



# Application & Contract for Exhibit Space

## ACI-NA ANNUAL CONFERENCE & EXHIBITION

### OCTOBER 4-7, 2015

#### Long Beach California Convention Center, Long Beach, CA



**Please Print or Type Below.** Be sure to read the Rules and Regulations on page 2 of this contract, which are part of the Application and Contract for Exhibit Space. You must sign the contract in order for it to be accepted.

**Company Information:**

Company Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Contact Information for Exhibition Correspondence:**

Name \_\_\_\_\_ Title \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Web Site \_\_\_\_\_

**Signature of Authorized Representative:**

I, the duly authorized representative of the company, on behalf of the company listed above, agree to all the terms, conditions, authorizations and covenants contained in this Application and Contract for Exhibit Space and the Exhibit Space Regulations as well as in the Exhibitor Service Manual.

*Acknowledged and Accepted by:*

Authorized Signature \_\_\_\_\_  
 Name \_\_\_\_\_ Title \_\_\_\_\_  
 Date \_\_\_\_\_

**PRICING:**

Per 10'x10' booth. All prices in U.S. Dollars.

	Reserve booth and Payment by May 1, 2015	Reserve booth and Payment after May 1, 2015
ACI/ACI-NA Member	\$4,425	\$4,775
Non-Member	\$6,415	\$6,925

\_\_\_\_\_ 10'x10' booths x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

A discount of \$665 per booth is available for ACI/ACI-NA Members purchasing four or more 10'x10' booths.

**SELECTION:**

Booth Size Preference: \_\_\_\_\_ ft. x \_\_\_\_\_ ft. = \_\_\_\_\_ sq. ft. (All booths are in 10'x10' increments.)

Booth # Preferences: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

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

If an exhibitor cancels all or part of the exhibit space contracted for, the exhibitor **must do so in writing** and will be obligated to pay ACI-NA fees based on the following schedule:

- Cancel prior to November 21, 2014: 0% of exhibit space rental due
- Cancel from November 21, 2014 to May 1, 2015: 50% of exhibit space rental due
- Cancel after May 1, 2015: 100% of exhibit space rental due

*Forfeited payments or payments due for canceled booths MAY NOT be used toward sponsorships or advertising in the conference directory. Canceled booths forfeit exhibitor benefits such as priority points, complimentary registrations and attendee registration lists.*

**FOR ACI-NA USE ONLY:**

Exhibit Space Assigned: \_\_\_\_\_ Date Received: \_\_\_\_\_ ACI-NA by: \_\_\_\_\_

Please complete, sign and either mail or fax this application with payment to:

**Airports Council International - NA**

P.O. Box 5007  
 Client ID 500022  
 Merrifield, VA 22116-5007

301-625-5123 PHONE  
 301-625-5124 FAX

By submitting this Application and Contract for Exhibit Space, the above-named company requests space at the ACI-NA Exhibition to be held October 4-7, 2015 in Long Beach, CA. We agree to pay ACI-NA for said space in accordance with the terms and conditions outlined herein, and understand that, once accepted by ACI-NA, this document, including the Regulations printed on the back or second page of this document, constitute a valid and binding contract between us and ACI-NA. We agree to comply with all instructions, rules and regulations as set forth herein as well as in the Exhibitor Service Manual and with all conditions under which facilities at the Long Beach California Convention Center have been rented to ACI-NA.

We understand that this application becomes a contract when signed by us and accepted by ACI-NA, and fully acknowledge and agree to the cancellation schedule laid out below.

We understand that 50% payment is due by November 21, 2014 for contracts received on or before November 21, 2014. For contracts received between November 22, 2014 and May 1, 2015, 50% payment must accompany this application. For contracts received after May 1, 2015, 100% payment must accompany this application. The balance for all booths must be paid by May 1, 2015.

**Method of Payment**

- Check enclosed, payable to ACI-NA (U.S. dollars drawn from a U.S. bank)
- Purchase Order # \_\_\_\_\_
- Wire Transfer (please call 202-293-8500 for instructions)
- Please charge my credit card:  
 VISA  MasterCard  AMEX

I, \_\_\_\_\_,

hereby authorize ACI-NA to charge my credit card the TOTAL\* of \_\_\_\_\_.

