



# SC17 SCinet Contributor Program Participation Guide

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# Introduction

SC17 will once again host one of the most powerful and advanced networks in the world - SCinet. Created each year for the conference, SCinet brings to life a very high-capacity network that supports the revolutionary applications and experiments that are the hallmark of the SC conference. SCinet will link the convention center to research and commercial networks around the world. In doing so, SCinet serves as the platform for contributors to demonstrate the advanced computing resources of their home institutions and elsewhere by supporting a wide variety of bandwidth-driven applications including supercomputing and cloud computing. Vendors play a critical role in the planning as well as the operations of SCinet. Without vendors' generous support of time and resources, SCinet cannot build the network. In recognition of this role, SCinet formalized the relationship and introduced the Contributor Program in 2014 to formally create these programs within the conference to increase the visibility of SCinet contributors and their critical contributions to the success of the SC Conference series year after year.

This document seeks to formalize the relationship between SCinet and its many contributors by documenting our activities, requirements, and expectations along with the benefits of participation. In the following sections you will find the details necessary to fully contribute to SCinet.

## SCinet Contributor Program

The SCinet Contributor Program is a framework to recognize the generous donations of resources and effort from our partners with exclusive appreciation within the SC Conference. The program specifically outlines the types of contributions necessary to reach specific levels of benefits. Contribution levels are applicable to equipment, software, and service providers that donate time and materials to SCinet.

## Contact Information

To best serve SCinet contributors, it will be necessary to identify several key contributing members from each vendor organization as early as possible in the process. In doing so, we will be able to put the appropriate parties in touch with volunteers from SCinet that will interact on projects over the course of the year. Each contributor should be prepared to identify:

- **Engineering** staff that will assist our technical teams with the use of hardware and software
- **Marketing and communications** staff that will be engaged on logo collection, news releases, blog postings, and other public-facing aspects of the contribution
- **Executive sponsorship** of the effort, so we can provide appropriate updates and recognition of the contribution

SCinet suggests several communications methods for contributors to use:

- Any general questions related to vendor relations can be directed to [vendor-relations@scinet.supercomputing.org](mailto:vendor-relations@scinet.supercomputing.org)
- Engineering staff from contributing organizations should interact directly with their SCinet team leads on technical matters.
- Questions related to communications and marketing can be directed to [communications-team@scinet.supercomputing.org](mailto:communications-team@scinet.supercomputing.org)

- Questions for SCinet management can be sent directly to [mgmt17@scinet.supercomputing.org](mailto:mgmt17@scinet.supercomputing.org)

## Loaned Equipment

Loaned equipment refers to physical hardware loaned to SCinet for the duration of Staging through Teardown (***Friday, October 13, 2017 through Saturday, November 18, 2017***) or at other times throughout the year for evaluation and testing activities. Equipment intended for use during the Show must arrive at the designated time (see the [Logistics](#) section below). The valuation is tied to the ***insured value***, submitted as part of the Bill of Materials (BOM). If insured value is not supplied, a calculation based on 30% of MSRP will be utilized instead; this is done to ensure an equal valuation of hardware cost across all contributors. Please see the detailed requirements associated with the [BOM](#) in a later section. Loaned equipment requires Time contributions, defined in the following section.

All donations (hardware, software, and services), assume a time component that is associated to offset the installation, configuration, and operation of the hardware. If hardware does not come with a matching donation of time, the classification will be valued at the lower of the two contributing factors (see [Valuation](#) section for more information). The level accepted by SCinet is up to the discretion of the team utilizing the software in question, and is approved by the SCinet Chair.

## Software

Software refers to standalone products, other than firmware and operating systems required for operation of Loaned Equipment. The software must play a substantive role within the SCinet architecture, or be aligned with one of the teams, to be considered for the program. The value associated with the software loan is based on manufacturer's suggested retail price (MSRP) for the level of software utilized by SCinet, and prorated for the period of use (e.g. 1 month) to ensure a leveling comparison against the donation of hardware or services in order to provide equitable levels of vendor classification.

