

# Exhibitor Space Contract

AAMI 2012 Conference & Expo, June 2-4, Charlotte, NC

Please type or print clearly:

**Deposit Schedule:** If this form is submitted before January 11, 2012, it must be accompanied by a 30% deposit, and the balance is due by January 11, 2012. If this form is submitted on or after January 11, 2012, it must be accompanied by payment in full.

**Company Information** (to be published in the Program and on Web):

Company Name \_\_\_\_\_

Address \_\_\_\_\_

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

Main Phone \_\_\_\_\_

Fax \_\_\_\_\_

Web Site \_\_\_\_\_

I will email a description of my company and/or exhibit (50-word maximum) as soon as possible to khoshko@aami.org

**Contact Person** (to whom all exhibit correspondence should be sent):

Name \_\_\_\_\_

Title \_\_\_\_\_

Address (if different from above) \_\_\_\_\_

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

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Name of Marketing Director \_\_\_\_\_

Marketing Director's Email \_\_\_\_\_

**Booth Fees:**

Space is priced at \$21 per square foot for AAMI corporate-member companies\* and \$26 per square foot for non-corporate-members. A \$150 premium will be charged for each corner. Sample booth fees are listed below:

Booth Size	AAMI Corp Member	Nonmember
10' x 10' in-line	\$2,100	\$2,600
10' x 10' corner	\$2,250	\$2,750
20' x 20' peninsula	\$8,700	\$10,700
20' x 20' island	\$9,000	\$11,000

\*To qualify for AAMI corporate member rates, your company's AAMI corporate membership dues must be current up to and through the Expo dates. If you are interested in Corporate Membership, call +1-800-332-2264, ext. 214 for details.

<b>FOR AAMI USE ONLY</b>	
Date Received _____	Date Processed _____
Booth # Assigned _____	Assigned by _____

**Booth Preferences:**

Booth size: \_\_\_\_ feet x \_\_\_\_ feet = \_\_\_\_\_ sq feet

Rate:  \$21.00/sq ft for AAMI Corporate Member\*  
 \$26.00/sq ft for Non-member

Number of Corners: \_\_\_\_\_ @ \$150 each

Total Booth Fee: \$ \_\_\_\_\_

Indicate your preferred booth numbers (from the floor plan). Selections are not guaranteed.

1st Choice \_\_\_\_\_ 2nd Choice \_\_\_\_\_

3rd Choice \_\_\_\_\_ 4th Choice \_\_\_\_\_

List firms you do not want to be adjacent to or across from (AAMI will make every attempt to accommodate, but cannot guarantee your request):

\_\_\_\_\_

I/We have read and agree to abide by all the requirements, restrictions, regulations, and conditions as published on both pages of this contract and in the official Exhibitor Service Manual, and with all conditions under which facilities at the Charlotte Convention Center have been rented to AAMI.

**Signature of Authorized Representative:**

Signature \_\_\_\_\_

Name (please print) \_\_\_\_\_

Date \_\_\_\_\_

**Method of Payment**

Check enclosed, payable to AAMI (in US funds on a US bank)

I hereby authorize AAMI to charge my credit card for the amount indicated below:

VISA  MasterCard  AMEX

Amount to Charge \$ \_\_\_\_\_

Card Number \_\_\_\_\_

Exp Date \_\_\_\_\_

Signature \_\_\_\_\_

Name on card (print) \_\_\_\_\_

**Mail or fax completed form and payment to:**

AAMI 2012 Conference & Expo  
4301 N Fairfax Dr, Suite 301, Arlington, VA 22203  
Fax: +1-856-494-1660

If you have questions, contact Vicki Cummins, at +1-888-777-6956; vcummins@aami.org

# AAMI 2012 Expo Rules and Regulations

## *Please retain a copy of this information for your records.*

**MEETING MANAGEMENT:** The AAMI Annual Conference & Expo is produced and managed by the Association for the Advancement of Medical Instrumentation, referred to as "AAMI" throughout this document. AAMI will establish all meeting policies. All matters and questions not covered by these regulations are subject to the decision of AAMI. Show dates and times are subject to change.

**PAYMENT SCHEDULE:** If this form is submitted before January 11, 2012, it must be accompanied by a 30% deposit, and the balance is due by January 11, 2012. If this form is submitted on or after January 11, 2012, it must be accompanied by payment in full. Any exhibitor that has not paid its total booth fee by January 11, 2012 is subject, at AAMI's discretion, to forfeiting its assigned space and its deposit(s). AAMI will assess a \$35.00 charge on any returned checks.

