

# EXHIBIT BOOTH CONTRACT & AAE MEMBERSHIP APPLICATION FORM

90<sup>th</sup> Annual AAE Conference & Exposition | April 15-18, 2018 | San Diego, CA

- Please read the Rules and Regulations and Cancellation Policy on the back of this form.
- Send the completed and signed form along with your payment to Greg Mihelic, AAE, The Barclay Building, 601 Madison Street, Alexandria, VA 22314, Fax (703) 820-1395, or email greg.mihelic@aae.org.
- **Payment in FULL must be received to hold space.**

**I would like:** (check all that apply)

- A one-year corporate membership (Member dues must be paid in full to receive member rates on booth space - \$850 annually)  
 A booth at the AAE annual conference     Airport Angel Sponsorship (\$1,000)     Innovation Theater Presentation (\$500)  
 Contact me regarding discounted booth and/or sponsorship packages     Exhibit Hall Aisle Sign Sponsorship (\$3,000)

## EXHIBITOR BOOTH FEES (Standard Booth Size is 10'x10' / 100 sq. ft.)

For 10'x20' booth spaces, multiply the fee by two. Discounts are available for booths larger than 10'x20'. Corner spaces are \$500 extra.

### Standard

11/1/2017-4/15/2018

**AAE Corporate Member**

**\$5,260** (Corner \$5,760)

**Non-Member**

**\$7,000** (Corner \$7,500)

## BOOTH LOCATION PREFERENCES

Total display size required is: \_\_\_\_\_ feet by \_\_\_\_\_ feet \_\_\_\_\_ Square Feet

1st Choice \_\_\_\_\_ 2nd Choice \_\_\_\_\_ 3rd Choice \_\_\_\_\_ 4th Choice \_\_\_\_\_ 5th Choice \_\_\_\_\_

We  do /  do not prefer not to be located next to the following companies:

Company \_\_\_\_\_ Date \_\_\_\_\_

Website \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Logistics Contact \_\_\_\_\_ Title \_\_\_\_\_

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

Secondary Contact \_\_\_\_\_ Title \_\_\_\_\_

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

## METHOD OF PAYMENT (payable in U.S. dollars drawn on a U.S. bank)

Please invoice us     Enclosed is a check or money order made payable to AAE    Purchase Order # \_\_\_\_\_

Please charge my:     American Express     MasterCard     Visa

PRINT NAME (as it appears on card) \_\_\_\_\_ SIGNATURE \_\_\_\_\_

ACCOUNT # \_\_\_\_\_ EXP. DATE \_\_\_\_\_

By submitting this Exposition Space Application and Contract, the above-named company requests space in the Exposition to be held April 15-18, 2018, at the 90th AAE Conference & Exposition in San Diego, CA. Company agrees to pay AAE for said space in accordance with the terms and conditions outlined herein, and understand that, once accepted by AAE, this document, including the Rules and Regulations printed on the back hereof, constitute a valid and binding contract between us and AAE. Company agrees to comply with all instructions, rules and regulations as set out herein. Company agrees that any private events, meetings or hospitality suites will not conflict with official conference events, programming and exhibition hall hours. I, the duly authorized representative of the above-named company, on behalf of said company, subscribe and agree to all the terms, conditions, authorizations and covenants contained in this Exposition Space Application and Contract and the Rules and Regulations set out on the back hereof.

**PLEASE SIGN HERE TO INDICATE YOU AGREE TO THE CANCELLATION POLICY AND CONTRACT TERMS**

**X** \_\_\_\_\_

All space cancellations or reductions of space must be submitted in writing. The exhibitor will be obligated to pay AAE fees based on the following schedule:

**Cancel prior to October 31, 2017:**

**0% of rental due**

**Cancel from November 1 - December 15, 2017:**

**50% of rental due**

**Cancel after December 16, 2017:**

**100% of rental due**

Forfeited payments or payments due for cancelled booths MAY NOT be used toward conference registrations, sponsorship, advertising or any other AAE meeting. Cancelled booths forfeit exhibitors benefits such as priority points, complimentary registrations and rosters.

## THIS BOX FOR AAE USE ONLY

Application Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Booth Assignment \_\_\_\_\_

Total Cost of Space \_\_\_\_\_

# RULES AND REGULATIONS & CANCELLATION POLICY

## 90th Annual AAAE Conference & Exposition

### PAYMENT OF EXHIBIT SPACE

Application will not be processed without the required payment.

