



**Airlines for America®**  
We Connect the World

**Application & Contract for Exhibit Space**  
Airlines for America (A4A)  
**Nondestructive Testing (NDT) Forum**  
Embassy Suites San Francisco Airport-Waterfront  
**September 22-25, 2014**

**Instructions**

Please print or type, furnishing all information requested. Sign and return a copy to: A4A NDT Forum, c/o Creative Conference Solutions (CCS), P.O. Box 324, Canvas, WV 26662. Include credit card information or a **check made payable to the Airlines for America**. Faxed applications may be accepted, but will not be assigned space until full payment is received. Your application can be faxed to **(304) 872-5049** or emailed to **sherri.brooks@gmail.com**.

**Vendor Information**

\_\_\_\_\_  
Company Name - to appear on all signs/lists

\_\_\_\_\_  
Key Contact Person

\_\_\_\_\_  
Key Contact Telephone

\_\_\_\_\_  
Key Contact Email

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State/Province/Country

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Company Website

\_\_\_\_\_  
Company Email (to be listed in program)

\_\_\_\_\_  
Company Telephone

\_\_\_\_\_  
Company Fax

**Space Rental Fees**

Basic exhibit space rental charge is **\$1,400** for each tabletop space (10'x10')

**On or Before August 25, 2014**

Total number of booths \_\_\_\_ @ **\$1,400** = \$ \_\_\_\_\_ I will also be hosting a Hospitality Suite    YES    NO

**After August 25, 2014**

Total number of booths \_\_\_\_ @ **\$1,800** = \$ \_\_\_\_\_

I will be hosting a Hospitality Suite **without** reserving a booth \_\_\_\_ @ \$300/night = \$ \_\_\_\_\_

**CHECKS** should be made payable to the **Airlines for America**. Credit cards are accepted.

Card Type:    Visa    MasterCard    American Express

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

Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Amount Charged \$ \_\_\_\_\_ Signature \_\_\_\_\_

**Exhibitor Space Preference** (please use numbers on the attached floor plan)

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

We request space assignment such that the following companies are **NOT** adjacent to or across the aisle from our exhibit:

\_\_\_\_\_  
**We agree to abide by all rules and regulations governing the exposition as printed in the *Exhibitor Agreement* hereof and which is a part of this contract. Acceptance of this application by the Airlines for America (A4A) constitutes a contract.**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Checks should be made payable to **Airlines for America**. Please mail completed application to Airlines for America, c/o Creative Conference Solutions (CCS), PO Box 324, Canvas, WV 26662. Applications can also be faxed to CCS at (304) 872-5049. Applications will not be processed until payment is received.

# Exhibitor Agreement

Airlines for America (A4A) establishes these rules and regulations for the 2014 A4A NDT Forum for all exhibitors. As used herein, "Hotel" shall refer to the Embassy Suites San Francisco Airport Waterfront, 150 Anza Boulevard, Burlingame, CA 94010.

## **Exhibit Information**

### **Exhibit displays**

Booth spaces are tabletop in a 10x10 space. Set up hours are from 11:00am-5:00pm on Monday, September 22, 2014. Construction/displays that obscure the view of adjoining exhibits are not permitted. Signs can only be attached to the table drapes but not on the walls, floor or any other area/surface.

To reserve a space you must complete and submit the enclosed form along with payment on or before August 25, 2014. Reservations will not be processed without payment. Faxed forms are accepted; however full payment must be received before your reservation is confirmed. A confirmation letter will be emailed to the address provided on the form. A4A reserves the right to decline any exhibit reservation request. Exhibit space is open to all companies who market products and services for the commercial aviation industry.

### **Exhibit Hours**

Monday, September 22	11:00am-5:00pm (Setup)
Monday, September 22	6:00pm-8:00pm
Tuesday, September 23	7:30am-3:30pm
Wednesday, September 24	7:30am-3:30pm
Wednesday, September 24	3:30pm-8:00pm (Teardown)

## **Security and Responsibility**

All property of the Exhibitor remains under his custody and control in transit to and from the Exhibit Hall and while it is in the confines of the Exhibit Hall. Neither A4A or Creative Conference Solutions (CCS) is responsible for the safety of the property of the Exhibitors from theft, damage by fire, accident, vandalism or other causes and the Exhibitor expressly waives and releases any claim or demand it may have against any of them by reason of any damage to or loss of any property. Although the Exhibit Hall will be locked during non-show hours, it is recommended that Exhibitors obtain adequate insurance coverage, at their own expense, for property loss or damage and liability for personal injury. The Exhibitor understands that neither A4A, CCS or the Hotel maintains insurance covering the Exhibitor's property, and it is the sole responsibility of the Exhibitor to obtain such insurance. Items of value should be removed from the Exhibit Hall during non-exhibit hours. Exhibitors wishing to insure their goods should do so at their own expense. A4A or CCS assumes no responsibility or liability for the security of Exhibitors' materials or property at any time prior to or during the Forum.