Card #: \_\_\_\_\_

CC ID #: \_\_\_\_\_  
 (4 digit number on front of AMEX; 3 digit number on the back of VISA/MC next to signature)

Exp. Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name on card: \_\_\_\_\_

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

\*The issuer of the card identified on this item is authorized to pay the amount shown as TOTAL. I promise to pay such TOTAL subject to and in accordance with the agreement governing the use of such card. My signature on this order form authorizes ACI-NA to charge my credit card number listed on this order form for the amount shown as TOTAL.

## EXHIBIT SPACE REGULATIONS

**PAYMENT:** Applications will not be processed without the required payment and a duly authorized signed and dated acknowledgement of the Application & Contract for Exhibit Space. Prior to May 1, 2015, all applications must be accompanied by at least 50% deposit payment of the total space rental charges. Applications received after May 1, 2015, must be accompanied by payment in full. Final payment on all space rental charges is due by May 1, 2015. Exhibitors must be paid in full prior to receiving exhibitor benefits like attendee lists, listing in the official printed guide, etc.

**CANCELLATION OF EXHIBIT SPACE:** For cancellations or reductions received by ACI-NA by November 21, 2014, there is no liability. For cancellations or reductions received during November 21, 2014 through May 1, 2015, the 50% deposit will be forfeited or, if not already paid, will still be due and payable. For cancellations or reductions received after May 1, 2015, the total booth fee will be forfeited or, if not already paid, will still be due and payable. All cancellations must be made in writing. The above cancellation fees will be in effect even though the exhibit space no longer required by the withdrawing company may be subsequently rented by ACI-NA to another company. In addition, the exhibitor loses the right to use the complimentary exhibitor registrations and all other exhibitor benefits granted by this contract.

**ELIGIBILITY FOR PARTICIPATION:** ACI-NA reserves the right to determine the eligibility of any company or product to participate in the exposition. No exhibitor is permitted to show goods or services other than those manufactured or distributed by the exhibitor in the regular course of business. No firm or organization not assigned space in the exhibition hall will be permitted to solicit business in any manner within the exhibition hall. ACI-NA can refuse rental of exhibit space to any company whose display of goods or services is not, in the opinion of ACI-NA, compatible with the educational character and objectives of the exposition.

**ASSIGNMENT OF EXHIBIT SPACE:** Space will be assigned by ACI-NA in accordance with the policy announced at the time exhibit space is offered for reservation. Notwithstanding this policy, ACI-NA reserves the right, in its sole discretion, to relocate exhibitor display areas in the best interests of the exhibition.

**SUBLET OF EXHIBIT SPACE:** No exhibitor shall assign, sublet or share their exhibit space with another business or firm unless approval has been obtained in writing from ACI-NA. Exhibitors are not permitted to feature in advertisements names of non-exhibiting manufacturers, distributors, or agents in the exhibitor's display, with the exception of parent or subsidiary companies.

**LIABILITY:** Neither ACI-NA, its members, nor the representatives and employees thereof, nor the convention center will be responsible for injury, loss or damage that may occur to the exhibitor or to the exhibitor's employees or property from any cause whatsoever, prior, during or subsequent to the period covered by the exhibitor's contract. It is agreed by the parties that the nature of the facilities available, the presence and circulation of large numbers of people, the difficulty of effective supervision over the protection of large numbers of removable articles in numerous booths, and various other factors make it reasonable that each exhibitor shall assume their own risk of any injury, loss or damage, and the exhibitor, by signing this contract, hereby assumes such risk and expressly releases the organizations and individuals referred to above from any and all claims for any such loss, damage or injury. Protection against unauthorized removal of property from the booth occupied by the exhibitor shall be the exhibitor's responsibility.

**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.

**DAMAGE TO PROPERTY:** The exhibitor is liable for any damage caused to building floors, walls or columns, or to standard booth equipment, or to another exhibitor's property. The exhibitor may not apply paint, lacquer, adhesives, stickers or other coating to building columns and floors or to standard booth equipment.