**CANCELLATION OR REDUCTION OF SPACE:** Booth space cancellation or reduction must be made in writing. For cancellations or reductions received by AAMI by August 15, 2011, there is no liability. For cancellations or reductions received during August 16, 2011 through January 11, 2012, the 30% deposit will be forfeited or, if not already paid, will still be due and payable. For cancellations or reductions received after January 11, 2012, the total booth fee will be forfeited or, if not already paid, will still be due and payable. AAMI reserves the right to resell any cancelled space without compensation to the original exhibitor.

**ASSIGNMENT OF BOOTH SPACE:** AAMI reserves the right to modify the floor plan to accommodate space sales or relocate exhibitors to avoid conflict, as necessary, after consultation with the affected exhibitors. AAMI reserves the sole right to determine final exhibitor placement.

**INSTALLATION & DISMANTLING:** All exhibits must be fully installed at least two hours prior to the opening of the Expo. If any exhibitor is not set up and in order by that time, AAMI reserves the right to direct the official service contractor to set up the exhibit at the sole expense of the exhibitor, or to make such other use of the space as AAMI deems necessary, with no refund to the original exhibitor. Exhibits shall not be dismantled before the official closing of the Expo, and packing of equipment or materials shall *not* begin until that time. All exhibits must be removed from the site by 7:30 pm on Monday, June 4, 2012, or the exhibitors will be subject to storage and handling charges.

**STANDARD BOOTH EQUIPMENT:** Each 10'x10' standard booth includes 8' high back drape and 3' high side drapes, and a 7" x 44" sign indicating the company name and booth number.

**BOOTH CONSTRUCTION & DISPLAY ARRANGEMENT:** Standard in-line booths shall not exceed a height of 8', and no part of the exhibit or equipment shall exceed a height of 4' in the front half of the booth. Island booths (free-standing displays with aisles on all 4 sides) shall not exceed a height of 20'. All exposed parts of the display must be finished so as not to be objectionable to neighboring exhibitors. AAMI reserves the right to prohibit assembly, or direct revisions at the exhibitor's expense, to comply with these guidelines.

**SUBLETTING OF SPACE:** Exhibitors may not assign, sublet, or apportion any part of the space allotted to them and may not advertise or display goods or services other than those manufactured or sold by them in the regular course of their business.

**ON-SITE SALES:** Exhibitors may offer information that is educational, professional, or instructional. "Over-the-counter" sales of goods or services for onsite delivery—or the taking of orders or exchange of cash, checks, or credit card numbers for delivery at a later date — are expressly prohibited.

**USE OF EXHIBITOR-APPOINTED CONTRACTORS:** Exhibitors choosing to use labor services other than those provided through the Official Service Contractor must, by May 2, 2012, 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 AAMI can supply exhibitor service kits to non-official contractors.

**SOCIAL FUNCTIONS:** All hospitality functions must be approved by AAMI. Hospitality suites may not conflict with any scheduled conference event. Unless approved by AAMI, any function that would compete for attendees' time, either during the hours of the Expo or during any other official AAMI functions, is strictly prohibited. Exhibitors shall not rent meeting space from the Charlotte Convention Center, the Westin Charlotte, or the Hilton Charlotte Center City, without prior approval from AAMI.

**USE OF SPACE:** All exhibitors must conduct exhibits in a dignified and professional manner. All activities and materials must be confined to the limits of rented space and must not impede traffic or interfere with the activity of other exhibitors. The use of audio devices is permitted only if the decibel intensity does not interfere with the activities of other exhibitors. Unless approved by AAMI, publicizing and/or maintaining any activities that would draw attendees away from the exhibit area during expo hours is prohibited.

**COMPLIMENTARY BADGES:** Exhibitors will be provided with a maximum of 10 booth-personnel badges for each 10'x10' booth space leased. Additional booth personnel badges for company representatives may be purchased for \$35 each. Booth personnel badges provide access to the Expo hall and general sessions only. In addition, each exhibiting company will receive one complimentary Full Conference registration, which provides access to all conference events, for each 10'x10' booth space leased.

**STAFFING:** Exhibitors must staff their booths at all times during show hours. Only representatives who are employed by the exhibiting company and who will be working in the booth are to be registered as booth personnel.

**COPYRIGHTED MUSIC:** No copyrighted music may be played or sung in the exhibition area in any fashion (including, but not limited to, background music on video or audio tape presentations) without obtaining appropriate licensing. The exhibitor is solely responsible for obtaining these licenses for any music originating in the exhibitor's booth. The exhibitor shall indemnify AAMI and its officers and employees and agents, and the Charlotte Convention Center and its officers and employees, and shall save them free and harmless from any and all liability whatsoever for any infringement of or other violation arising out of the use of copyrighted music.

**PHOTOGRAPHY:** Photography and/or recording of any kind, other than by AAMI's official photographers, is prohibited in the exhibit hall at all times, including during setup and dismantling. Before an exhibitor's products and/or exhibit may be photographed and/or recorded, permission must be granted by that exhibitor. AAMI and its agents reserve the right to photograph and/or record exhibitors in the Charlotte Convention Center and to use such likenesses for future promotional purposes.