In order to receive the member rate, exhibitor's member dues must be paid in full both at the time of payment and at the time of the conference. In addition, any outstanding invoices to the American Association of Airport Executives, Airport Magazine or any subsidiaries of AAAE must be paid in full at the time of the conference. Failure to pay may result in termination of this contract.

### CANCELLATION OR REDUCTION OF DISPLAY SPACE

Display space may be cancelled in writing up to October 31, 2017 without penalty. However, a cancellation charge equal to one-half of the space will be assessed by the American Association of Airport Executives (AAAE) for space cancelled November 1 - December 15, 2017; and the full fee for the space if cancelled on or after December 16, 2017. AAAE reserves the right to keep 25% of booth space that is cancelled as part of a reduction in booth space. The above forfeitures will be effective even though the exhibit space no longer required by the withdrawing company may subsequently be rented by AAAE to another company.

In case the Exposition premises shall be destroyed or damaged, or if the Exposition fails to take place as scheduled or is interrupted and/or discontinued, or access to the premises is prevented or interfered with by reason of any strike, lockout, injunction, act of war, Act of God, emergency declared by any governmental agency or by AAAE, or for any other reason, this contract may be terminated by AAAE. In the event of such termination, the Exhibitor waives any and all damages and claims for damages and agrees that the sole liability of AAAE shall be to return to each Exhibitor payment less the pro-rata share of all costs and expenses committed and incurred by AAAE.

### ASSIGNMENT OF EXHIBIT SPACE

Space will be assigned by AAAE in accordance with the policy announced at the time display space is offered for reservation. AAAE reserves the right to relocate display areas for the benefit of the Exhibitor, or for the betterment of the exposition. No contract shall be in force until signed by AAAE.

### TERMINATION OF CONTRACT

AAAE reserves the right to terminate this contract immediately if an Exhibitor does not follow the Rules and Regulations. AAAE also reserves the right to withhold from the Exhibitor possession of exhibit space if the Exhibitor fails to perform any material term of the contract or refuses to abide by these Rules and Regulations. In the event of a default by the Exhibitor, the Exhibitor shall forfeit as liquidated damages the amount paid by it for the space rental, regardless of whether or not AAAE enters into a future lease of the space involved.

### EXHIBITORS CANNOT SUBLET ANY PART OF THEIR ASSIGNED EXHIBIT SPACE

No Exhibitor shall assign, sublet or share the space allotted with another business or firm unless approval has been obtained in writing from AAAE. Exhibitors are not permitted to feature names or advertisements of non-exhibiting manufacturers, distributors or agents in the Exhibitor's display, with the exception of parent or subsidiary companies.

### BOOTH CONSTRUCTION GUIDELINES

Booth construction guidelines are set forth in the Exhibit Service Provider Kit. Please call AAAE with any questions. These guidelines are incorporated by reference and made a part of these Rules and Regulations. AAAE abides by the International Association of Exhibitions and Events (IAEE) Guidelines for Display Rules and Regulations regarding booth construction, signage, etc. For more information, visit [www.aaae.org/annual](http://www.aaae.org/annual)

### USE OF EXHIBITOR-APPOINTED CONTRACTORS

Exhibitors choosing to use labor services other than those provided through the Official Service Contractor must, by March 9, 2018, provide the Official Service Contractor with a certificate of insurance, verifying that their contractors have at least \$1,000,000 in general liability coverage and at least the statutory minimum in workers' compensation coverage. Exhibitors using non-official contractors must supply these contractors with all necessary information regarding installation and dismantling, material handling, etc. Neither the Official Service Contractor nor AAAE can supply exhibitor service kits to non-official contractors.

### EXHIBIT FLOOR BEHAVIOR

No exhibits will be permitted which interfere with the use of other exhibits or impede access to them or impede the free use of the aisles. Booth personnel are required to confine their activities within the Exhibitor's booth space. This includes physical incursions, as well as the use of sound or light. No helium balloons are allowed on the exhibit floor.