As with the other donations, a time component is associated to offset the installation, configuration, and operation of the software. If software does not come with a matching donation of time, the classification will be valued at the lower of the two contributing factors (see [Valuation](#) section for more information). The level accepted by SCinet is up to the discretion of the team utilizing the software in question, and is approved by the SCinet Chair.

## Services

Services are neither loaned equipment or software. Common examples are dark fiber, bandwidth access, colocation services, interconnects, etc. These services may only be donated by the organization owning the service in question. Services are accepted and valued based on published rates/pricing.

As with the other donations, a time component is associated to offset the installation, configuration, and operation of the service if applicable. Certain services with a one time installation/use are eligible to have this requirement waived. The level accepted by SCinet is up to the discretion of the team utilizing the software in question, and is approved by the SCinet Chair.

## Time

Time contributions in the form of engineering support for contributed items (hardware, software and/or services) will be calculated using the traditional “FTE” (full-time-equivalent) nomenclature.

Individuals must actively participate in the design, build, or support process in order to meet the requirements. This is not to say that the individual(s) in question cannot work on “day-job” activities, however support for the event is a priority during key times and this must be fulfilled.

Alternative requirements may be used to reach the desired benefit level at the discretion of the SCinet Chair. For instance, it may be possible to consider remote support for provisioning and general troubleshooting. This type of support **will not** meet the **Time** requirement but **may** fulfill the support needs required for the contributed item(s). Additionally, a vendor may offer to fund a volunteer via the [Volunteer Travel Support Fund](#) to offset the requirement.

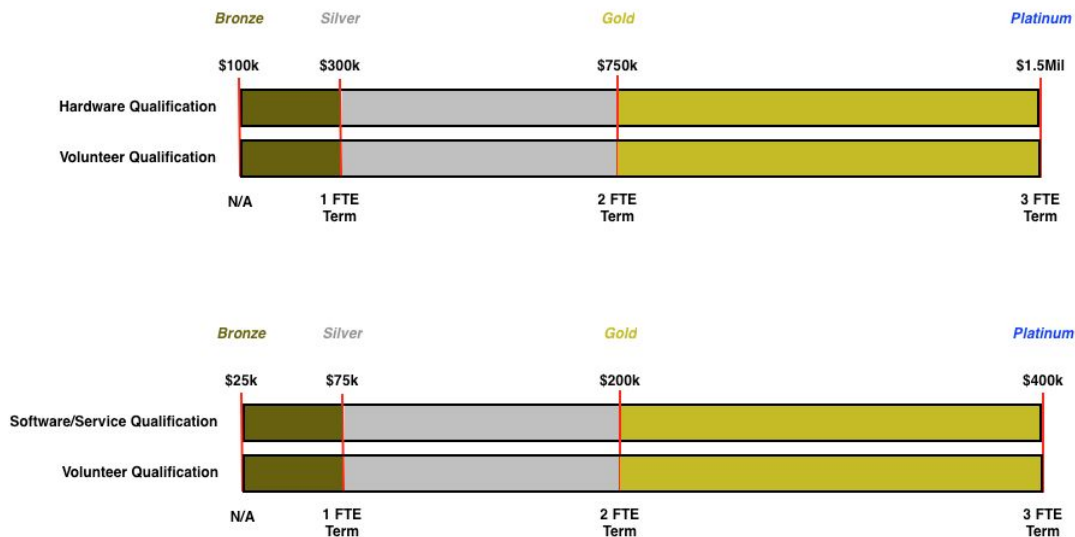
The use of a “Term” is an indication of a period of time during which SCinet requires support. The terms can be articulated as the following:

- Planning Operations (planning meetings, telecons and other related activities culminating before the Staging event)
- SCinet Staging (held at the end of October, 7-10 days)
- SCinet Setup (held the week prior to the show, 7 days)
- SC Show and Teardown

All donations assume a time component to offset the installation, configuration, and operation of donated resources. This donation of time ensures that experts are available to facilitate a successful showcase of important technology and not detract from the duties of other volunteers as they work to make the show successful. Evaluation of the time level requirements will be done at the discretion of the team sponsoring the donation, and will be approved by the SCinet Chair.

