



# EXHIBIT SPACE APPLICATION

## 30th Management Conference and Annual Meeting • March 18-20, 2012 Scottsdale, Arizona

### 1. COMPANY INFORMATION

Company Name: \_\_\_\_\_ Div., if applicable \_\_\_\_\_

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

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

Tradeshow Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Contact Cell Phone (for onsite purposes): \_\_\_\_\_

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

### 2. SPACE REQUIREMENTS

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

Our desired exhibit size: \_\_\_\_\_ ft. (depth) x \_\_\_\_\_ ft. (frontage) = a total of \_\_\_\_\_ sq ft.

Booth(s) preference (please list 3 choices):

1st choice: \_\_\_\_\_ 2nd choice: \_\_\_\_\_ 3rd choice: \_\_\_\_\_

### 3. ASSIGNMENT INFORMATION

To assist in the assignment of exhibit space, please list your competitors or companies you prefer to not be near.

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

### 4. ACCEPTANCE AS BINDING CONTRACT FOR EXHIBITOR

**Please read the Exhibit Rules & Regulations regarding terms and conditions.**

Member Rates: \$1,700 for a 10' x 10' and \$2,125 for a 10' x 20'

Non-Member Rates: \$2,100 for a 10' x 10' and \$2,625 for a 10' x 20'

A 50% deposit must accompany application. Full payment is required by March 1, 2012. Payment for exhibit space must be made in U.S. funds payable to AEMP.

**We agree to abide by all the Rules & Regulations governing the Exhibition as stated on the back of this application.**

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

### 5. PAYMENT INFORMATION

Date \_\_\_\_\_ Amount Authorized \$ \_\_\_\_\_

Charge to my  Amex  Visa  Mastercard  Check Enclosed

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ CVV: \_\_\_\_\_

Card Name \_\_\_\_\_

Signature \_\_\_\_\_

### FOR AEMP USE ONLY

Date Received \_\_\_\_\_

Check # \_\_\_\_\_

Deposit Received \$ \_\_\_\_\_

Booth Assigned \_\_\_\_\_

\_\_\_\_\_

Depth \_\_\_\_\_ x Frontage \_\_\_\_\_

Contract # \_\_\_\_\_

Order # \_\_\_\_\_

# EXHIBIT RULES AND REGULATIONS

**These rules and regulations are incorporated into the Space Application and Contract for space.**

Association of Equipment Management Professionals, hereinafter referred to as "AEMP" reserves the right to render all interpretations and decisions, should questions arise, and to establish further regulations as may be deemed necessary to the general success and well-being of the exposition. AEMP's decisions and interpretations shall be final in all cases.

**REGISTRATION:** Admission to the Exhibition will be by AEMP registration badge or exhibitor guest badge only. **All registration badges are non-transferable.** Business cards are not to be used in badge holders. Exhibitors will be granted an allotment of two (2) badges per 10' x 10' and three (3) per 10' x 20'. Additional badges can be purchased.

**EXHIBITION DATES AND HOURS:** The Exhibition will be held in the Forum Room of the Doubletree Paradise Valley Resort in Scottsdale, Arizona. The Exhibition will be open to attendees:

Sunday, March 18	6:00 pm – 7:30 pm
Monday, March 19	7:30 am – 3:45 pm
Tuesday, March 20	7:30 am – 9:00 am

AEMP reserves the right to make changes in the location, layout and opening hours; however, such changes will be made known as far in advance as possible.

**INSTALLATION AND DISMANTLING:** Exhibitors may not move in prior to the Exhibition Decorator having set the booths, anticipated to be 11:00 am, Sunday, 3/18/12. Displays must not be dismantled or packed in preparation for removal prior to the official closing time of 9:00 am, Tuesday 3/20/12. Every booth must be fully staffed and operational during the time events are scheduled in the Exhibition. Any exhibitor dismantling prior to the official closing time may be fined \$500. Exhibitors must complete tear down by 3:00 pm, Tuesday 3/20/12, at which point all exhibit displays or materials left in the booths without instructions will be packed and shipped at the discretion of AEMP, and all charges will be applied to the exhibitor.

**EXHIBITOR SERVICES:** Each Exhibitor will be provided the following free of additional charges: An exhibit space 10 ft. wide, defined by 8-ft. high back drape and 3-ft. high side drapes, to include a 6-ft. skirted table, 2 chairs, wastebasket, and an identification sign. The Exhibition area is carpeted. AEMP uses exclusive contractors for catering, electrical, rigging, show furniture, plumbing, cleaning, audiovisual, and telecommunications. Exhibitor agrees to use utilize the AEMP appointed contractors. The Exhibitor may appoint contractors for services other than those listed as exclusive upon written approval by AEMP. The request for approval must be received not less than 2 weeks prior to official move-in. AEMP may withhold approval of a request for appointment of a contractor for any reason at AEMP's sole discretion.

