



207 E. Bodman
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EQUIPMENTMANAGERS.ORG

44th Annual Convention of the Athletic Equipment Managers Association

June 4-6, 2018

Sheraton Grand Hotel Ballroom A-E—Phoenix, Arizona

Dear AEMA Exhibitor:

We would like to thank you for your participation in the 2017 Convention in Atlanta, Georgia. We hope the show was a success for your organization.

We hope you will join us again by exhibiting in the 44th Annual Convention being held June 4-6, 2018 in Phoenix, Arizona at the Sheraton Grand Hotel, 340 North 3rd Street, Phoenix, AZ. The schedule will be as follows:

Monday,	June 04	-8:00 AM	-Decorator Set-Up
		1:00 PM -8:00 PM	-Exhibitor Set-Up
Tuesday	June 05	9:00 AM – 1:00 PM	-Exhibits Open
Wednesday	June 06	9:00 AM-Noon PM	-Exhibits Open
		Noon-3:00 PM	-Exhibits Removal

We highly recommend that you go on our webpage, (<http://www.equipmentmanagers.org>), in order to register for the Convention. This method will speed up the registration process and allows us to be more efficient in preparation for the Convention. Please make sure that when you fill out the Contract, that all information is precise. If you are requesting more than one booth, please have a description of the layout of your booths (Four in a block, three in a row, two running vertical, two running horizontal are examples).

The booth price is \$950.00 (10 x 10 Space) if paid prior to April 1st. After April 1, booth fee raises to \$1050.00 (10 x 10).

The room rate is \$179.00 per night for a Single/Double (plus 12.57% tax). Be sure to indicate that you are with the Athletic Equipment Managers Association and ask for the AEMA rate. WE encourage your attendees to book via the hotel link at <http://www.starwoodmeeting.com/Book/aema>. If guests would like to phone in their reservations, please have them call 1-866-837-4213. Hotel cut-off date for these rates is 5:00 PM (Phoenix time) on May 13, 2018 or until the room block has been sold out. Exhibits will be held in the Sheraton Grand Hotel Ballrooms A-E. Self parking rates are \$22.00 overnight-Valet Parking is \$32.00 overnight.

If you need additional information, please do not hesitate to contact Suzette Madej. We would appreciate hearing from you at your earliest convenience.

Once again, thank you for taking part in the 2017 Convention and we look forward to seeing you again in 2018.

AEMA
Attn: Suzette Madej
48055 Bayshore Drive
Belleville, MI 48111
Phone: (734) 477-9073
Fax: (734) 477-9074
Email: aemasuzette@hotmail.com

Scott Jess, E.M.C/BGSU
417 N. Mercer Road
Bowling Green, OH 43403
Phone: (419) 372-2864
Cell: (419) 308-2222
Fax: (419) 372-0303
Email: sjess@bgsu.edu

EXHIBITORS MAY REGISTER AND PAY ONLINE AT www.equipmentmanagers.org



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Application & Contract for Exhibit Space

June 4-7, 2017
Sheraton Grand
Phoenix, Arizona

DEADLINE: APRIL 1, 2018

DATE _____

Company Name _____

Address _____

City, State, Zip Code _____

Phone _____ Fax _____

Contact Person _____ Signature _____

Email Address _____

Number of Booth Spaces Requested _____ @\$950.00 = \$ _____

NOTE: After APRIL 1st, price per booth space is \$1050.00

We prefer not to be next to or across from: _____

We prefer to be next to or across from: _____

Brief description of the products/services _____

Please legibly print the names of representatives of your business that will attend the Convention so that we may have them ready at Registration:

Make checks payable and
return (with your contract) to:

