

## INFORMATION AND RULES GOVERNING THE EXHIBIT

By submitting an application form, registrant agrees that the Conference organizers retain the right to refuse or rescind exhibit privileges if abused by behavior deemed unacceptable by the organizers.

### DESCRIPTION OF BOOTHS

Booths are 8' x 10' unless otherwise indicated. A 7" x 44" sign is provided. Cloth drapery material is provided with a back wall 8 feet high; side partitions 36 inches high. Display materials between adjoining booths shall be limited to the front 3 feet of the booth of no more than 36 inches. Display materials in booths where wall space is not available, or in booths which are back to back, shall not extend above the exhibitor's name panel at back of booth. Booths shall strictly conform to these specifications. Any deviations from the specifications of this section including, but not limited to, displays that extend beyond their designated boundaries into aisles, displays that block other displays, and displays/exhibitors that are disruptive to the Conference, shall be in violation of this contract, and shall be grounds for removal of the exhibitor from the Conference.

### BOOTH ASSIGNMENT

Booths will be assigned on a first come, first served basis upon receipt of application and payment.

### CONTRACT FOR SPACE

All contracts are subject to the rules and regulations herein given. All applications must be accompanied by payment to cover the total cost of the space requested. Booth locations will be assigned when payment is received.

50% of fees paid by the exhibitor will be refunded in the event of cancellation. No refund of any fees will be made if notice is received on or after August 30, 2004.

No exhibitor shall assign, sublet, or apportion the whole or any part of the space allotted, nor exhibit therein, nor permit any other party to exhibit therein, any other goods than those manufactured or handled by the exhibitor in the regular course of their business, nor permit any representative or firm or company not exhibiting to solicit business or take orders in their space. AAAR reserves the right to remove any exhibitor, its assignees, or subletters in the event that the exhibitor and/or representatives violate any of these provisions.

Agents, solicitors, and representatives of firms selling commercial products will not be permitted to use sample rooms or space elsewhere in the hotel for display of their products. Exhibitors may take orders at exhibit booths. Advertising, solicitation, and distribution of literature of commercial products will not be permitted except from the exhibit booths.

Exhibitors may not sell or distribute any beverages, tobacco products, or food for consumption on the premises. Music may not be played in any form without proper license of copyrighted music.

### SPECIAL SERVICES, EQUIPMENT, AND UTILITIES

Rental price of booth does not include the cost of furniture, equipment, labor, freight handling, electric, water, gas, telephone, custom cleaning, or other special services or utilities. Order forms for all services will be sent by the show management in advance of the show. Exhibitor agrees to abide by the terms and conditions set by the show contractor. All arrangements are the responsibility of the exhibitor. All order forms should be completed and mailed in advance of the event to ensure that adequate service is available.

*ALL BOOTHS MUST BE KEPT OPEN AND PROPERLY STAFFED DURING EXHIBIT HOURS. PREMATURE PACKING AND/OR DISMANTLING WILL NOT BE PERMITTED.*

### HOURS OF EXHIBIT

Monday, October 4, 2004	6:00pm-8:00pm
Tuesday, October 5, 2004	9:00am-8:00pm
Wednesday, October 6, 2004	9:00am-5:00pm
Thursday, October 7, 2004	9:00am-1:00pm

### POSTER HOURS

Monday, October 4, 2004	6:00pm-8:00pm
Tuesday, October 5, 2004	9:00am-8:00pm
Wednesday, October 6, 2004	9:00am-5:00pm
Thursday, October 7, 2004	9:00am-1:00pm 4:30pm-6:30pm

### SET-UP AND DISMANTLING EXHIBITS

Set-Up	Monday, October 4, 2004	12:00pm-5:00pm
Dismantle	Thursday, October 7, 2004	1:00pm-5:00pm

All packing crates and boxes must be removed from the exhibit floor by 5:00pm Monday. All display materials must be removed from the exhibit space by 5:00pm Thursday. Overtime rates will apply before 8:00am and after 4:30pm each day.

### BADGES

Badges must be worn at all times during conference hours.

### SHIPPING: DO NOT SHIP EXHIBITS DIRECTLY TO HOTEL

Storage facilities for packing cases, crates, and boxes are not available at the Hotel. Information regarding shipping and storage of exhibit material will be furnished with the Exhibitor Manual.