**LABOR:** Exhibitors are required to observe all contracts in effect between service contractors, the convention center, and various labor organizations. Tipping is strictly prohibited for any personnel providing services to exhibitors.

**USE OF EXHIBITOR-APPOINTED CONTRACTORS:** Exhibitors choosing to use labor services other than those provided through the Official Service Contractor must, by September 4, 2015, 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 ACI-NA can supply exhibitor service kits to non-official contractors.

**INSTALLATION:** All displays must be fully set up and ready by Noon on Sunday, October 4, 2015. After that time, any unattended booths will be set up at the discretion of ACI-NA, and all expenses will be charged to the exhibitor. The exhibition will open promptly at 5 pm on Sunday, October 4, 2015.

**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 show activities. All requests for meeting rooms, hotel suites and special function rooms must be approved by ACI-NA.

**DISMANTLING:** The dismantling of displays begins at 3 pm and ends at 7 pm on Tuesday, October 6, 2015. Dismantling continues at 8 am and ends at 4 pm on Wednesday, October 7, 2015. Exhibitors may not dismantle or disturb their exhibits until the start of the dismantling period. All exhibitor displays or materials left in booths without instructions will be packed and shipped at the discretion of ACI-NA and all charges will be applied to the exhibitor.

**EXHIBITOR'S REPRESENTATIVE:** A representative of the Exhibitor must be in attendance throughout the period of the exhibition. Only representatives who are employed by the exhibiting company and who will be working in the booth are to be registered as exhibitor personnel. Badges will be required for entry into the exhibit hall at all times. Badges are not transferable and those worn by other than the person to whom issued will be confiscated.

Business cards are not to be used in badge holders. In all cases, no person under 16 years of age shall be granted admission into the Exhibit Hall. Exhibitors will be granted two complimentary full conference badges per 10'x10' booth purchased.

**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 show opening each day, nor may they remain in the Hall after half an hour after the show closes each night.

**RESTRICTIONS OF ACTIVITIES:** 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 aisle. All booth personnel are required to confine their activities to the exhibitor's booth space. This includes physical incursions, as well as sound or light. Distribution of any printed material, souvenirs or other articles must be confined to the space assigned. Apart from the specific display space for which an exhibiting company has contracted with ACI-NA, no part of event center and its grounds may be used by any organization other than ACI-NA for display purposes of any kind or nature. Within the event center property, exhibitor brand or company logos, signs and trademark displays will be limited to the official exhibit area only.

**PROPER ATTIRE AND CONDUCT:** Representatives should be conservatively attired to maintain the professional and business-like climate of the exposition.

**SOUND:** In fairness to all exhibitors, no noisy or obstructive activity will be permitted during show hours, nor will noisily operating displays be allowed. Loud machinery should only be run for reasonable periodic demonstrations. Videos or movies relating to the exhibitor's equipment will be permitted, provided projection equipment and screen are located on the rear one-third of the booth, and all viewers stand or sit within the booth. Sound videos or movies will be permitted only if the sound is not audible in the aisle or neighboring booths. Sound systems will be permitted if tuned to a conversational level and if not objectionable to neighboring exhibitors.

**SIGNS:** Electric flashers or signs involving the use of neon or similar gases are prohibited. Should the wording on any sign or area in exhibitor's booth be deemed by ACI-NA to be contrary in any way to the best interests of the trade show, Exhibitor shall make such changes as are requested by ACI-NA.

**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 ACI-NA and its officers and employees and agents, and the Long Beach California 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 ACI-NA'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. ACI-NA and its agents reserve the right to photograph and/or record exhibitors in the Long Beach California Convention Center and to use such likenesses for future promotional purposes.

**DIRECT SELLING:** In the event that an exhibit engages in onsite sales transactions, the exhibitor will be responsible for complying with all applicable federal, state and local tax and other laws including but not limited to those pertaining to the collection of sales taxes.

