

**APPLICATION & AGREEMENT  
FOR EXHIBIT SPACE**

*AACE 27<sup>th</sup> Annual Scientific and Clinical Congress  
May 16-20, 2018 -Hynes Convention Center*

**In-line Booths:**

10x10 \$4,400  
10x20 \$8,600  
10x30 \$13,000  
10x10 corner \$4,600  
10x20 corner \$8,800  
10x30 corner \$13,200

**Island Booths:**

20x20 \$23,000  
20x30 \$33,000  
20x40 \$40,000  
30x30 \$43,200  
30x40 \$52,800  
40x40 \$60,000  
50x50 \$78,000

**First Time Exhibitor:**

10x10 \$3,700

**Recruiter:**

10x10 \$1,300

**Non-Profit**

10x10 \$1,300 \*includes 6' table & 2 chairs

**Booth Size** \_\_\_\_\_

**Total Booth Fee:** \_\_\_\_\_

*A 50% deposit of total booth fee is due to AACE 30 days after receipt of exhibit application approval.*

**\*Location Requests:**

*(Please refer to current floor plan to provide specific booth number or general location requests; may also request neighboring exhibit preferences)*

1<sup>st</sup> \_\_\_\_\_  
2<sup>nd</sup> \_\_\_\_\_  
3<sup>rd</sup> \_\_\_\_\_

*\* Booths are assigned on a first-come, first-served basis based on date applications are received. Specific location requests will be accommodated wherever possible and are subject to change upon written notification from AACE.*

**Product/Service Category Listing:**

*Please select the category that best describes your exhibit*

- |   |   |
|---|---|
| <input type="checkbox"/> Association/Society                    | <input type="checkbox"/> Non-Profit                   |
| <input type="checkbox"/> Diagnostics Equipment                  | <input type="checkbox"/> Nutrition/Healthy Lifestyles |
| <input type="checkbox"/> Educational Materials/<br>Publications | <input type="checkbox"/> Patient Support/Services     |
| <input type="checkbox"/> Electronic Medical Records             | <input type="checkbox"/> Pharmaceutical               |
| <input type="checkbox"/> Laboratory Services                    | <input type="checkbox"/> Recruitment/Prof. Placement  |
|   | <input type="checkbox"/> Other: _____                 |

**Company Name** *(as it should appear in printed materials):* \_\_\_\_\_

*Note: Confirmation letters, invoices, and all other materials will be sent to the contact person below*

**Contact Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Contact Telephone:** \_\_\_\_\_ **Contact Fax:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_ **Company Website:** \_\_\_\_\_

**Agreement:** Exhibitor has read and agrees to abide by all requirements, restrictions, and obligations set forth in the Exhibition Information, Rules, & Regulations, the policies governing exhibitors at events of AACE, and those which may be set forth in the future by AACE in connection with the 2018 Annual Meeting. **Your signature on this agreement creates a legal binding contract between AACE and your company.**

**AUTHORIZED SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

***Applications without an authorized signature will not be accepted and space will not be reserved***

**PLEASE REMIT COMPLETED APPLICATION & AGREEMENT TO:**

**AACE: Attn: LouAnn Griebel - Email: [lgriebel@ace.com](mailto:lgriebel@ace.com) Fax: 904-404-4212 Mail: 245 Riverside Ave, Suite 200; Jacksonville, FL 32202**

*See reverse for AACE Annual Scientific & Clinical Congress Exhibit Information, Rules & Regulations-signature required*

# AACE ANNUAL SCIENTIFIC & CLINICAL CONGRESS EXHIBITION INFORMATION, RULES & REGULATIONS

**Please note:** The following information, rules and regulations may be supplemented by additional rules included in the Prospectus and Exhibitor Kit, as well as any updates or clarification communications to exhibitor via fax, mail or e-mail.

**Arrangement of Exhibits:** Booths will be provided, as indicated in the prospectus, with signs of uniform style. Exhibits must be installed so they do not project beyond the space allotted. No interference with the light or space of other exhibitors will be permitted as determined by the IAEE Rules & Regulations.

Exhibitor is responsible for damage to property (see "Certificate of Insurance"). No signs or other articles shall be posted, nailed or otherwise attached to any of the pillars, walls, doors, etc., in such manner as to deface or destroy them. No attachments shall be made to the floors by nails, screws or any other device. All space is leased and subject to these restrictions.