AEMA
ATTN: Suzette Madej
48055 Bayshore Drive
Belleville, MI 48111

TOTAL REMITTED: \$ _____

EXHIBITORS MAY PAY & REGISTER ONLINE AT: www.equipmentmanagers.org

AEMA Use Only

Date _____

Amount Paid _____

Booth(s) Assigned _____

Check # _____

READ CAREFULLY - AVOID MISUNDERSTANDINGS

1. **Contact:** This application, properly executed by Exhibitor, shall upon written acceptance and notification of space assigned by Exhibit Management constitute a valid contract.
2. **Purpose of Exhibition:** To advance, encourage and improve the equipment managing profession generally and to introduce equipment managers and inform them of new products and services. AEMA reserves the right to determine, in its sole discretion, whether Exhibitor's materials relate to the purpose of exhibition.
3. **Assignment of Space:** Initial assignment of space will be started Feb.1. Assignment of space to those making application after Feb.1 will be made in the order of the date of receipt of the application and payment. Assignment of space is final and shall constitute an acceptance of Exhibitor's offer to occupy space. If two or more companies want assignment near each other APPLICATION and payment MUST be provided together by FEB. 15.
4. **Subletting Space:** Exhibitor agrees not to assign, sublet, or apportion the whole or any part of the space allowed without the knowledge and written consent of the Exhibit Management.
5. **Space Rental:** Booths (10'deep x 10' wide) include standard drapery equipment, a standard booth header sign showing the Exhibitor's Company name and registration for Exhibitor personnel. ***TABLES, CHAIRS AND CARPET ARE NOT INCLUDED***
6. **Arrangement of Exhibits:** Exhibitor agrees to arrange exhibits so as not to obstruct the general view nor to hide other exhibits. No part of an exhibit shall extend beyond the top back line of the booth.
7. **Safety Precautions:** Exhibitor agrees to take necessary measures to safeguard visitors from any hazards associated with its exhibit.
8. **Payment and Cancellation:** No space assignment will be made prior to payment of the space rental fee. The space contract agreement may be canceled by exhibitor by written notice to the address set forth in the contract. Upon cancellation, Exhibit Management will refund 50% of the space rental fee. No refund will be made for cancellation after May 1. In the event of cancellation, Exhibit Management shall have the right to use said space to suit its own convenience, including renting the space to another exhibitor, without any rebate or allowance to the defaulting except as provided above.
9. **Occupancy of Exhibit Hall:** Exhibit Management may terminate this contract in the event the Exhibit Hall is destroyed or damaged, or if the exhibition fails to take place, as scheduled, is interrupted, discontinued or access is prevented due to any of the following causes; strike, lockout, injunction, emergency, act of God, act of war, or any other cause beyond the control of the Exhibit Management. In such event, Exhibitor agrees to waive any and all damages and claims for damages and agrees that the sole liability of Exhibit Management shall be to refund to Exhibitor all payments made for exhibit space, less a proportionate share of all expenses incurred and committed by Exhibit Management.
10. **Installation and Dismantling:** Exhibitor agrees to install all exhibits by the opening of the exhibition. Exhibitor agrees not to dismantle any exhibit or exhibit booth nor to do anything before the final closing hour of the exhibition. Under no circumstances will the delivery or removal of any portion of an exhibit be permitted during the exhibition without written permission from Exhibit Management.
11. **Insurance and Liability:** Exhibit Management and Exhibit Hall will use reasonable care to protect Exhibitor against loss. However, they will not be liable for damage or loss to property of or injury to Exhibitor, its agents or employees, through theft, damage by fire, accident or other causes. Exhibitor should insure its property against such loss. Exhibitor agrees to make no claim against and to protect, indemnify and hold harmless Exhibit Management and Exhibit Hall against loss, theft or damage to Exhibitor's property or for any injury resulting from Exhibitor's act or failure to act. Exhibitor agrees to indemnify Exhibit Management and hold it harmless.
12. **Exhibit Management:** The words "Exhibit Management" as used herein refer to the Athletic Equipment Managers Association. Exhibitor agrees that all conditions, rules and regulations of Exhibit Management shall have the full power to interpret, amend and enforce all rules and regulations in the best interest of the show.
13. ****Moving or removing someone else's booth is strictly prohibited without proper notification.**

Vendor Terms of Agreement

1. Pricing and Content Information

While the athletic equipment managers association (AEMA) strives to provide accurate pricing information, pricing or typographical errors may occur. In the event that an item is listed on the vendor contract is listed at an incorrect price due to an error in pricing, the AEMA shall have the right, at our sole discretion, to refuse or cancel any orders placed for that item. In the event that an item is mispriced, AEMA may, at our discretion, either contact you for instructions or cancel your order and notify you of such cancellation.

2. Disclaimer

THIS SITE IS PROVIDED BY AEMA ON AN "AS IS" AND "AS AVAILABLE" BASIS. THE AEMA MAKES NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, AS TO THE OPERATION OF THE SITE OR THE INFORMATION, CONTENT, MATERIALS, OR PRODUCTS INCLUDED ON THIS SITE. TO THE FULL EXTENT PERMISSIBLE BY APPLICABLE LAW, AEMA DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. WITHOUT LIMITING THE FOREGOING, AEMA DISCLAIMS ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, FOR ANY PRICING OFFERED ON THIS SITE. YOU ACKNOWLEDGE, BY YOUR USE OF THE AEMA WEB SITE, THAT YOUR USE OF THE SITE IS AT YOUR SOLE RISK. THIS DISCLAIMER CONSTITUTES AN ESSENTIAL PART OF THIS AGREEMENT. SOME STATES DO NOT ALLOW LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY LASTS, SO THE FOREGOING LIMITATIONS MAY NOT APPLY TO YOU.

3. Limitation of Liability

UNDER NO CIRCUMSTANCES AND UNDER NO LEGAL OR EQUITABLE THEORY, WHETHER IN TORT, CONTRACT, STRICT LIABILITY OR OTHERWISE, SHALL AEMA OR ANY OF ITS AFFILIATES, EMPLOYEES, DIRECTORS, OFFICERS, AGENTS, VENDORS OR SUPPLIERS BE LIABLE TO YOU OR TO ANY OTHER PERSON FOR ANY INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL LOSSES OR DAMAGES OF ANY NATURE ARISING OUT OF OR IN CONNECTION WITH THE USE OF OR INABILITY TO USE THE AEMA WEB SITE, INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOST PROFITS, LOSS OF GOODWILL, LOSS OF DATA, WORK STOPPAGE, ACCURACY OF RESULTS, OR COMPUTER FAILURE OR MALFUNCTION, EVEN IF AN AUTHORIZED REPRESENTATIVE OF AEMA HAS BEEN ADVISED OF OR SHOULD HAVE KNOWN OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT WILL AEMA BE LIABLE FOR ANY DAMAGES IN EXCESS OF THE FEES PAID BY YOU IN CONNECTION WITH YOUR USE OF THE SITE DURING THE SIX MONTH PERIOD PRECEDING THE DATE ON WHICH THE CLAIM AROSE. APPLICABLE LAW MAY NOT ALLOW THE LIMITATION OF LIABILITY SET FORTH ABOVE, SO THIS LIMITATION OF LIABILITY MAY NOT APPLY TO YOU. IF ANY PART OF THIS LIMITATION ON LIABILITY IS FOUND TO BE INVALID OR UNENFORCEABLE FOR ANY REASON, THEN THE AGGREGATE LIABILITY OF AEMA UNDER SUCH CIRCUMSTANCES FOR LIABILITIES THAT OTHERWISE WOULD HAVE BEEN LIMITED SHALL NOT EXCEED ONE HUNDRED DOLLARS (\$100).

4. This is the complete AEMA policy as of October 3, 2014. AEMA reserves the right to modify this policy without notification.