**INSURANCE:** AAMI recommends that exhibitors obtain general insurance to cover exhibit material against loss or damage, and public liability insurance against injury to the persons and property of others. As a courtesy to exhibitors, perimeter security for the exhibit hall will be furnished during installation, dismantling, and show days. However, the provision of such security is not a guarantee or indemnity against loss or theft of any kind. Exhibitors are solely responsible for safeguarding their materials, equipment, and displays at all times.

**TERMINATION OF RIGHT TO EXHIBIT:** AAMI reserves the right to terminate, without notice, an exhibiting company's right to exhibit if the exhibiting company or any of its representatives fail to observe the conditions of this contract or, in the opinion of AAMI, conduct themselves in an unethical or unprofessional manner. Such exhibitors will be dismissed without refund.

**PROPERTY DAMAGE:** Exhibitors must surrender the space occupied by them in the same condition as it was at the commencement of occupation. Exhibiting companies shall be liable for any damage caused by them or their representatives to building floors, walls, or columns, or to the property of other exhibitors.

**CONVENTION CANCELLATION:** If any part of the Exhibit Hall is damaged, or if circumstances make it impossible for AAMI to permit an exhibitor to occupy the space assigned during all or some of the scheduled Expo hours, the exhibitor will be charged pro rata only for the time that the exhibit space could have been occupied by the exhibitor, and the exhibitor releases AAMI from any and all claims for damages caused by such action.

**PROHIBITED ITEMS:** The following are expressly prohibited in the Exhibit Hall: Flammable or non-flammable compressed gases, helium-filled balloons, live animals (except assistance dogs for disabled persons), birdseed, glitter, confetti, adhesive-backed decals, open flames, flammable or combustible liquids/materials, hazardous chemicals and materials, explosives, and blasting agents. Exhibitor assumes full responsibility for any costs or liabilities resulting from Exhibitor's failure to comply with these prohibitions.

**ELIGIBILITY FOR PARTICIPATION:** AAMI reserves the right to reject, prohibit installation of, or request removal of any exhibit or promotion, wholly or in part, that in its opinion is not in keeping with the Association's character or purpose.

**FDA APPROVAL/CLEARANCE:** If the exhibitor intends to display or promote an article that is subject to pre-market approval/clearance from the United States Food and Drug Administration (FDA), and that article has not as yet received final FDA approval/clearance, the exhibitor, the exhibitor's materials, and the exhibitor's personnel must disclose that such article has not received final FDA approval/clearance and clearly convey the status of such article consistent with the laws, rules, and regulations administered by the FDA. The exhibitor and any associated materials also must adequately and completely disclose that the article is not currently available for sale or commercial distribution in the United States. The exhibitor shall indemnify and hold harmless AAMI from and against any and all costs, fees, expenses, penalties, damages, and claims arising from exhibitor's failure to comply with all laws, rules and regulations (including those of FDA) applicable to such article.

**AMERICANS WITH DISABILITIES ACT:** Each exhibitor must comply with the Americans with Disabilities Act (ADA), and must modify policies, practices, and procedures, as necessary, to enable individuals with disabilities to participate equally within the confines of the exhibitor's exhibit space.

**SMOKING:** Smoking is not permitted anywhere in the Charlotte Convention Center at any time.

**SAFETY REGULATIONS:** The exhibitor must comply with all federal, state, and local laws, ordinances, and regulations concerning fire and life safety. Booth decorations must be flame-proofed and the exhibitor should be able to provide a certificate of flame retardant if requested. Exhibitors must adhere to all guidelines for cooking, if applicable. Electrical wiring must conform with all federal, state, and municipal government requirements and regulations, and with National Electrical Codes. If inspection indicates that an exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazards, AAMI reserves the right to cancel, without refund to the exhibitor, all or such part of the exhibit as may be non-compliant.

**LIABILITY:** The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Charlotte Convention Center premises and will indemnify, defend, and hold harmless AAMI and the Charlotte Convention Center, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.

**ADMITTANCE DURING NON-SHOW HOURS:** With the exception of the posted setup and move-out times, exhibitors may not enter the Exhibit Hall more than one hour prior to the Expo opening each day, nor may they remain in the Hall after the Expo closes each night.

**CREDIT CARD AUTHORIZATION:** The issuer of the credit card identified on the Exhibit Space Contract is authorized to pay the amount shown as "Amount to Charge." The signer promises to pay such "Amount to Charge," subject to and in accordance with the agreement governing the use of such card. The signature on the contract authorizes AAMI to charge the credit card number listed on the contract for the amount shown as "Amount to Charge."