**Booth Activities:** Booth presentations must be approved by AACE. Requests for Food & Beverage items in the exhibitor booth must be purchased through the Catering Department of John B. Hynes Veterans Memorial Convention Center. Sound and music should not exceed 85 decibels as listed in the IAEE Rules & Regulations. If demo involves medical waste, the John B. Hynes Veterans Memorial Convention Center will need to be notified prior to the show. Appropriate waste containers must be used.

The American Association of Clinical Endocrinologists (AACE) retains the right to deny the exhibition of inappropriate items and products. Please contact the AACE office with any questions. Drugs, chemicals or other therapeutic agents listed in AMA's New and Non-Official Remedies, National Formulary or U.S. Pharmacopeia, may be displayed.

**Cancellations:** Cancellations prior to October 2, 2017 will be charged a 10% administration fee. Cancellations received between October 2, 2017 to December 15, 2017 will be assessed a financial penalty equal to 50% of the exhibit booth fee. Cancellations received after December 15, 2017 will be assessed a financial penalty equal to 100% of the exhibit booth fee. Exhibit space booked after December 15, 2017 and cancelled prior to the show will be assessed a 100% penalty fee. All cancellations must be received in writing (email acceptable).

**Ceiling Height & Hanging Signs/Banners:** Auditorium has a ceiling height of 43' except under Balcony – 16' 6". Exhibit Hall C has a ceiling height of 20' except 17'4" between last row of columns & South Wall: 16'6" soffit between this row of columns. Exhibit Hall D has a ceiling height of 43' except around the perimeter where it is 20'. Please refer to the floor plan in the prospectus.

Hanging signs can be as high as 18' unless a written request is submitted to AACE for approval. Please refer to the Freeman Exhibitor's Kit for rules and regulations for more information on hanging signs.

The suspended height limitation from the floor to the top of the sign is 18'. Structures in island booths may not exceed 18' in height. All exhibitor lighting and structures must be confined to the booth space. Special requests for structures that exceed height restriction must be submitted to AACE in writing for approval.

**Certificate of Insurance:** All exhibitors must provide AACE with a certificate of insurance (COI) by April 18, 2018. Exhibitor assumes entire responsibility and liability and hereby agrees to protect, indemnify, defend and hold the American Association of Clinical Endocrinologists, Freeman, John B. Hynes Veterans Memorial Convention Center, City of Boston, management company(s), the affiliates, officers, directors, agents, employees and partners of each, ("Indemnified Parties") harmless against all claims, losses and damages, including negligence, to persons or property, governmental charges or fines and attorney's fees arising out of caused by exhibitor's installation, removal, maintenance, occupancy or use of the exhibit premises or a part thereof.

In addition, exhibitor acknowledges that the Indemnified Parties do not maintain insurance covering exhibitor's property and that it is the sole responsibility of the exhibitor to obtain business interruption, property damage and comprehensive general liability insurance. Exhibitor to obtain a certificate of insurance (COI) showing the indemnified parties, as additionally named, insured during the period from May 16-20, 2018

**Company Descriptions:** Exhibitors are asked to provide a Company Description that is no more than 50 words and can include a link to your website and are due to AACE by March 1, 2018.

**Decorator:** The decorator/General Contractor for the event is Freeman. Furniture and other special equipment for booths may be ordered through Freeman. An exhibitor kit will be available online approximately 90 days prior to the show. Please contact the Exhibitor Services Department if any information is needed.

**Disclaimer:** The American Association of Clinical Endocrinologists (AACE) neither warrants nor endorses any of the products advertised. Exhibitor shall indemnify and hold AACE harmless for any and all costs, including reasonable attorney fees, associated with the defense of any claim based upon an exhibitor's product.

**Disputes:** Any dispute that may arise regarding this exhibition shall be subject to the laws of the State of Florida, and venue for any such action shall be in Duval County, Florida.

**Downsizing and No-Shows:** Downsizing requests will be considered same as cancellation (same dates and penalties apply) and will be accommodated on a space available basis. If a company does not notify AACE that they are not coming prior to the show set-up (i.e. no shows), future placement at AACE shows will be compromised.

**Electrical:** All electrical service, equipment and outlets must be ordered through the in-house electrical contractor and exhibitors are subject to their prices and conditions. Complete information will be included in the exhibitor kit which will be available 90 days prior to the show.

