

AEMA EXHIBITOR'S INFORMATION
Rules, Regulations, and Services

PLEASE READ CAREFULLY TO AVOID MISUNDERSTANDINGS

1. **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.
2. **Contract:** This application, properly executed by Exhibitor, shall upon written acceptance and notification of space assigned by Exhibit Management constitute a valid contract.
3. **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 the exhibition.
4. **Assignment of Space:** Initial assignment of space will be started Feb. 1 of each year. 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 each year.
5. **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 Exhibition Management.
6. **Space Rental:** Booths (10' deep x 10" wide) include 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.***
7. **Arrangement of Exhibits:** Exhibitor agrees to arrange exhibits so as not to obstruct the general view, nor hide other exhibits. No part of an exhibit shall extend beyond the top back line of the booth.
8. **Safety Precautions:** Exhibitor agrees to take necessary measures to safeguard visitors from any hazards associated with its exhibit.
9. **Payment and Cancellation:** No space assignment will be made prior to payment of the space rental fee. The space contract agreement may be cancelled 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.
10. **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 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.
11. **Installation and Dismantling:** Exhibitor agrees to install all exhibits by opening of the exhibits. 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.
12. **Insurance and Liability:** Exhibit Management 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, the 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.
13. ***Moving or removing someone else's booth is strictly prohibited without proper notification. ***