

AOA LEAD Conference: 2020
Exhibitor Registration

February 27-28, 2020
Eau Palm Beach Resort
100 S Ocean Blvd
Manalapan, FL 33462



Company Information

Company:

Address:

City:

State:

Zip:

Website:

Contact Information

(Person handling Logistics/Operations)

Contact Name:

Title:

Preferred Phone:

Work Phone:

Email:

On-Site Contact Information

(Limit of 2)

Staff 1 Name:

Staff 1 Title:

Staff 1 Badge Name:

Staff 1 Cell Phone:

Staff 1 Work Phone:

Staff 1 Email:

Staff 2 Name:

Staff 2 Title:

Staff 2 Badge Name:

Staff 2 Cell Phone:

Staff 2 Work Phone:

Staff 2 Email:

Additional Information

Please enter any special accommodations and/or dietary restrictions for the exhibitor; as well as any additional staff members that will be attending the LEAD Conference.

ADA Accommodations:

Dietary Restrictions:

Emergency Contact Name:

Emergency Contact Number:

How did you hear about LEAD?

Exhibitor Agenda

<u>Date/Time</u>	<u>Event</u>
Friday – February 28, 2020, 7-8am	Exhibit Hall Set Up
Friday – February 28, 2020, 8am-3pm	Exhibit Hall Open
Friday – February 28, 2020, 3-4pm	Exhibit Hall Breakdown

Exhibit Fee (U.S. Funds Only)

<u>Includes:</u>	<u>Cost</u>
<ul style="list-style-type: none">• One 6' X 30" draped & skirted table• Two chairs• Two complimentary registrations for the Friday program (which includes breakfast and lunch)• Complimentary Wifi• 8 ½" x 11" Sign with company logo placed on table top• Conference attendee list of names and mailing addresses	\$1,350.00

*Notes: Payment is due in full to secure the table and tables will be designated on a first-come, first-serve basis. Electrical can be requested for \$30 per power drop. Exhibitors are responsible for making and paying for their own hotel accommodations

Contract Execution

This exhibit space application will become a contract upon acceptance with authorized signature and is based upon the exhibit floorplan, exhibit space fees, and rules governing the exposition and general information that is included within this document. All applications are contingent upon AOA approval.

- By checking this box, and submitting this form, you indicate that you are authorized and have read and agree to the Rules and Regulations outlined below.

Terms & Conditions

1. **Purpose**

The objective of LEAD is to further AOA's objectives by providing a forum through exhibits and educational sessions. Exhibitors are limited to firms, organizations and agencies whose exhibits are in harmony with the purpose of this Exposition. Exhibitors selling items in their booth are required to collect and remit city and state sales tax.

2. **Location of Exhibits**

The exhibit table tops will be held at Eau Palm Beach Resort in Manalapan, FL.

3. **Subleasing**

Exhibitor may not sublet his exhibit space, nor any part thereof, nor exhibit, offer for sale, or advertise articles not manufactured or sold by the exhibiting company, except where such articles are necessary for proper demonstration or operation of the exhibitor's display, in which case identification shall be limited to the manufacturer's normal regular name-plate. Exhibitor may not permit non-exhibiting company representatives to operate from his booth. Rulings of AOA shall, in all instances, be final with regard to use of exhibit space.

4. **Occupancy Default**

Any exhibitor failing to occupy space contracted for shall not be relieved of the obligation of paying the full rental charge of such space. If not occupied by the time set for completion of the installation of the displays, such space shall be taken by AOA, and reallocated or reassigned for such purposes or use AOA may see fit. Exhibit table must remain intact until the final hour of the exhibit times. Failure to remain intact will result in a \$100 fine.

5. **Eligibility**

AOA has the sole right to determine the eligibility of any company or product for inclusion in the Exhibit Space.

6. **Cancellation or Change of Exposition**

In the event that the premises in which the Exhibit table is conducted should become unfit for occupancy or substantially interfered with by reason of any cause or causes not reasonably within the control of AOA or its agents, the Meeting & Exhibit may be canceled or moved to another appropriate location, at the sole discretion of AOA. AOA shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue of cause or causes not reasonably within the control of AOA. Causes for such action beyond the control of AOA shall include, but are not limited to: fire, casualty, flood, epidemic, earthquake, explosion, accident, blockage, embargo, inclement weather, governmental restraints, act of a public enemy, riot or civil disturbance, impairment or lack of adequate transportation, inability to secure sufficient labor, technical or other personnel, labor union disputes, loss of lease or other termination by the facility, municipal, state or federal laws, or act of God. Should AOA terminate this agreement pursuant to the provisions of this section, the exhibitor waives claims for damage arising therefrom. Refunds of "Paid Exhibit Space Fees" in the event of event termination or cancellation shall be made to exhibitors at the sole discretion of AOA and in any case, will not exceed the amount of each exhibitor's paid exhibit

space fee less any pro rata adjustments based on non-reimbursable direct and/or indirect event costs or financial obligations incurred by AOA through the date of exhibitors' notification of event termination or cancellation or through the completion of event termination or cancellation processes, whichever is later.

7. **Limitation of Liability**

Exhibitor agrees to make no claim for any reason whatsoever against AOA, its employees, agents, or representatives for loss, theft, damage, or destruction of goods; nor for any injury, including death, to himself, employees, agents or representatives; nor for any damage of any nature, including damage to his business for failure to provide exhibit space; nor for failure to hold the Exposition as scheduled; nor for any action or omission of AOA. The exhibitor is solely responsible for his own exhibition material and products, and should insure exhibit and products from loss or damage from any cause whatsoever. It is understood all property of an exhibitor is in his care, custody, and control in transit to, or from, or within the confines of the exhibit hall. AOA shall bear no responsibility for the safety of the exhibitor, its personnel, employees, agents or representatives or personal property.