**Exhibitor Appointed Contractors:** As the decorator/show manager for the AACE Annual Meeting, Freeman is available to assist exhibitors with all aspects of their display. Exhibitors who opt to use a non-official contractor to supervise the installation and dismantling of their booth and/or provide any other services on-site, are required to submit an authorization letter to AACE on their company letterhead. The letter must include the name of each Exhibitor Appointed Contractor (EAC) along with an on-site contact person and phone number. EAC letters are due to AACE by April 18, 2018.

**Exhibitor Badges & Registration:** A maximum of 10 exhibitor badges per 10x10 booth space are complimentary; any additional badges will be provided at a rate of \$10 per badge. Space confirmation letters will include a link to enter names of exhibiting personnel online. Representatives without a badge will not be permitted in the exhibit hall. Limited resources and personnel will be available on-site to make badges, so advanced planning is greatly appreciated. Exhibitor may pick-up name badges at the Exhibitor Registration desk on-site.

**Exhibits of Electrical and Radiographic Equipment:** Machines and apparatus operated by electricity must be shown as "still" exhibits. Practical demonstrations of x-ray apparatus and accessories or any noisy apparatus of any kind will not be permitted. No objection will be made to the utilization of electricity for illuminating purposes or for operating smaller diagnostic instruments and electrotherapeutic apparatus which do not distract or annoy other exhibitors.

**Floor Plan:** The floor plan provided in the prospectus is accurate at time of publication and will be maintained wherever possible, but is subject to change. AACE reserves the right to modify the floor plan as needed.

**Housing:** Exhibitors will be provided with housing information, including details on how to make individual

and group reservations, once available and block is open for exhibitor bookings.

**Irregular Canvassing & Distribution of Advertising Materials:** Solicitation of business or conferences in the interest of business except by exhibiting firms is prohibited. Exhibitors are urged to report to LouAnn Griebel, any violations of this rule. Canvassing by exhibitors outside of their booths is also forbidden. Circulars or advertising material of any description shall not be distributed except from the exhibitor's booth, unless otherwise approved by AACE.

**Lead Retrieval:** Lead retrieval units will be available for rent through AACE's official provider. All ordering information will be included in the exhibitor kits provided by Freeman.

**Payment:** A 50% deposit is due to AACE 30 days after receipt of exhibit application approval. Space will not be considered held until deposit has been received. Make check payable to: AACE and mail to 245 Riverside Avenue, Suite 200; Jacksonville, FL 32202. **Balance is due to be received in the AACE office on or before January 30, 2018.**

**Photography:** AACE will contract an official Annual Meeting photographer to capture all aspects of the meeting. AACE photography in the exhibit hall will be limited to attendee activity; no exhibitor will deny any reasonable request from AACE and/or the official photographer to take pictures from outside the perimeter of their booth. Information on how exhibitors may order services from the official photographer will be available in the exhibitor kit provided by Freeman.

**Security:** Security guards will be provided in the Exhibit Hall around-the-clock during the entire exhibiting periods, including move in and move out. Exhibitors are strongly urged to secure valuables nightly or take them to their hotel rooms. AACE, Austin Convention Center, and the show management will not be responsible for lost or stolen items.

**Shipping:** Complete information concerning shipping and handling instructions and rates will be included in the exhibitor kits provided by Freeman.

**Selling of Products or Services:** The selling of any products or services without prior approval from AACE is strictly prohibited. It is the responsibility of the exhibitor to obtain and file the necessary city and/or state sales permits where required. AACE will not be responsible or liable for exhibitors that do not have the necessary documents in place. Exhibitor will provide a copy of the documents to AACE prior to the Show. The sale of approved products or services does not constitute an endorsement of the product or service by AACE.

**Subletting of Space:** No subletting of space will be permitted. Each firm represented in the Exhibit Hall must sign the Exhibit Application and Agreement. Any person or firm subletting space, as well as the one purchasing space, will be subject to eviction. No refund will be made for space reserved.

**Uncontrollable Eventualities:** The American Association of Clinical Endocrinologists (AACE) will take all reasonable precautions against damage or loss by fire, water, storm, theft, strike or any other such emergencies but does not guarantee or insure the exhibitor against loss by reason thereof (see "Responsibility Agreement").



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