**BOOTH CONSTRUCTION GUIDELINES:** Booth construction guidelines are set forth in the International Association of Exhibitions and Events (IAEE) display rules and regulations. These guidelines are incorporated by reference and made part of these Rules and Regulations and included in the official Exhibitor Service Manual. ACI-NA does not permit any end-caps booths. All material used in the exhibit booths must be made of flame-proof materials and conform to all fire department regulations. The exterior of any display cabinet or structure facing an aisle, or adjacent exhibitor's booth, must be suitably finished and decorated at the exhibitor's expense. Apart from the specific display for which an exhibiting company has a contract with ACI-NA, no part of the exhibit hall or convention center, surrounding grounds and public space or the hotel or convention center or hospitality suites may be used by any organization other than ACI-NA for display purposes of any kind or nature.

**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, ACI-NA reserves the right to cancel, without refund to the exhibitor, all or such part of the exhibit as may be non-compliant.

**FIRE REGULATIONS:** Exhibitors will comply with all applicable federal, state and municipal laws, operating guidelines and all other rules and requirements of the all municipal authorities. All decorations and construction must conform to the fire regulations of the Long Beach California Convention Center and must be constructed of flameproof material or treated with an approved flame proofing solution. Packing containers, wrappings and similar materials must be removed from the exhibit area and not stored under tables or behind displays.

**FLAMMABLE MATERIALS:** No flammable fluids or materials of any nature, including decorative materials, prohibited by national, state, or city fire regulations, may be used in any booth. The following require prior written authorization: Heat-producing, smoke-emitting and open flame devices, lasers or X-ray equipment and the use, handling, storage and disposal of hazardous materials and waste of any compressed gases.

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

**PROHIBITED ITEMS:** The following are expressly prohibited in the Exhibit Hall: Flammable or non-flammable compressed gases, helium, live animals (except assistance dogs for disabled persons), birdseed, glitter, confetti, open flames, flammable or combustible liquids/materials, hazardous chemicals and materials, explosives, and blasting agents.

**CONVENTION CANCELLATION:** In case the exhibition premises shall be damaged or destroyed, or if the exhibition 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 ACI-NA, or for any other reason, this contract may be terminated by ACI-NA. In the event of such termination, the exhibitor waives any and all damages and claims for damages and agrees that the sole liability of ACI-NA shall be to return to each exhibiting company its payment less the pro rata share of all costs and expenses committed to and incurred by ACI-NA.

**TERMINATION OF THE RIGHT TO EXHIBIT:** ACI-NA reserves the right to terminate this contract immediately if any exhibitor does not follow the Rules and Regulations. ACI-NA reserves the right to withhold from any exhibitor possession of the exhibit space if the exhibitor fails to perform any material term of this 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 for the space rental, regardless of whether or not ACI-NA enters in to a future lease of the space involved.

**INSURANCE & INDEMNIFICATION:** Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury to persons or damage to exhibitor's display, equipment, or other property brought upon the premises of the Long Beach California Convention Center caused by the exhibitor, its employees, agents and contractors and agrees to indemnify, defend and hold harmless ACI-NA and the Long Beach California Convention Center and their respective owners, agents, contractors and employees against all claims or expense for such losses, including reasonable attorney's fees, except to the extent of any liability caused by the negligence of ACI-NA or the Long Beach California Convention Center or its owners, agents, contractors and employees. Exhibitor understands that neither ACI-NA nor the Long Beach California Convention Center maintains insurance covering the exhibitor's property nor lost revenue and it is the sole responsibility of the exhibitor to obtain such insurance. Exhibitor agrees to carry at least \$1,000,000 in liability insurance to support its indemnification requirements, to provide ACI-NA with evidence of such insurance on request, and to include ACI-NA as an additional insured on such insurance.

**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.

**SECURITY:** 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.

**MEETING MANAGEMENT:** ACI-NA will establish all meeting policies. All matters and questions not covered by these regulations are subject to the decision of ACI-NA in its sole discretion. ACI-NA reserves the right to make changes, amendments and additions to these rules as considered advisable for the proper conduct of the exhibition, with the provision that all exhibitors will be advised of such changes. Exhibitors will then be bound by such changes. In addition, all exhibitors shall be expected to uphold the policies, rules, and regulations of the Long Beach California Convention Center, which are available online and upon request to ACI-NA.