8. **Insurance**

Exhibitors shall, at their sole cost and expense, procure and maintain through the term of this contract, the following insurance: Comprehensive General Liability insurance with limits not less than \$1,000,000 including Contractual Liability and Products Liability coverage and Workman's Compensation in full compliance with all laws covering the exhibitor's employees. Proof of such insurance shall be provided to AOA or its agent or representative upon request.

9. **Installing, Exhibiting, Dismantling**

Hours and dates for setting up and dismantling tables shall be those specified by AOA. Exhibitor shall be liable for all storage and handling charges resulting from failure to remove exhibit material from the Exposition before the specified conclusion of the dismantling period set by AOA.

10. **Damage to Property**

Exhibitor is liable for any damage caused by exhibitor, exhibitors' agents, employees or representatives to building floors, walls, or columns, or to standard booth equipment, or to other exhibitors property. Exhibitor may not apply paint, lacquer, adhesive or other coatings to building columns, floors or walls, or to standard booth equipment.

11. **Floor Loading**

Under no circumstances may the weight of any equipment or exhibit material exceed the specified floor load limit of the facility. Exhibitor accepts full and sole responsibility for injury or damage to property or persons resulting from failure, knowingly or otherwise, to distribute the exhibit material and products in conformity with the maximum floor load specifications.

12. **Alcoholic Beverages**

The dispensing, distribution or use of alcoholic beverages in the exhibit space is prohibited without the express prior approval of AOA.

13. **Flammable Materials**

No flammable fluids or materials of any nature, including decorative materials, use of which is prohibited by national, state, or city fire regulations may be used in any booth.

14. **Noise and Odors**

Noisy or obstructive work will not be permitted during open hours of the Exposition, nor will noisily operating displays, nor exhibits producing objectionable odors. AOA shall have sole discretion in determining what is noisy, obstructive or objectionable.

15. **Music**

Any exhibitor using music must ensure that licensing fees have been paid to the appropriate agency, i.e., ASCAP or BMI. AOA is not responsible for any licensing fees for music played in exhibitor's booth.

16. Obstruction of Aisles or Booths

Any demonstration or activity that results in excessive obstruction of aisles or prevents ready access to nearby exhibitor's booth shall be suspended for any periods specified by AOA.

17. Attendance

Admission policies shall remain, at all times, the prerogative of AOA, and may be revised or amended to suit unforeseen conditions.

18. Booth Personnel

Exhibitor representatives are restricted to personnel engaged in the display, demonstration, application or sale of the company's product or services. Booth personnel shall wear an exhibitor badge identification furnished by AOA at all times while they are in the exhibit area. All other employees and representatives of the exhibiting companies must register as Show Attendees. AOA reserves the right to restrict or limit the number of booth representatives. All exhibits must have personnel present during exhibit hours.

19. Electrical Safety

All wiring on booths or display fixtures must meet underwriters' rules and standard fire department inspection. This applies to booth construction only and not to prewired radio and electronic equipment.

20. Use of Space

Displays and demonstrations are limited to the confines of an exhibitor's own booth, as is the distribution of literature or other items.

21. Display

AOA shall have full authority for approval or arrangement and appearance of items displayed. AOA may, at its discretion, require replacement, rearrangement, or redecoration of any item or any booth, and no liability shall attach to AOA for the costs that may evolve upon exhibitor thereby. Exhibitors with special backgrounds or side dividers must make certain that such material is furnished in such a manner as to not be unsightly to exhibitors in adjoining booths. If such surfaces remain unfinished at twelve noon of the day before the scheduled opening of the show, AOA shall authorize the official decorator to affect the necessary finish and the exhibitor must pay all charges involved thereby.

22. Exhibitor Representatives Responsibility

Exhibitor agrees to indemnify AOA, its employees, agents, or representatives against and hold them harmless for all claims arising out of the acts of negligence of exhibitor, exhibitor's agents, employees or representatives, and any claims for injury to exhibitor, its employees, agents, representatives, or event attendees.

23. Waiver of Rights

Any rights of AOA under this contract shall not be deemed waived in any manner except as specifically waived in writing and signed by an authorized officer of AOA.

24. Relocation and Floorplan Revisions

AOA retains the exclusive right to revise the location of the exhibit tables and/or move assigned exhibitors as necessary.

25. Amendment and Addition Rules

Any matters not specifically covered by the preceding rules shall be subject solely to the decision of AOA. AOA may, at any time, amend or add further rules to these rules, and all amendments made shall be binding on exhibitor equally with the foregoing rules and regulations.

26. Agreement to Rules

Exhibitor, for himself or itself, his or its personnel, employees, agents or representatives, agrees to abide by the foregoing rules and those provided and any amendments.

Payment

Number of Exhibitor Tables: _____ x \$1,350 = \$ _____

Additional Staff Attending: _____ x \$150 per person = \$ _____

Total Authorized Charge: \$ _____

Cancellation

Companies will forfeit the percentage indicated below on the total contracted amount:

- 50% is nonrefundable on or before February 6, 2020
- 100% is nonrefundable on or after February 7, 2020

Credit Card Payment Details

Full Name on Card:

Billing Address:

Billing City:

Billing State:

Billing Zip:

Credit Card Number (with spaces/dashes):

Expiration (mm/yy):

CVV:

Billing Email:

Signature:

****Please return this form to sgillen@osteopathic.org no later than February 7, 2020****