## Valuation

Valuation of donations is a two part process. The Vendor Relations team, in collaboration with the sponsoring team and SCinet management, will evaluate the submitted BOM information to determine both the donation value and time requirements. The following chart describes the continuum of values for each area.



After initial valuation, there will be opportunity to discuss ways to increase the recognition level through other means via the donation of travel support funds to assist SCinet volunteers (see [Volunteer Travel Support Fund](#)), or the purchase of vendor-specific clothing articles (see [Shirts](#)). SCinet will confirm to each vendor the level achieved for this year by **Friday, September 1, 2017**. Changes in valuation are possible up to **Friday, October 13, 2017**.

## Volunteer Travel Support Fund

SCinet is comprised of over 150 volunteers from industry, academia, and governmental agencies. All volunteers contribute their time and expertise directly, and through the generous donations of their home institutions. On occasion, a volunteer may run into difficulty in securing full travel support for the multiple week activities of SCinet, and seek funding to support their personal and professional development activities. SCinet vendors are in a unique position to assist in this process, by making donations to the SCinet Volunteer Travel Support Fund.

Amounts donated to the travel support fund assist SCinet Volunteers who wish to volunteer and contribute to SCinet, but are not able to secure complete funding from their home institution. Through this support Fund, awardees will receive assistance for travel expenses to support and build SCinet. Selected IT professionals will have the opportunity to volunteer their skills and expertise with other like-minded and top professionals to create the powerful SCinet architecture. Although donors to this fund do not have control of the selection process, SCinet will make efforts to ensure that the donor companies are properly recognized for their contribution to the SCinet mission.

Donations to the fund must be declared to the SCinet Chair or Management team no later than **Monday, July 17, 2017**, and will be made via the Hall Erickson exhibitor system for SC17.

## Final Qualifications Levels

Contributor levels are earned based on the value of equipment, software/services, donated time and either travel support donations or providing SCinet team shirts containing the vendor logo. These areas are discussed in the previous sections. Please note the groupings associated with the contributions as they define the framework of meeting the requirements of a particular level.

The following table indicates the support required to reach each level. In addition, contributors may augment their contribution to move to the next classification level via the “Extra Mile” options. This is achieved by making a supplementary donation to the *Volunteer Travel Support Fund*, or by providing team shirts for all SCinet volunteers, at the level indicated in the Extra Mile column below.

Additionally, donations to the travel support fund can be used to either offset the “Time” requirements, or earn additional level benefits. SCinet will confirm to each vendor the level achieved for this year by **Friday, September 1, 2017**. Changes in valuation are possible up to **Friday, October 13, 2017**.

	OR		OR		Extra Mile <sup>1</sup> Choose One	
Level	Hardware	Software/Services	Time (Term)	Travel Support	Travel Support	Shirts
Platinum	\$1.5M	\$400K	1 FTE x 3 Terms	\$10K	N/A	N/A
Gold	\$750K	\$200K	1 FTE x 2 Terms	\$5K	\$10K	Button-up or Polo
Silver	\$300K	\$75K	1 FTE x 1 Terms	\$2,500	\$5K	Polo
Bronze	\$100K	\$25K	N/A	N/A	\$2,500	T-shirt

As an example, if a vendor has donated \$400K in equipment to the conference, and is sending an engineer for either staging or setup activities, they have qualified into the “Silver” classification. To jump to the gold level, a donation of \$5K to the travel assistance fund can be made. Alternatively the vendor can work with SCinet management to design a polo shirt that will be worn by all SCinet volunteers that prominently features the vendor and SCinet logo on one of the days of the exhibition.

## Benefits

Each classification level provides a set of benefits for the contributor. These are a recognition of the support provided to SCinet in the form of equipment, software and services. For all tiered items listed in the table below, a higher tier represents more prominent placement. Space is generally limited on banners, panels and in presentations. Network connections and other such items are transferrable to other booths upon request.

Benefit	Platinum	Gold	Silver	Bronze
Network Connection <sup>2</sup>	Free Connection of Choice	Free 1Gb/s or 10Gb/s	Free 1Gb/s	50% Discounted 1Gb/s
Exhibitor Staff Badges <sup>3</sup>	4	3	2	1
Logo on Banner displayed above NOC	1st Position	2nd Position	3rd Position	4th Position

<sup>1</sup> Allows for a contributor to achieve the next classification level. Either additional donation to volunteer travel support fund or providing shirts meet the requirements.