**SPACE ASSIGNMENT:** Priority space assignments will be extended to prior exhibitors after which time space assignments will be made on a first-come, first-served basis, based on the date the application and deposit are received. In the event the locations requested have been assigned, AEMP reserves the right to assign a location nearest to the one requested. Wherever possible, space assignments will be made by AEMP in keeping with the preferences as to location requested by the exhibitor. Exhibitors may identify the names of competitors from whom they wish to have their exhibit booth separated. However, AEMP reserves the right to make the final determination of all space assignments. Exhibitors shall not exhibit or market their products or services outside of the assigned exhibit space.

**CANCELLATIONS:** This contract may be cancelled by either party without penalty on or before January 18, 2012, by giving notice in writing to the other party. AEMP reserves the right to cancel or terminate this contract at any time and to withhold possession of exhibit space if the Exhibitor fails to abide by any part or provision of this contract. In any event, for cancellations, including reduction of contracted exhibit space, made after January 18, 2012 ("Late Cancellations"), exhibit space rental fees paid by the Exhibitor will be refunded only provided the cancelled space can be resold. Refunds on all cancellations will be issued within 30 days after March 20, 2012. A cancellation fee of 20% of the total cost of the exhibit space originally contracted will be assessed on all refunds for Late Cancellations.

**SUBLETTING SPACE:** No exhibitor may, without prior written consent from AEMP, assign, sublet, apportion or share their space in whole or in part, nor exhibit any products or services other than those manufactured or handled in the normal course of his business, nor permit any agent of any non-exhibiting firm to solicit business or take orders in this space.

**CONFLICTING EVENTS DURING SHOW HOURS:** The exhibitor agrees not to extend invitations, call meetings, hospitality events or otherwise encourage the absence of industry professionals from the exhibit hall and meeting rooms during the hours of all Education and Exhibition activities. All requests for meeting rooms, hotel suites and special function rooms must be approved by AEMP. If an exhibitor cancels their exhibit space, they will automatically lose the opportunity to use any approved meeting rooms, hotel suites or special function rooms.

**COMPLIANCE WITH FACILITY REGULATIONS:** The Exhibitor agrees to comply with all relevant regulations of the Doubletree Paradise Valley Resort. These regulations are available upon request from AEMP.

**AMERICANS WITH DISABILITIES ACT:** All booths must be constructed in compliance with the disabilities act and accessible to persons with physical disabilities.

**INSURANCE REQUIREMENTS:** The Exhibitor shall carry Comprehensive General Liability Insurance, including premises, operations and contractual liability coverage, with limits not less than \$1,000,000 per occurrence and \$2,000,000 general aggregate for personal injury liability and property damage liability. The Exhibitor shall also carry Worker's Compensation and Employer's Liability Insurance in compliance with applicable laws. An original copy of the Certificate of Insurance must be submitted to AEMP.

**NON-LIABILITY:** It is expressly understood and agreed by each and every contracting exhibitor, their agents and guests that neither AEMP, its directors, officers, members, sponsors, agents, nor its contractors, shall be liable for the loss or damage to the goods or properties of exhibitors. At all times such goods and properties remain in the sole possession and custody of each exhibitor. By signing the Space Application, the exhibitor releases and agrees to indemnify AEMP, its directors, officers, members, sponsors, and agents, save them harmless from any suit or claim for property damage or personal injury by whomsoever sustained, including exhibitor and its agent or employees, on or about the exhibitor's display space or arising out of exhibitor's participation in the Exhibition, including such damage or injury resulting in part from the negligence of one or more of the aforementioned indemnities. Exhibitors represent and warrant that they will maintain in force adequate property and liability insurance to protect against property damage, theft or other loss and liability for personal injury or property damage resulting from Exhibitor's participation in the Exhibition. Exhibitors shall be responsible for the collection and payment of any applicable state and local taxes. It is agreed that all disputes from this agreement or participation in the show described by this agreement shall be adjudicated under the laws of the State of Colorado without regard to the principles of conflict of laws. AEMP reserves the right to cancel the Exhibition in the event of war, civil disorder, natural disaster, mass transportation break-down, labor strike or the like. AEMP holds no interests in any exhibitor. Exhibitors rent exhibit space, exhibitors are independent business entities, and AEMP is not responsible for any exhibitors acts or omissions.

**PHOTOGRAPHY:** The Exhibitor understands that photographs of the Exhibition may be taken by AEMP, its official photographer, and others. The Exhibitor authorizes without charge or cost of reproduction and use by AEMP of any trademarks, logos and designs used by the Exhibitor.