

Exhibit Terms & Conditions

<p><u>Contract:</u> The Rules and Regulations become binding upon acceptance of this contract between the applicant, inclusive of employees and agents, and the American Academy of Anesthesiologists (AAAA).</p> <p><u>Cancellation of exhibit space:</u> A written notice of exhibit space cancellation must be sent to the office of AAAA, 1818 Parmenter St, Ste 300 Middleton, WI 53562: (a) Notices received on or before 60 days from the show start date will receive a full refund, minus \$100 Administrative Fee. (b) Notices received between 30-59 days before the show start date will receive a 50% refund. (c) No refunds will be made thereafter.</p>	<p><u>Exhibit Descriptions:</u> Booth packages includes (1) 6' Draped table; (1) Wastebasket; (2) Chairs, and access to electrical service.</p> <p><u>Liability:</u> Hotel management and AAAA will take every precaution to ensure attendee safety and protection. However, the hotel or AAAA shall not be held responsible for losses <u>due to theft or fires, etc.</u> Vendors should secure sufficient liability insurance to protect property in case of such events.</p>
<p><u>Application to Exhibit:</u> AAAA reserves the right to determine eligibility of an exhibit at all meetings.</p> <p><u>Use of Exhibit Space:</u> No exhibitor may assign or sublet any portion of exhibit space to another exhibitor without the written permission of the AAAA Conference Coordinator. Another shall not infringe upon the rights and privileges of any exhibitor. Interviews, demonstrations, distribution of literature or samples, etc. must be made inside the exhibitor's booth. Canvassing outside the booth is forbidden.</p>	<p><u>Exhibitor Access:</u> Exhibitors are allowed up to two representatives per booth. Additional badges are available at an additional charge. Exhibitors will be allowed to access the exhibit area 30 minutes before opening.</p> <p><u>Exhibitor Fees & Terms:</u> Exhibitor space cost is outlined in Exhibit Opportunity section. An exhibitor application must be accompanied by full payment. Payment must be received in full at least 30 days prior to the start of the meeting.</p>
<p><u>Rules for Exhibits:</u> A) No combustible materials may be used in the exhibits (i.e. crepe paper, cardboard, balloons). All exhibits must conform to Fire Department Regulations. B) Nothing is to be tacked, nailed, screwed or otherwise affixed to the walls, columns, floors or furniture or other properties of the building. C) The exhibitor shall install, or make arrangements to install, the exhibit before the published start of the exhibit hours and dismantle and remove the exhibit immediately after the published close of the exhibit hours. D) Any property shipped to or from the exhibit hall for display at the meeting is the sole risk and responsibility of the exhibitor. E) <u>Exhibits must be staffed at all times during exhibit hours.</u> F) No objectionable lights or noises will be allowed in any exhibitor space. The AAAA reserves the right to remove any objectionable equipment of exhibitor. G) The sides of the standard inline 6x8 Exhibit Space may be no higher than 3 feet so that all vendors are in view. The decision of a AAAA representative regarding this rule is final. H) Exhibitors acknowledge and consent to exhibit hall photos, recordings and news releases. I) The AAAA reserves the right without notice to modify the meeting agenda, hours of exhibition, and location of exhibits should circumstance warrant. J) Attire consistent with the decorum of the AAAA meeting is required for exhibit personnel. K) Exhibitors may not photograph or videotape any other exhibit in the exhibit space</p>	<p><u>Giveaways:</u> Customary descriptive product literature, note pads, pens, pencils, and other items may be distributed; however, any item of value of more than \$25 must be approved by AAAA. No contest, lotteries or games of chance are allowed. The AAAA logo is trademarked by and is the exclusive property of AAAA. An individual, company, or organization may not use the AAAA logo in any way. The logo may not be associated with any promotional materials, mailings, giveaways, or contests.</p> <p><u>Notice of Disability:</u> In compliance with the Americans with Disabilities Act of 1990, the AAAA will make all reasonable efforts to accommodate persons with disabilities at its meetings. Please call AAAA with any requests at 678-222-4233.</p> <p><u>Space Assignment:</u> Space assignments will be made on a first come, first served basis. The AAAA reserves the right to make changes in assignments at any time.</p> <p><u>Sales/Order Tracking:</u> The purpose of the exhibit area is to complement the educational agenda of the meeting through displays and demonstrations. Sales and order taking are permitted provided all transactions are conducted in a manner consistent with the professional nature of the meeting. Products for sale must be the exhibitor's own unaltered products. The AAAA reserves the right to restrict sales activities that it deems inappropriate or unprofessional. Exhibitors must comply with all local sales tax requirements.</p>
<p><u>Cancellation of Meeting:</u> AAAA shall not be liable for any expenses or losses incurred by the exhibitor should any situation arise that is beyond the control of AAAA that prevents the opening of any meeting, the holding of a meeting and/or the exhibit portion.</p> <p><u>Signage:</u> Signs and banners within each booth must contain content that is appropriate and professional. The AAAA reserves the right to require any exhibit to remove signs or banners that it deems inappropriate, unprofessional or placed outside approved areas.</p>	