Exhibitor Guidelines and Agreement

FET - Federation of Environmental Technologists, Inc.

ENVIRONMENT 2026 Conference & Exhibition

Oshkosh Marriott Waterfront Hotel & Convention Center, Oshkosh, Wisconsin • October 21 & 22, 2026

Welcome! You are invited to exhibit at Environment 2026 Conference & Exhibition hosted by the Federation of Environmental Technologists. FET's goal is to provide a high quality, good value Conference for environmental training, information gathering and networking opportunities. This is a great way for your company to bring the latest innovations and services to professionals in the environmental field.

THIS AGREEMENT, made as of the _____ day of _____, year _____, by and between Federation of Environmental Technologists, Inc. ("FET"), a Wisconsin non-stock, non-profit corporation, and _____ ("Exhibitor").

Recitals: FET intends to sponsor ENVIRONMENT 2026 at the Oshkosh Marriott Waterfront Hotel & Convention Center, Oshkosh, Wisconsin (the "Hotel"), on October 21 & 22, 2026. As part of ENVIRONMENT 2026, an exhibition will be held for the marketing by various vendors of environmental products and services at the Hotel (the "Exhibition"); and Exhibitor wants to display its goods and market its services as described below at the Exhibition. FET is willing to allow Exhibitor to display its goods and market its services at the Exhibition but only on the terms and conditions set forth herein. In consideration of the recitals set forth herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **Premises, Location and Dates.** FET does hereby lease, let and demise unto Exhibitor, and Exhibitor does hereby take from FET an area at the Exhibition, which shall be used by Exhibitor for the display and marketing of the goods and services of Exhibitor (the "Booth"). The Booth assigned to Exhibitor shall be chosen by FET, in FET's sole discretion.

   Exhibition Location: Oshkosh Marriott Waterfront Hotel & Convention Center, 1 N Main St, Oshkosh, WI 54901

   Exhibition Dates: Wednesday, October 21, 2026 and Thursday, October 22, 2026

2. **Booth Specifications.**

   Booth includes the following:

   - Standard booth size of 8' high; 10' wide and 8' deep. Side dividers are 3' high.
   - 7" x 44" exhibition identification sign
   - One draped table (either 8' x 18" or 6' x 18") and 2 chairs
   - Electricity provided to each booth

   All of the foregoing references to size including height, width and length are approximations; FET may convert conventional space into a free form that shall constitute the Booth. The Exhibitor will limit the display to a reasonable size and weight within the boundaries of the Booth. Exhibitor shall not nail, staple, tape, tack or in any other manner fasten any items to the Booth. A service kit will be sent to Exhibitor along with the Booth assignment, confirmation, general information and an order form for rental of additional booth furniture, electrical, additional carpeting, cartage and labor.

   Exhibitor shall not share its Booth with any other person or entity.

3. **Term.** The term of this lease shall be 2 days, commencing at 7:30 am on Wednesday, October 21, 2026 and ending at 2:00 pm on Thursday, October 22, 2026. Exhibitor understands that this Agreement is for the term stated herein and that this Agreement imposes no obligation or liability on FET with respect to rental of a booth to Exhibitor at any other meeting, seminar or exhibition.

   Nothing contained in this Agreement shall constitute or be construed to be or to create a partnership, joint venture, employer-employee relationship, or association and neither party is an agent of the other party. Neither party is authorized to contract any debt, liability or obligation for or on behalf of the other party. Exhibitor shall not assign its rights or its obligations under this Agreement to any other person without the prior written consent of FET.

4. **Booth Rental Fees.** Exhibitor agrees to pay FET as rental for the Booth the following:

EARLY BIRD – Sign-up by June 30, 2026

- $1145 FET member/$1440 non-member
- Premium Booths #25P, 26P, 31P, 32P: $1195 FET member/$1490 non-member

Regular Rate – Starting on July 1, 2026

- Booths Exhibit Hall: $1245 FET member/$1540 non-member
- Premium Booths #25P, 26P, 31P, 32P: FET member $1295 and $1590

Booth contract must be accompanied with full payment or due no later than 30 days after the conference. Payments made after 30 days will be subject to a 1% late fee.

