

- ① Type or print clearly. ② Fill out all sections of this application. ③ Make checks payable to: AAMI Exchange or provide credit card information below. ④ Sign this application. ⑤ Make a copy (both sides) of this application for your records.

**SEND CONTRACT WITH PAYMENT TO:** AAMI Exchange Show Management, 901 N. Glebe Road, Suite 300, Arlington, VA 22203 or fax to 703-276-0793  
Federal Tax ID #: 27-4379277



## Exhibit Space Contract

**1. CONTACT INFORMATION:** The person listed as the exhibit contact will receive all mailings/billings related to exhibiting. It is the responsibility of the exhibiting company to notify AAMI Exchange Show Management of any changes to your point of contact.

Company Name: \_\_\_\_\_ Directory Reference (i.e. A-Z) \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip Code/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_  
 Company Telephone: \_\_\_\_\_ Company Fax: \_\_\_\_\_  
 Company Website: \_\_\_\_\_ Company Email: \_\_\_\_\_  
 Exhibit Contact Name: \_\_\_\_\_ Contact Title: \_\_\_\_\_  
 Contact Email: \_\_\_\_\_ Contact Phone/Ext.: \_\_\_\_\_  
 Contact Cell (for on-site purposes): \_\_\_\_\_ Contact Fax: \_\_\_\_\_

**2. SPACE REQUIREMENTS:** Minimum booth size: 10' x 10' = 100 sq. ft. Exhibitors in 10' x 10' booths may not share space under any circumstance.

Our desired exhibit size: \_\_\_\_\_ ft. (depth) x \_\_\_\_\_ ft. (frontage) = a total of \_\_\_\_\_ sq. ft.  
 Booth Preference: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

**3. ASSIGNMENT INFORMATION:** To assist in the assignment of exhibit space, please list those companies who have product lines similar with yours:

1. \_\_\_\_\_ 3. \_\_\_\_\_  
 2. \_\_\_\_\_ 4. \_\_\_\_\_

**4. ACCEPTANCE AS BINDING CONTRACT FOR EXHIBITOR:** Please read Exhibit Rules & Regulations regarding payment for space.

AAMI MEMBER RATE PER SQ. FT.	AAMI NON-MEMBER RATE PER SQ. FT.
<b>\$22.50</b>	<b>\$27.50</b>

**FOR SHOW MANAGEMENT USE ONLY:**

DATE RECEIVED \_\_\_\_\_

MIS NUMBER \_\_\_\_\_

ORDER NUMBER \_\_\_\_\_

Cost Calculation: \_\_\_\_\_ sq. ft. x \$ \_\_\_\_\_ per sq. ft. = \$ \_\_\_\_\_  
 plus \$150 for 10' x 10' corner booth = \$ \_\_\_\_\_ **BOOTH COST**

**A 50% DEPOSIT MUST ACCOMPANY APPLICATION.** Full payment is required by January 15, 2021. Payment for exhibit space must be enclosed in U.S. funds payable to AAMI Exchange.

Name (please print) \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

*Please sign electronically or you may print, sign, and fax to: 703-276-0793*

**6. PAYMENT INFORMATION:**

Date: \_\_\_\_\_ Charge to my:  AMEX  Mastercard  VISA  Check Enclosed  Wire Transfer\*

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Amount Authorized: \$ \_\_\_\_\_

Name on Account: \_\_\_\_\_ Signature: \_\_\_\_\_

*Please sign electronically or you may print, sign, and fax to: 703-276-0793*

\*For Wire Transfer instructions, please contact AAMI Show Management (additional bank fees apply).

- To qualify for AAMI corporate member rates, your company's AAMI corporate membership dues must be current from the time you submit this contract through the last day of the Exchange. For details about corporate membership, call 1-800-332-2264, ext. 1214.
- By signing this contract, you agree to pay the total amount due, the signer represents and warrants that he/she is authorized by the above-mentioned exhibiting company to bind that company to this contract and I/we acknowledge to abide by all the Rules & Regulations governing the exposition in order to participate.