Apart from the specific display space for which an exhibiting company has contracted with AAAE, NO PART OF THE EXHIBIT HALL, SURROUNDING GROUNDS OF THE CONVENTION CENTER, HOTEL PUBLIC SPACE OR HOSPITALITY SUITES MAY BE USED BY ANY ORGANIZATION OTHER THAN AAAE FOR DISPLAY PURPOSES OF ANY KIND OR NATURE.

If audio-visuals or loud speakers are used, the Exhibitor agrees to comply with union requirements for the operation of the equipment. Sound presentations will be permitted if tuned to conversational levels and if not objectionable to neighboring exhibitors. The Management reserves the right to restrict the use of glaring lights or objectionable light effects.

No firm or organization is permitted to engage in direct sales or order-taking activities within the exhibit area. During exhibit setup and exhibit teardown, no children are allowed in the exhibit area. While the Exposition is open, no children under the age of 16 are permitted.

### FIRE REGULATIONS

To ensure the safety of all participants, Exhibitors shall observe all state and local fire regulations. The cost for repairing any damages to the convention center or hotel caused by the exhibitor will be billed to the responsible Exhibitor. Nothing can be posted, tacked, nailed, screwed or otherwise attached to the columns, walls, floors, ceiling or furniture.

### EXHIBIT SET-UP

All displays must be fully set up and ready by 3 p.m. Sunday, April 15, 2018. After that time, any unattended booth with crated displays will be set up at the discretion of AAAE and all expenses will be charged to the exhibitor. The exposition will open promptly at 5 p.m. on Sunday, April 15, 2018.

### EXHIBIT TEARDOWN

The dismantling of displays begins at 2:00 p.m., Tuesday, April 17, 2018, and continues through 6 p.m. Crates will be returned starting at 3:00 p.m. Tuesday, after the aisle carpeting is removed. All exhibitor displays or materials left in booths without instruction will be packed and shipped at the discretion of AAAE and all charges will be assessed to the Exhibitor.

### AAAE RESERVES THE RIGHT TO MAKE CHANGES TO THESE RULES

Any matters not specifically covered herein are subject to decision by AAAE. AAAE reserves the right to make such changes, amendments and additions to these rules as considered advisable for the proper conduct of the Exposition, with the provision that all Exhibitors will be advised of such changes.

### DAMAGES

AAAE, its members, the representatives and employees thereof, its Official Service Contractors, the Conference Center, the Hotel(s) and their representatives and employees will not be responsible for any injury, loss or damage that may occur to the Exhibitor, or to the Exhibitor's employees or property from any cause whatsoever, unless such injury, loss or damage is caused by the active negligence or willful act of one of the aforementioned parties. Exhibitor agrees fully to indemnify, defend, save and hold harmless AAAE, its Official Service Contractors, the Conference Center, the Hotel(s) and their respective officers, directors, agents and employees from and against all claims, actions and judgments (and all reasonable expenses incidental to the investigation and defense thereof, including reasonable attorney fees) based on or arising out of death or injury to person or persons or damages to property, including the Exhibitor's property or goods, caused by, or arising out of, the negligent use, occupancy or activities of Exhibitor at or on the exhibit space or within the Exposition Hall; provided, however, that Exhibitor shall not be liable for any injuries, death, damage or loss to the extent that such injury, death, damage or loss is caused by the sole fault or sole negligence of AAAE, its Official Service Contractors, the Hotel(s) or their respective employees. Exhibitors shall carry public liability insurance and workers compensation with financially responsible underwriters, insuring Exhibitor against liability for bodily injuries (including wrongful death) and damage to property caused by Exhibitor's negligent use, occupancy or activities by Exhibitor at or on the exhibit space or within the Exposition Hall, the policy limits thereof to be a single limit of \$1,000,000.00 for any one occurrence, bodily injury and property damage liabilities. Exhibitor shall name American Association of Airport Executives as an additional insured on such policies of insurance to the extent Exhibitor is required to indemnify AAAE and shall furnish AAAE with certificates of such insurance coverage.

### SECURITY GUARDS

Security guards will be furnished, but the furnishing of such security shall not be deemed to increase the liability of AAAE, its members, the representatives and employees thereof, its Official Service Contractors, the Convention Center, the Hotel(s), their representatives and employees, nor to modify in any way the assumption of risk and release provided for above. All property of the Exhibitor is understood to remain under the Exhibitor's custody and control, in transit to, within and from the confines of the hall, subject to the Rules and Regulations of the Exposition.