<sup>2</sup> Network connection is transferrable to a booth designated by the Contributor. Selection or transfer must be made by **October 1st 2017**.

<sup>3</sup> Must be identified by **October 15, 2017**. Badges are non-transferable.

Display panel and Logo Placement	Guaranteed NOC placement	Guaranteed NOC placement	NOC or DNOC placement	DNOC or Exhibit floor placement
SCinet Contributor web page and Thank You Flier to Conference Attendees	1st Tier	2nd Tier	3rd Tier	4th Tier
Logo and Mention during SC General Chair's keynote introductory remarks	1st Tier	2nd Tier	3rd Tier	4th Tier
SCinet Interactive Kiosk <sup>4</sup>	*	*	*	*
Press Release Coordination <sup>5</sup>	*	*	*	*
SC18 Exhibitor Booth Selection <sup>6</sup>	*	n/a	n/a	n/a

## Logistics

### Insurance

Using the Bill of Materials (BOM) provided by the vendor, SCinet will secure insurance to cover the replacement cost of the equipment loaned by each vendor for the period which SCinet has possession of the equipment. It is critical that the BOM be submitted on time and accurately. When the actual equipment is received, the Bill of Lading (BOL) will supercede the BOM as the basis for inventory and accounting of received items as well as the inventory operations used for returning the correct materials at the end of the show. If the replacement cost is not specified on the BOM or the BOL differs significantly from the BOM, SCinet may not be able to properly determine the insurance value of the equipment and can NOT be held liable if an adequate insurance level is not obtained. The submission of the BOM must include the following details:

1. Name of the vendor
2. Address
3. Contact Name, email and phone number

For each item loaned, we require the following:

1. Part number (P/N) used by the vendor (not a reseller)
2. Description of the part in question
3. Quantity provided
4. Replacement value

A sample BOM is provided in [Appendix D: Sample Bill of Materials](#) of this document. In addition to the BOM, all vendors are required by the sponsoring societies to submit a completed insurance liability waiver. The waiver document is included in [Appendix C: Waiver](#) of this document.

<sup>4</sup> Company and Equipment included and displayed next to SCinet NOC on Exhibit floor.

<sup>5</sup> As they relate to the current conference year and company contribution(s). All press releases must be cleared in advance by the conference press office

<sup>6</sup> Early selection of booth space for SC18 with proximity to SCinet NOC (during space selection process at SC17)



The BOMs and liability waivers are due on **Monday, July 17, 2017**. BOMs and waivers will be accepted via the [logistics@scinet.supercomputing.org](mailto:logistics@scinet.supercomputing.org) mailing list and must include all the details listed above. Submissions will be carefully controlled and not shared outside the needed personnel. In instances where additional equipment is shipped for replacements or augmentation, updates must be sent to the same list to ensure that we have proper insurance coverage for equipment.

## Shipping

Shipping of equipment for use within SCinet must be coordinated with the Logistics team.

### Inbound Shipping

Shipping will be categorized into two time periods:

- Items required for the staging event in October (most common)
- Items arriving for the Setup/Show event in November (least common)

The staging shipping label, see [Appendix A: Shipping Label - Staging](#), must be applied to each and every box, envelope, crate, etc that will arrive for staging. Additionally, tracking information for each shipment must be shared with [logistics@scinet.supercomputing.org](mailto:logistics@scinet.supercomputing.org). This allows the logistics team to identify shipment for routing within the Freeman shipping yard, locate missing items and ensure that all items arrive at the convention center on-time for staging, setup and show. All loaned equipment and other materials must be delivered, using the Freeman label, no later than **Friday, October 13, 2017**.

In all cases, the Bill of Lading will be used to inventory the equipment as it arrives and will be presumed to supercede the equipment list from the BOM for insurance purposes. Any discrepancies between the Bill and Lading and the received equipment as inventoried will be noted and communicated to the vendor.

Items being shipped later should use the [Appendix B: Shipping Label - Setup](#) label, and following the same procedure noted above.