5. **Use of Booth.** Exhibitor agrees that it will use the Booth for the display of and the marketing of _____("Exhibitor's Goods and Services"). Exhibitor agrees that it will display only those items which have been approved in advance by FET and Exhibitor understands and agrees that FET, in its sole discretion, may refuse at any time to allow Exhibitor to display any items which for any reason FET deems inappropriate. Exhibitor agrees that it will not close sales while at the Exhibition nor use or permit the Booth to be used for any illegal, disorderly or improper purpose or in violation of any laws, ordinances or rules or regulations, including any fire codes, health regulations, electrical codes, ordinances and rules and regulations established by the City of Waukesha, FET, the National Association of Exposition Managers, the Exposition Service Contractors Association or the Hotel. Exhibitor agrees to keep the Booth neat, clean and free of debris at all times during the Exhibition.

   Exhibitor shall not conduct any illegal lottery, contest, promotion, scheme or device involving the award of any prize, gift or privilege.

6. **Licenses and Permits.** Prior to the date of the Exhibition, Exhibitor shall obtain and have in force all licenses and permits required to be obtained from any governmental authority in connection with the sale and marketing of Exhibitor's Goods and Services at the Exhibition.

7. **Hours of Operation.**
   - Wednesday, October 21, 2026 7:30 am – 6:00 pm
   - Thursday, October 22, 2026 8:00 am – 2:00 pm

   Exhibitor's Booth must be open at all times during the hours of operation of the Exhibition up to and including 2:00 pm on October 22, 2026. At least one person representing Exhibitor must be in the Booth at all times during the hours of operation of the Exhibition except during lunch hours specified in the final conference program.

8. **Installation of Exhibit.**
   - Tuesday, October 20, 2026 4:00 pm – 8:00 pm
   - Wednesday, October 21, 2026 7:00 am – 7:30 pm

   Exhibitor understands and agrees that Exhibitor's Booth must be set up and ready for operation no later than 7:30 am on October 20, 2026.

9. **Dismantling of Exhibit.** Early closure (before 2:00 pm) of an Exhibitor Booth may result in loss of the right to exhibit at future FET programs, including loss of priority placement at future FET conferences.

   Exhibitor shall remove its goods and all of its property from the Exhibition grounds (indoor and outdoor) within 3 hours following the official closing of the Exhibition. Exhibitor has from 2:00 – 5:00 pm on October 22, 2026 to vacate the Exhibit Area.

   Any goods and property not removed by Exhibitor within 4 hours after the official closing of the Exhibition shall be considered abandoned and FET may dispose of said goods and property in any manner FET deems fit. FET shall be reimbursed by Exhibitor for any expenses incurred by FET in disposing of said goods.

   Exhibitor shall leave the Booth in the condition in which the Booth was received by Exhibitor prior to commencement of the Exhibition and Exhibitor shall be responsible for the removal and disposal of all boxes, signs, displays or any other items used by Exhibitor in the Booth during the course of the Exhibition. If Exhibitor fails to leave the Booth in the condition in which the booth was received by Exhibitor, FET shall have the right to clean up Exhibitor's Booth and the cost of said clean-up shall be billed to and paid for by Exhibitor.

10. Exhibitor Registration. Exhibitor shall pre-register all booth personnel who will be at booth during hours of operation, including individual(s) who will be attending the conference. Registration information will be sent prior to exhibition. Conference packets and name badges will be provided at each booth.

11. Indemnification and Liability Insurance. Exhibitor understands that the Exhibition grounds are the property of the Hotel. Exhibitor agrees to indemnify and save harmless FET, its officers, employees and agents and the Hotel, its officers, employees and agents, against and from any and all claims, actions, causes of action, damages, costs and expenses including reasonable attorney's fees, arising from or relating in any way to the conduct or management of Exhibitor's business at the Exhibition and ENVIRONMENT 2026. It is further understood and agreed that FET, its officers, employees and agents, and the Hotel, its officers, employees and agents shall not be liable for any damage whatsoever to person or property sustained by the Exhibitor, its employees, agents, invitees or customers. Exhibitor hereby waives all claims, actions, causes of action, damages, costs and expenses which Exhibitor, its employees, agents, invitees or customers may have against FET, its officers, employees, and agents or the Hotel, its officers, employees and agents for any damage whatsoever to person or property sustained by Exhibitor, its employees, agents, invitees or customers.

Exhibitor agrees to carry and pay the premiums for public liability insurance, insuring itself and FET, its officers, agents and employees and the Hotel, its officers, employees and agents against injury to property, person or loss of life arising out of the use and occupancy of the Exhibition grounds, with limits of liability of at least One Million Dollars ($1,000,000.00) combined single limit for bodily injury and property damage. Exhibitor shall provide to FET, at least twenty (20) days prior to ENVIRONMENT 2026, a certified copy of said policy of public liability insurance, which must provide that the policy will not be canceled without ten (10) days prior notice to Exhibitor and FET.

