



## EXHIBIT SPACE APPLICATION AND AGREEMENT

for

Central Ohio Software Quality Assurance and Management's (COSQAM)

**QA or the Highway** Conference

on

**June 12, 2026** Columbus, Ohio

Please reserve the exhibit space indicated below for

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(name of company)

for the QA or the Highway Conference. We agree to be bound by the exhibit policies, rules, and conditions stated in this agreement.

In consideration of the sponsorship(s) requested: \_\_\_\_\_

Total due \$ \_\_\_\_\_

Name and title of authorized sponsor's representative:

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Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

Person to contact to discuss booth location and/or other special requirements if not the same as above (leave blank if not applicable):

Name \_\_\_\_\_

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

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

Special requests:

Attach a web-enable company logo  
(JPG, PNG, SVG etc.)  
or email to [cosqam@gmail.com](mailto:cosqam@gmail.com)

Payments will be invoiced via PayPal to the email address on record. We prefer electronic processing to avoid misdirected and/or late payments. Please contact us for alternate payment arrangements if needed.

Questions? Contact organizers at [cosqam@gmail.com](mailto:cosqam@gmail.com)

## CONFERENCE SCHEDULE

All participants must adhere to the schedule. Actual times and hours will be sent approximately 1 week prior to the start of the conference. It is anticipated that exhibit set up will occur either the afternoon before or the early morning of the conference, with breakdown after the close of the conference. The conference is expected to run from 7:00 am to 5:30 pm on the conference date.

## RATES AND TERMS

Sponsor will be provided one 10' booth with one 8' banquet table. Registration fees are as advertised in the sponsorship brochure. Your entire display must fit within the booth area and not obstruct traffic flow or access to adjacent booths.

- All exhibits must fit the space provided and not obstruct the view or access of neighboring exhibits or aisles.
- All exhibits and materials must conform to local fire regulations.
- Booth space includes electrical (upon request). Other utilities are not included.
- Each sponsor firm will receive 2 complementary conference tickets and 4 free parking tickets. Additional personnel desiring to attend should register using an official registration website. The balance due must be paid by 10 days prior to the event date.
- Payment should be by check, in US funds, payable to COSQAM.

## CANCELLATION POLICY

Written cancellations will be accepted up through May 1 for a full refund minus any incurred payment processing fees (e.g. PayPal fees). Written cancellations received after May 1 will be

charged a \$200 cancellation fee to cover publication and processing costs. No refunds will be given after June 10.

## SPACE ASSIGNMENTS

Booth assignments will be made approximately 2 weeks prior to the conference and will be assigned on a “first-come” basis and sponsorship priority list (Gold, Silver, Bronze) according to the postmark date of agreements/deposits. Consideration will be given to special requests. COSQAM reserves the right to determine final space assignments.

## TRANSPORTATION AND SERVICES

All transportation and other costs related to the exhibit setup not explicitly offered in this agreement must be arranged and paid for by the sponsor. All sponsors will receive point of contact information for shipping and receiving exhibits. Sponsors are responsible for making all arrangements and for meeting all requirements and costs involved in transporting their exhibit and materials to the show.

## CODE OF CONDUCT

COSQAM reserves the right to restrict, reject, or prohibit any sponsor which, because of noise, safety hazards, or other prudent reasons, becomes objectionable. Non-compliance with the policies, rules, and conditions may result in your being moved to a less desirable location or in cancellation of your exhibit, with no return of the sponsorship fee. No sponsor shall assign or sublet any part of the space allotted without the knowledge and written consent of COSQAM. Sponsors are urged to take necessary measures to safeguard visitors in the exhibit area from any hazards associated with their equipment.

## MUSIC

No copyrighted music may be played in the exhibition area in any fashion (including, but not limited to, background music on video or audio tape presentations) without appropriate licensing. A sponsor is solely responsible for obtaining licenses for music originating in their booth/display area; providing proof to COSQAM that proper music licenses have been obtained; and for any fines, court fees, and all other costs that may arise from failure to comply with all licensing requirements.

## SECURITY, LIABILITY, INSURANCE

Neither COSQAM nor its agents assumes responsibility for the safety of the property of the sponsor, their officials, agents, or employees, for theft, damage by fire, accidents, or other causes. Each sponsor by signing an application to exhibit expressly understands that s/he releases COSQAM, its agents, and the venue from and agrees to indemnify each against all claims for any such loss, injury, or damage. Sponsors should insure exhibit materials against theft, damage by fire, accident, or loss, which shall be at their own expense.

## TERMINATION OF THE EXHIBIT

In the event that the premises in which the exhibit is to be conducted become, at the sole discretion of COSQAM, unfit for occupancy, or in the case that the holding of the exhibit or the performance of COSQAM under the exhibit reservation agreement are substantially or materially interfered with by virtue of cause or causes not reasonably within the control of COSQAM, the agreement or the conference (or any part thereof) may be terminated by COSQAM. COSQAM shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue of cause or causes not reasonably within the control of COSQAM. If COSQAM terminates this agreement and/or the exhibit (or any part thereof), then COSQAM shall not be liable to the sponsor other than for a prorated refund of such sponsor's space reservation payment as determined on the basis of the number of conference days remaining. The phrase "cause or causes not reasonably within the control of COSQAM" shall include, but not be limited to: fire, casualty, flood, epidemic, earthquake or inclement weather, explosion or accident; blockage or embargo; governmental restraints; restraints or orders of civil defense or military authorities; acts of public enemy, riot, or civil disturbance; strike, lockout, boycott, or other labor disturbance; inability to secure sufficient labor, technical, or other personnel; failure, impairment, or lack of adequate transportation facilities; inability to obtain, or condemnation, requisition, or commandeering of necessary supplies or equipment; local, state, or Federal law, ordinances, rule, order, decree and/or regulation, whether legislative, executive, or judicial, and whether constitutional or unconstitutional; or Acts of God.

## ATTENDEE LIST

COSQAM will not release the list of attendee names and email addresses of ticket purchase holders. Sponsors are encouraged to collect attendee information via their engaging and interactive booths.

## OTHER RULES

COSQAM will have the authority to make other rules to cover situations not covered here, and such decisions will be final. In signing this application, sponsors agree to abide by policies, rules and conditions which regulate the show, and that COSQAM shall have the full power to interpret, amend and enforce said policies, rules and conditions, in the best interest of all participants.

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(Signature of authorized Sponsors representative)

Date: \_\_\_\_\_