### Outbound Shipping

In all cases, SCinet will unrack and repack your equipment using the materials used to ship it to us for staging. This will include all late-arriving equipment delivered after the deadline of **Friday, October 13, 2017**. If a vendor desires to have their staff work involved with the unranking and repacking, this must be declared to SCinet as part of the shipping choice selection. In NO case however, will equipment be released from SCinet possession without a completed outgoing inventory.

It is critical to ensure that your return shipping choices are made by the deadline of **Friday, November 10, 2017**. Changes may be made after the deadline, and will be fulfilled where possible, but cannot be guaranteed. Shipping to residential addresses is complicated due to common carrier restrictions. When designating the destination address, it is recommended to utilize a commercial address.

During the teardown process, once the show ends, there are three options for reclaiming equipment. The common elements required are as follows:

1. Complete and submit the Outbound Shipping Request and submit by **Friday November 10, 2017**
2. Coordinate outbound logistics with SCinet Logistics team by filling out Freeman paperwork
3. Complete and verify the proper packing of your equipment (optionally completed by SCinet)

Outbound options are as follows:

1. **Hand carry** - with coordination you may hand carry/roll your equipment back to your booth for shipping with the rest of your company's equipment, once signed out, SCinet insurance no longer covers the equipment
2. **Ship by chosen carrier** - with coordination, you may choose a private carrier for your shipping needs. Freeman will release the equipment to the carrier when they arrive. Because Freeman owns the logistics for the convention center, private carriers are often a slower choice. SCinet insurance covers the equipment until accepted by the private carrier
3. **Ship by Freeman** - with coordination, Freeman will organize and ship your equipment to the chosen address(es). SCinet insurance will cover the equipment until delivered to designated destination.

**Regardless of your selected shipping method, access to loaned equipment is restricted after the show closes until it has been successfully cleared by our Logistics team.** During the duration of our activities (beginning upon receipt by Freeman and terminating with the release of the equipment to the owner, which varies by shipping method) SCinet takes insurance liability for the equipment until this process is completed. Please be patient and understand that we are completing a complex process that cannot be rushed.

## Visibility

### Logos

High-quality (vector scalable) logo images are used on our banners, panels, press releases and web presence. Timely access to vendor logos allows us to design visual branding which provides the highest visibility to our contributors. Images must be submitted no later than **Monday, August 14, 2017** via the following link:

<https://www.dropbox.com/request/piToJJzkie3BgGldScqv>

Failure to submit a high quality logo will result in exclusion from the banners, panels, press releases and web presence.

See the [File Format](#) section that follows for details on acceptable options.

### Kiosk

The kiosk is an interactive tool to further educate the exhibitors about vendor participation as well as equipment roles and activities. It is implemented with a large touch-screen located at the NOC stage. It is backed with an extensive database of images and information related to the hardware and configuration of the SCinet network. The information in the database is created from information provided directly by the contributors.

In order to provide the best experience, we ask that all images and text be submitted by **Monday, August 14, 2017**. This allows our kiosk team to create and test the tool to ensure proper operation. Failure to meet this deadline will result in stock images being inserted and no pop-up information being available to exhibitors and visitors. Information about loaned equipment, software and services can be submitted via the following link:

<https://www.dropbox.com/request/Fs5mMP88AOllwxRGWz4A>

We will require the following information to prime the database:

- High quality images of loaned equipment (switches, routers, appliances, servers, etc.)
- text-based description of their role, operational specifics and marketing details
- links to online resources that can be followed for more information
- indication of booth (if applicable) where more information can be found on the show floor

See the File Format section that follows for details on acceptable options. On **Wednesday, October 25, 2017**, we ask that contributors review the presented material, allowing enough time to make small adjustments before the kiosk is unveiled to the conference.