**AAMI EXCHANGE SHOW MANAGEMENT**

901 N. Glebe Road, Suite 300, Arlington, VA 22203 / Tel: 703.253.8270 / Fax: 703.276.0793 / Email: Exchange@aami.org / aami.org

# Rules and Regulations

**MEETING MANAGEMENT:** The AAMI Exchange 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:** A 50% deposit of the total space rental charge is due September 15, 2020, with the balance due on January 15, 2021. Any exhibitor that has not paid its 50% deposit by September 15, 2020, and/or its total booth fee by January 15, 2021 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 September 15, 2020, there is no liability. For cancellations or reductions received during September 15, 2020 through January 15, 2021, the 50% deposit will be forfeited or, if not already paid, will still be due and payable. For cancellations or reductions received after January 15, 2021, 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. By signing this contract, the signer represents and warrants that he/she is authorized by the exhibiting company to bind that company to this contract.

**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 12:00 pm on Monday, June 7, 2021, 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. Carpet is not included. Exhibitor is required to provide carpet or rent it from the Official Service Contractor.

**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 16'. 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.

**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.

**SMOKING:** Neither smoking nor vaping of any kind is permitted anywhere in the Charlotte Convention Center or on its grounds.

**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 AAMI's character or purpose.

**USE OF EXHIBITOR-APPOINTED CONTRACTORS:** Exhibitors choosing to use labor services other than those provided through the Official Service Contractor must provide AAMI 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 events may not conflict with any scheduled Exchange event. Unless approved by AAMI, any function that would compete for attendees' time, either during the hours of the Exchange or during any other official AAMI functions, is strictly prohibited. Exhibitors shall not rent meeting space from the Charlotte Convention Center, or any of the official hotels associated with the AAMI Exchange 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. Exhibitors must refrain from entering another exhibiting company's booth unless invited by the company.

**COMPLIMENTARY BADGES:** Exhibitors will be provided with a maximum of three booth personnel badges for each 100 square feet of booth space leased. Additional booth personnel badges for company representatives may be purchased for \$50 each. Booth personnel badges provide access to the Expo hall and main stage presentations only. In addition, each exhibiting company will receive one complimentary Full Conference registration, which provides access to all conference events, for each 100 square feet of booth space leased.

**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 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, defend, and hold harmless AAMI and its officers, employees, and agents, and the Charlotte Convention Center and its officers, employees, and agents, against any and all liabilities, claims, causes of action, losses, and/or damages arising out of the exhibitor's use of copyrighted music.

**PHOTOGRAPHY:** Show Management 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. AAMI Exchange encourages attendees to engage and promote the conference on social media and other platforms. Guidelines to be mindful of: Exhibitor taking photography and/or recording, of any kind, of another exhibitor's exhibit space or product is strictly prohibited. Only photography of the exhibitor's own booth space is permitted. Any exhibitor or attendee found to be taking unauthorized photography and/or recording will be asked to leave the show and have their photography and/or recording equipment confiscated. If the violator of this policy is an exhibitor, Show Management reserves the right to remove the exhibit and exhibitor from the show at the exhibiting company's expense. During the show, all inquiries should be directed to Show Management in the Exhibitor Service area in the exhibit hall.

**INSURANCE:** AAMI requires that exhibitors obtain general liability insurance to cover exhibit material against loss or damage, and 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.

**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.

**EXCHANGE 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.

**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.

**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.

**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 exhibit, 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 exhibit 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.

**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 Exchange opening each day, nor may they remain in the Hall after the Exchange closes each night.

**COMPLIANCE WITH RULES AND LAWS:** Exhibitor agrees to comply with all rules and regulations of the show and the venue as outlined in the Exhibitor Service Manual. Exhibitor also agrees to comply with all state and local laws regarding exhibits in the Charlotte Convention Center.

**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.”