exhibit hall will be maintained as originally presented whenever possible; however SUI 2016 reserves the right to modify such plan to the extent necessary for the best interests of the market, exhibitors, industry, and changing needs.

19. Damage and Compensation

Supporter/exhibitor is responsible for all damage to the building or to the booth space and property of other exhibitors, including damage by employees, representatives, or agents.

No nails, tacks, or screws shall be put into walls, woodwork, or flooring of the building. Supporter/exhibitor is also responsible for all personal injury caused by its employees, representatives, and agents. The Supporter/exhibitor shall be responsible for making compensation for said damage or injury.

20. Insurance

It is recommended that the Supporter/exhibitor take out liability insurance for necessary items for the period from when items used in the exhibit are transported to the venue until they are removed.

21. Supplementary Clauses

- A) Whenever necessary, the organizer shall have the right to issue supplementary regulations in addition to those in the terms and regulations for participation in SUI2016 to ensure the smooth management of the symposium.
- B) Any additional written regulation instructions shall form part of the terms and regulations for participating in SUI 2016 and they shall be binding on the supporters/exhibitors.

22. Basic Booth Equipment

Basic booth equipment consists of W600 x H1500 cm long table, 2 chairs with upright movable notice board (W490 x H940 cm). Each booth will have one power strip.

23. Logos

Please make sure that you send your logo as a vector art file (Adobe Illustrator .ai oder .eps or .pdf) to our communication chair: publication@sui2016.tokyo

24. Electrical System

Japanese standard power system: 100V, 50Hz. Form factor of plug:

<http://electricaloutlet.org/type-a>

You will most likely need to bring an adaptor for this plug and possibly a transformer.

25. Sponsoship

The total amount of funds authorized to be provided by the sponsors under this Agreement is a firm fixed fee of xxx,00 JPY.

AGREED TO AND ACCEPTED FOR

<sponsor>

ACM

BY

BY

NAME:

NAME:

Title:

Title:

Email:

Email:

Phone Number:

Phone Number:

Contact Email(to appear on the webpage):

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