12. Inspection. FET shall have the right to inspect the Booth and Exhibitor's Goods at any time.

13. Default. In the event Exhibitor shall fail to comply with any of the terms and conditions of this Agreement, FET may terminate this Agreement immediately, in which case FET shall have no further liability or obligation to Exhibitor. FET's rights under paragraph 12 shall include but be not limited to the right to expel Exhibitor from the Booth and Exhibition. Failure of or delay by FET to exercise its rights under paragraph 12 shall not be deemed a waiver of its rights nor shall said failure or delay preclude any other or further exercise of FET's rights hereunder.

14. Cancellation. FET presently intends to sponsor ENVIRONMENT 2026 and the Exhibition. If for any reason ENVIRONMENT 2026 or the Exhibition is canceled at any time, whether prior to or during ENVIRONMENT 2026, FET shall have no obligation or liability to Exhibitor, including any liability or obligation because of any loss or damage sustained by Exhibitor as a result of said cancellation. Notwithstanding the foregoing, if ENVIRONMENT 2026 or the Exhibition is canceled prior to October 20, 2026, or if Exhibitor makes a written request to FET no later than June 30, 2026, Exhibitor will be entitled to a full refund of the rental fee.

Cancellation of ENVIRONMENT 2026 or the Exhibition for some but not all hours of operation of the Exhibition shall not relieve Exhibitor of its obligation to be open during all other hours of operation of the Exhibition.

15. Conference Operations. FET has the absolute right to control and to determine all events or activities in connection with ENVIRONMENT 2026 and the Exhibition and to make all decisions with respect to operation of ENVIRONMENT 2026, the Exhibition and the Booth. The Exhibitor agrees not to hold any programs, meetings, sales or social functions that are in conflict with any hours of operation of ENVIRONMENT 2026 or the Exhibition. Exhibitor agrees to abide by all decisions made by FET with respect to operation of ENVIRONMENT 2026, the Exhibition and the Booth, including any decisions made during ENVIRONMENT 2026.

In connection with the operation of the Exhibition, FET will enter into agreements with persons who timely submit a signed Exhibitor Agreement and pay the rental fee, in full, to FET. Notwithstanding the foregoing, Exhibitor understands that Exhibition and Booth space is limited and will be awarded on a first come first served basis.

16. Other. In the event any one or more of the provisions contained in this Agreement shall for any reason be declared invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision of this Agreement, but this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

This Agreement contains the entire agreement between the parties and no oral or written representations or agreements between the parties with respect to the subject matter of this Agreement shall be of any force and effect.

Exhibitor Contract for FET Environment 2026 Conference

Sign and return contract to: FET, 20700 Watertown Rd #230, Waukesha, WI 53186-1800; Email: raichyl@fetinc.org

Contact Information (REQUIRED):

Company Name _____

Name of Contact Person _____
The person listed will receive all subsequent exhibitor material, including the service kit and next year's contract.

Address _____ City _____

State _____ Zip _____ Phone _____ Fax _____

Email _____ Website Address _____

Description of product/service _____

Approved By_____
Name Title Date

Signature _____

***(REQUIRED)* Booth Location Requests: 1st Choice _____ 2nd Choice _____ 3rd Choice _____**

For location options, refer to enclosed floor plan. If requests for a location cannot be accommodated, FET reserves the right to place exhibitor in an appropriate alternate space.

Booth Price (REQUIRED):

! Please refer to SECTION 4 to see the prices. Please make sure to write in the price.

Name: Company:
Address: City/State: Zip:
Phone: Email:

Payment Options (REQUIRED): Check Enclosed _____ Invoice/ACH Payment _____ Credit Card* _____ Debit Card _____

FET accepts checks, ACH payments, and debit and credit cards* (a surcharge of 2.9% will be added for all credit card transactions). Except for mailed payments with a check, FET will email payment instruction via an invoice for all transactions and will no longer process credit cards in-house. AMEX is not accepted.

BOOTH PAYMENT: Booth contract must be accompanied with full payment or due no later than 30 days after the conference. See item 4 for additional payment information.

CANCELLATION: A signed contract is a commitment by the Exhibitor to exhibit at the conference. Therefore, after a contract is received by FET, the Exhibitor is liable for the full rental fee. If Exhibitor makes a written request for cancellation to FET no later than June 30, 2026, Exhibitor will be entitled to a full refund of rental fee. **THERE WILL BE NO REFUNDS FOR CANCELLATIONS MADE AFTER June 30, 2026.** See item 14 for additional cancellation policies.