## Shirts

SCinet t-shirts, polos, and button-ups are another way to publicize a contributor's participation. SCinet will provide the following details:

1. SCinet Logos and thread colors (these are non-negotiable, and change each year) Please be careful not to accidentally reuse a previous year's logo or colors, this will disqualify a shirt from being able to be used during the conference
2. Sizes and quantities
3. Restrictions on logo placement
4. Historical size baselines for planning purposes

Shirt elections are due no later than **Monday, August 14, 2017**; SCinet will provide the shirt size quantities to the vendors who have elected to donate shirts no later than **Friday, September 1, 2017**. SCinet management should be consulted on all designs before they are finalized to verify coloring and logo placement. Delivery is required by **Friday, October 27, 2017** using the logistics and labels designated for shirts (see [Appendix B: Shipping Label - Setup](#)).

Once received, the shirts will be sorted and provided to SCinet team members. Coordinated schedule of use during the event will be provided prior to show week. Preference on shirt selection for particular days will be considered with prior request. Conflicts over days will be broken by contributor level and decided at the discretion of the SCinet Chair.

## File Formats for Submission

It is extremely important to submit your organization or company logo in a format appropriate for scaling up. The preferred file formats are the vector formats listed below. The raster formats are acceptable only if the logo is developed for a large-scale printout. Graphics submitted in a compressed raster format will be rejected and will not be included in the banner. See the table below for clarity. Vector images are preferred and will be verified by the graphic design team.

Extension	Description	Type
EPS	Encapsulated PostScript	Vector
AI	Adobe Illustrator	Vector
CDR	Corel Draw	Vector
CMX	Corel Presentation	Vector
JPG/JPEG	JPEG	Raster
TIF/TIFF	Tagged Image File Format	Raster
CPT	Corel Photo Paint	Raster
PSD	Adobe PhotoShop	Raster

PNG	Portable Network Graphics	Compressed Raster
GIF	Graphical Interchange Format	Compressed Raster
BMP	Bitmap	Compressed Raster

Any formats not listed above will not be accepted.

## Deadline Quick Reference

- BOMs & Liability Waivers Due: **Monday, July 17, 2017**
- Volunteer Travel Support Fund Donation Declaration: **Monday, July 17, 2017**
- Intention to provide Shirts: **Monday, August 14, 2017**
- Kiosk submissions: **Monday, August 14, 2017**
- Logos Due: **Monday, August 14, 2017**
- Confirmation to vendors of Benefit Level Achieved **Friday, September 1, 2017**
- Shirt Sizes and Quantities Released: **Friday, September 1, 2017**
- Valuation Change Deadline: **Friday, October 13, 2017**
- Loaned Equipment Delivery for Staging: **Friday, October 13, 2017**
- Designation of complimentary exhibitor badges: **Friday, October 15, 2017**
- Kiosk Review: **Wednesday, October 25, 2017**
- Shirt Delivery: **Friday, October 27, 2017**
- Outbound Shipping Paperwork Due: **Friday, November 10, 2017**
- Freeman Outbound Shipping Date: **Saturday, November 18, 2017**

# Appendix A: Shipping Label - Staging

In order to allow for sorting, the label should be printed in its original color scheme. Alternatively, it may be printed with black text on a blue paper.

<b>F R E E M A N</b>	<b>F R E E M A N</b>
<b>R U S H</b>	<b>R U S H</b>
<b>DO NOT DELAY</b>	<b>DO NOT DELAY</b>
TO: _____	TO: _____
LOCATION/AREA	LOCATION/AREA
C/O FREEMAN	C/O FREEMAN
4493 FLORENCE ST.	4493 FLORENCE ST.
DOCK 8	DOCK 8
DENVER, CO 80238	DENVER, CO 80238
<b>MUST ARRIVE BY</b>	<b>MUST ARRIVE BY</b>
<b><u>OCTOBER 13, 2017</u></b>	<b><u>OCTOBER 13, 2017</u></b>
<b>SC17</b>	<b>SC17</b>
<b>SCINET BOOTH 1081</b>	<b>SCINET BOOTH 1081</b>
<b>PRE-STAGE MATERIAL</b>	<b>PRE-STAGE MATERIAL</b>
THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED COPIES ARE ACCEPTABLE.	

# Appendix B: Shipping Label - Setup

In order to allow for sorting, the label should be printed in its original color scheme. Alternatively, it may be printed with black text on a green paper.