### INDEPENDENT CONTRACTORS

Exhibitors who plan to use independent contractors other than GES Exposition Services must notify AAAR in writing no later than 30 days prior to the conference. The company name, address, telephone number, name of the supervisor scheduled to be in attendance, and a statement that such contractor will comply with all rules and regulations of the show (including observance of local labor rules and regulations) is required.

Independent contractors must abide by the following:

- Perform all services in a timely manner, in accordance with AAAR established deadlines
- Not engage in solicitation of business on the exhibit floor for present and/or future conferences
- Provide a Certificate of Insurance to AAAR no later than September 13, 2004
- Register all employees and temporary help at the exhibitor registration desk

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### **SECURITY**

The services of a security guard will be obtained; however, this does not guarantee exhibitors against loss by theft or otherwise.

### **SMOKING**

No smoking is permitted in the exhibit hall at any time, including installation, exhibit hours and dismantling.

### **GIVEAWAYS**

All giveaways should be confirmed with Linda M. Still, Exhibits Director at 856-439-9080 prior to the Conference.

### **INSURANCE**

The exhibitor acknowledges that neither AAAR, Association Headquarters nor the Hyatt Regency Atlanta shall be obligated to maintain property, liability, or business interruption insurance covering the exhibitors. The exhibitor must furnish a Certificate of Insurance (liability, fire and theft), at his or her own expense, to AAAR at least 30 days prior to the Show. AAAR shall be named an additional insured in the Certificate of Insurance. The exhibitor agrees to hold AAAR and Association Headquarters harmless for any loss, theft, damage or other harm which may occur, for any cause whatsoever, as a result of his or her participation in the Annual Conference.

### **PUBLIC POLICY**

Exhibitors must comply with, and be bound by, all laws, ordinances, and regulations pertaining to health, fire prevention, and public safety. Exhibitors are responsible for making exhibits accessible to persons with disabilities as required by the Americans with Disabilities Act, and shall hold AAAR & Association Headquarters harmless from any consequences in this regard.

### **PAYMENT & CANCELLATION POLICY**

It is expressly agreed upon that all payments for said exhibition space must be made to AAAR in a timely manner. AAAR reserves the right to refuse an exhibitor their exhibition space for reasons of non-payment and/or unpaid balance at time of installation. Any waivers, discounts, or financial amendments of any nature whatsoever, are left to the sole discretion of AAAR.

Should an exhibitor be unable to occupy and/or use the exhibit space contracted for, and should that exhibitor notify AAAR (in writing) before September 13, 2004, 50% of fees paid by the exhibitor will be refunded. No refund of any fees will be made if notice is received on or after September 13, 2004.

If the exhibit is on hand, the exposition management reserves the right to assign labor to install any display that is not in the process of being installed by the given deadline, or to ship the display back to the exhibiting organization and to instruct that the exhibitor be billed for all charges thus incurred.

### **LIABILITY & HOLD HARMLESS**

It is expressly understood that AAAR, Association Headquarters and the Hyatt Regency Atlanta will not be responsible for loss or damage which might ensue from any cause in connection with transfer, installation, maintenance, removal of exhibits, or management of convention. AAAR will not be responsible in any way for goods while in storage.

AAAR, the Hyatt Regency Atlanta, Association Headquarters, Inc., and its agents or employees will not, under any condition or circumstances, be responsible for any loss sustained by any exhibitor or any other person by reason of fire, theft, water, injuries, act of God, or for any actions whatsoever.

AAAR, Association Headquarters and the Hyatt Regency Atlanta will use the necessary reasonable care for prevention of any losses, personal or material. Each exhibitor agrees that it shall assume sole responsibility for any damages to property or injuries to person, and shall indemnify, defend, and hold harmless AAAR, the Security firm, the hotel, the General Contractor, and all of their collective officers, employees, agents, and members for any and all alleged claims and liabilities which might ensue from any cause whatsoever, including any actions of any kind generally, and specifically, personal injuries to any exhibitors, officers, staff members, employees, agents, representatives, attendees, and guests. It is understood that all fees, costs, and expenses incurred by an exhibitor as a result of legal action shall be the sole responsibility of the exhibitor, and reimbursement shall not be sought against AAAR. AAAR shall be reimbursed by the seeking exhibitor for costs, fees, and expenses that are incurred and expended resulting from any action. Exhibitors shall affect their own insurance.

All matters not expressly addressed in this document are subject to review and resolution by AAAR management.