





**EXHIBITOR AGREEMENT**

**Designated Doctor and Physician Training Course**

**7:00 a.m. Friday, Sept 24 through 4:00 p.m. Saturday, Sept 25, 2010**

Deadline to reserve space is Sept 9, 2010

**Embassy Suites - DFW - Grapevine, Texas**

Please read and complete the information below, (incorporated herein by reference.) Exhibitor application is subject to acceptance by AADEP, **and applicable fees are due upon application.** Please return the completed, signed agreement and application with your payment.

Exhibiting Company \_\_\_\_\_ Web \_\_\_\_\_  
 Contact \_\_\_\_\_ Title \_\_\_\_\_  
 Street / Suite Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_ Cell \_\_\_\_\_

**Booth Fees** (please select)

6' Table \$1,000  Need Electricity?

**Exhibitor Representatives** (Please list up to 2 representatives per day)

Day 1 \_\_\_\_\_  
 Day 2 \_\_\_\_\_

**AADEP Provides:**

- Table size as selected above with (2) chairs
- Basic 10 or 20 amp electrical
- Listing in the on-site program
- Recognition on signage when appropriate
- PowerPoint slide in sessions where allowable
- Roster of attendees with profile (on-site)
- (2) exhibitor badges per day (for access to exhibit area only)

**(Full program attendance requires your representatives to register for the Conference at the normal attendee rate.)**

**FOR AADEP USE ONLY**

**Application is accepted and exhibit space number \_\_\_\_\_ is assigned.**

**Date received:** \_\_\_\_\_ **Check #:** \_\_\_\_\_ **Amount: \$** \_\_\_\_\_



## EXHIBITOR AGREEMENT

Note any special needs for set up (i.e. internet, AV, other)

Any exhibitors you **do not** want to be located near

Any exhibitors **you do** want to be located near

Emergency contact name


## PAYMENT OPTIONS

### Credit Card Payment Information:

MC  VISA  AMEX  Exp. Date \_\_\_\_\_ 3 or 4 digit security code \_\_\_\_\_

Card Number \_\_\_\_\_

Name on Card \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Check Payment Information:

Make check payable to AADEP. Amount Enclosed: \$ \_\_\_\_\_

**Sign the last page and mail, fax or email this form to:**

AADEP  
Attn: Registration  
223 W. Jackson Blvd, Suite 1104, Chicago, IL 60606-6900  
Phone: (312) 663-1171 / (800) 456-6095  
Fax: (312) 663-1175 aadep@aadep.org

**If you fax your registration form, please do not mail a hard copy**

**DEADLINE TO RESERVE SPACE IS SEPT 9, 2010 TO GUARANTEE SPACE**

# EXHIBITION TERMS AND CONDITIONS

## **1. Eligibility To Exhibit & Sponsor**

AADEP reserves the right to determine the eligibility of all exhibit space and sponsorship applicants. AADEP acceptance of exhibitor does not constitute an endorsement of the firm's products or services. Applications deemed ineligible by AADEP will be returned with a complete refund for exhibit space.

## **2. Assignment of Exhibit Space**

AADEP will attempt to assign exhibit space from among those preferences indicated on the application/agreement in so far as possible, on a first come, first-served basis; however the amount of exhibit space requested, and proximately to competing firms will be taken into consideration. The preferences indicated are for guidance only and are not guaranteed. Sponsors will be given preference during exhibit space assignments. AADEP reserves the right to reassign exhibit space and/or rearrange the floor plan at anytime before or during the meetings. Exhibitors may not assign or sublet to others the whole or any part of the space allotted.

## **3. Exhibit Space Payment Schedule**

Fees are in U.S. dollars and may be paid by check or credit card. Full payment must accompany the application/agreement. Application/agreements received without full payment will be returned to the originator.

## **4. Cancellation Of Agreement**

Notification of cancellation of or reduction of exhibit space and/or sponsorship must be received by AADEP in writing. If this agreement is cancelled by the Exhibitor for any reason or by AADEP because of the Exhibitor's default or violation of this agreement, monies paid to AADEP shall be retained as follows: A \$100 service fee (unless otherwise noted) for all cancellations received from the time of registration until two weeks before the scheduled meeting dates. No refunds will be given after this date and no refunds will be given for NO SHOWS.