<p><b>F R E E M A N</b></p> <p><b>R U S H</b></p> <p><b>DO NOT DELAY</b></p> <p>TO: _____</p> <p>LOCATION/AREA</p> <p>C/O FREEMAN 4493 FLORENCE ST. DOCK 8 DENVER, CO 80238</p> <p><b>MUST ARRIVE PRIOR TO</b> <b><u>NOVEMBER 3, 2017</u></b></p> <p><b>SC17</b></p> <p><b>SCINET BOOTH 1081</b></p> <p><b>SHOW INSTALL MATERIAL</b></p>	<p><b>F R E E M A N</b></p> <p><b>R U S H</b></p> <p><b>DO NOT DELAY</b></p> <p>TO: _____</p> <p>LOCATION/AREA</p> <p>C/O FREEMAN 4493 FLORENCE ST. DOCK 8 DENVER, CO 80238</p> <p><b>MUST ARRIVE PRIOR TO</b> <b><u>NOVEMBER 3, 2017</u></b></p> <p><b>SC17</b></p> <p><b>SCINET BOOTH 1081</b></p> <p><b>SHOW INSTALL MATERIAL</b></p>
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THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED COPIES ARE ACCEPTABLE.

# Appendix C: Waiver

## Waiver of Liability and Hold Harmless Agreement by Lender

In consideration for receiving permission to participate in the SC17 conference, I (the *Lender/Owner* hereunder) hereby release, waive, discharge and hold harmless the Association for Computing Machinery Inc and the Institute of Electrical and Electronics Engineers Incorporated (sponsors) and the SC17 conference, their Officers, Agents, or Employees from and any and all liability, claims, demands, actions, causes of actions, loss of use and loss of profits whatsoever arising out of or related to any loss, damage or injury to any property in the form of equipment, property related to said equipment, belonging to *Lender/Owner* while in transit to or from the premises, or in any place or places not connected with the SC17 exhibition.

*Lender/Owner* acknowledges that the SC17 conference will be responsible for insuring the equipment described in the attachment<sup>1</sup> to this waiver from the date of arrival at the Colorado Convention Center until the conclusion of the SC17 conference on **November 18, 2017 (Move Out Date)**. Attached is a complete list of all equipment being loaned to the SC17 conference including replacement values to be used for insurance purposes.

*Lender/Owner* warrants that shipment of any forms of equipment, and property related, is packaged to protect enclosed goods and to ensure safe transportation with care in handling, and that each package is appropriately labeled and in good order for shipper.

*Lender/Owner* acknowledges that it is the sole responsibility of the *Lender/Owner* to secure and maintain any and all applicable insurance as relates to the any and all physical damage, loss of use or loss of profits and any and all liability arising out of the shipping of equipment to the SC17 conference. Applicable insurance is to cover any and all equipment. Failure to secure the applicable insurance is the sole responsibility of the *Lender/Owner* and not the responsibility of the Institute of Electrical and Electronics Engineers Incorporated (sponsor), SC17 conference, their Officers, Agents, or Employees.

I, \_\_\_\_\_, certify that I am the owner of the equipment and that I have full authority to exercise the authority of ownership for the equipment referred to herein.

### Agreed to and Accepted:

Lender/Owner Signature \_\_\_\_\_

Lender/Owner Name Printed \_\_\_\_\_

Lender/Owner Company \_\_\_\_\_

Lender/Owner Email \_\_\_\_\_

Lender/Owner Phone \_\_\_\_\_

Date \_\_\_\_\_

Lender Owner Equipment Summary \_\_\_\_\_

Replacement Value in USD \_\_\_\_\_

\_\_\_\_\_

<sup>1</sup> Attach full bill of materials to this waiver.

# Appendix D: Sample Bill of Materials

Vendor Name: \_\_\_\_\_

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

\_\_\_\_\_

Contact Name: \_\_\_\_\_

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

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

Item	Part Number	Description	Qty.	List Price/Item	Total List Price	Insured Value/item	Total Insured
0	000-000	Good Stuff	1	\$100	\$100	\$30	\$30
1							
2							
3							
4							
5							
...							
999							

Total List Price: \$0.00

Total Insured Value: \$0.00