## **5. Termination Of Meetings**

AADEP shall not be liable for any damages or expenses incurred to Exhibitor in the event the meetings are delayed, interrupted or not held as scheduled; and, if for any reason beyond the control of AADEP the meetings are not held, AADEP may retain so much of the amount paid by Exhibitor as is necessary to defray expenses already incurred by AADEP. Exhibit space not claimed or occupied prior to the opening of the meetings, for which no special arrangements have been made with AADEP, may be resold or reassigned by AADEP without obligation on the part of AADEP for any refund whatsoever, or assign the exhibitor other space.

## **6. Official Contact**

The Official Contact listed on the Application/Agreement shall act on behalf of the exhibitor in all negotiations.

## **7. Character of Exhibits**

Each exhibit must be confined to the space limits of their respective area. All equipment, products or material to be shown or demonstrated must be placed within the confines of the area assigned, and can be no higher than 10 feet.

## **8. Registration of Exhibit Personnel**

Each exhibiting company will receive (2) badges per table per day. Badges will only be provided for bona fide employees and representatives of the exhibitor. Additional badges may be purchased for each exhibit space sold. Badges are only good for access to exhibit area.

## **9. Circulation and Solicitation**

Distribution of circular or promotional material may be made only from the exhibitor's table.

## **10. Non-Exhibitors**

No firm or organization not assigned space in the exhibit hall will be permitted to solicit business within the exhibit area. Exhibitors are requested to inform the AADEP of their knowledge of any such occurrence.

## **11. Exhibitor Services**

The hotel will provide the equipment shown herein. All materials should be shipped to the hotel directly. Complete instructions will be provided. Exhibitors will be responsible for any fees associated with material handling.

## **12. Exhibitor Service Kit**

Exhibitor Service Kits will be sent to all confirmed exhibitors. The kit will provide exhibitors with complete shipping instructions, information and forms for power orders.

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### 13. Insurance And Liability

The Exhibitor assumes entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibits, displays, equipment and other property brought upon the premises of the designated convention facilities, and shall indemnify and hold harmless the designated convention facilities, their agents, servants and employees for any and all such losses, damages and claims. Exhibitors agree to protect, save, and keep AADEP and the designated convention facilities forever harmless from any damage or charges imposed for violation of any law or ordinance whether occasioned by the negligence of the exhibitor or those holding under the exhibitor, as well as strictly to comply with the applicable terms and conditions contained in the agreement between AADEP, official show contractors and designated convention facilities regarding the exhibit premises. An exhibitor shall at all times protect, indemnify, save and keep harmless AADEP, official general contractor, designated convention facilities against any and all loss, theft, cost damage, liability or expense arising from or out of or by reason of said exhibitor's occupancy and use of the exhibit premises or a part thereof.

### 14. Care Of Building

No signs shall be affixed to walls, electrical outlets, etc. by the use of nails, tacks, staples or tape. Any damage to facility property through carelessness of an exhibitor or their employees or agents must be paid by exhibitor causing such damage.

### 15. Amendments

AADEP reserve the right to interpret, amend and enforce the conditions, rules and regulations of the Agreement. Written notice of any amendments or interpretations shall be given to each exhibitor. Each Exhibitor for himself, his agents and employees agrees to abide by all conditions, rules and regulations set forth in the Agreement or by any amendment thereto or interpretation thereof of which notice shall have been given.

### Acceptance

We hereby apply for exhibit space for the referenced AADEP meeting to be conducted on the dates indicated. We understand that on acceptance, this application becomes a contract, under the terms and conditions set forth here, which we have read, understand and accept. We understand that exhibit space will be signed on a first come, first serve basis. We will accept the exhibit space assigned and agree to accept reassignment, if necessary, to create a more effective exposition. In making an application, we agree to exhibit under and comply with the contract rules and regulations printed in this application/agreement, which rules and regulations are hereby made part of the contract.

### AGREED TO BY

Signature \_\_\_\_\_

Date \_\_\_\_\_