No display is to be dismantled until all scheduled events have ended. Teardown will be on Wednesday, September 24 from 3:30pm-8:00pm.

## **Display Regulations**

### **Use of Space**

Exhibitor locations will be assigned at the sole discretion of A4A. A4A reserves the right to relocate display areas at any time. Only one company may occupy a single exhibit space. If companies desire to display jointly, each company must reserve a space according to the number of firms involved in the display. The same company must occupy an exhibit table for the duration of the Forum. Exhibitors shall not assign, sublet, or share the space contracted for with another business of firm unless approval has been obtained in writing from A4A.

A firm or organization not assigned exhibit space will not be permitted to display products or solicit business in the Exhibition area. Exhibitors shall comply with all applicable Hotel rules and regulations.

Exhibits that include the operation of audio or video equipment, public address systems or any other noise-making machines must be conducted or arranged so as not to disturb adjacent Exhibitors. Exhibitors must secure approval of operating methods from A4A before the Exhibit opens.

Distribution of circulars or promotional material may be made only on the table assigned to the Exhibitor presenting such material.

### **Indemnification and Insurance**

A4A, its members, officers, directors, employees and agents and the Hotel and its officers, directors, employees and agents, will not be responsible for any injury, loss or damage that may occur to the Exhibitor, or to the Exhibitor's employees or agents, or the Exhibitors property, from any cause whatsoever, unless such injury, loss or damage is caused by the gross negligence of A4A, its members, the Hotel, or their respective employees or agents.

Exhibitor agrees to indemnify, defend and hold harmless A4A and its members, the Hotel and their respective officers, directors, employees and agents from and against any and all claims, actions, demands and judgments (including all reasonable expenses and attorney fees) whether for personal injury or property damage, including the Exhibitor's property or goods, caused by or arising out of the use, occupancy or activities of Exhibitor at the Forum, except to the extent that such injury or damage is caused by the sole gross negligence of A4A, its members, the Hotel, or their respective employees or agents.

The Exhibitor shall carry public liability insurance with financially responsible underwriters, insuring the Exhibitor against liability for bodily injuries (excluding wrongful death) and damage to property caused by Exhibitors negligent use or occupancy of the Exhibit space or activities at the Forum.

### **Storage of Boxes and Crates**

Storage crates, boxes, or other extraneous materials are not to be stored in the exhibit area during the Forum. Arrangements must be made with the Hotel for pickup, storage and return at regular drayage rates. A4A and its agents assume no responsibility or liability for the security of Exhibitor's materials or property.

### **Care of Building and Equipment**

Exhibitors or their agents shall not injure or deface the walls of the building, the tables or the equipment. Exhibitors are not permitted to drive tacks, nails, or screws into the walls or woodwork at the Hotel. When such damage appears, the Exhibitor is liable to the owner of the property so damaged. The use of stickers and decals is limited to the Exhibitor's own display.

### **Termination and Refunds**

If Exhibitor fails to comply with these rules and regulations concerning use of exhibit space, A4A shall have the right to terminate this agreement immediately. In that event, Exhibitor shall forfeit the amount paid for the space reservation. In the event the forum is canceled by A4A for any reason at any time, Exhibitor agrees that the sole liability of A4A shall be to return Exhibitors' payment less any reasonable expenses incurred by A4A. A cancellation charge of \$50 will be charged up to 45 days prior to the start of the Forum. In the event Exhibitor cancels this agreement less than 45 days prior to the start of the Forum, a cancellation charge of one-half the space rental shall be assessed. If Exhibitor cancels 30 days prior to the start of the Forum, there will be no refunds.

### **Exhibitor Authorized Representative**

Each Exhibitor must name one person to be its official representative in connection with the installation, operation and removal of the firm's exhibit. The representative shall be authorized to enter into such service agreements as may be necessary to exhibit at the Forum. The Exhibitor's representative shall be in attendance throughout all Exhibition periods. The representative shall be responsible for keeping the Exhibit in a neat and orderly manner. The Exhibitor and its representative shall comply with all requests by the Hotel or A4A and its agents regarding the exhibit.

It is the responsibility of each Exhibitor to have knowledge of and comply with all laws, ordinances and regulations pertaining to health, fire prevention, and public safety while participating in this Exhibition.

### **Union Labor**

Exhibitors are required to observe all contracts in effect between the Hotel and third parties, including any labor organizations. These rules and regulations shall be deemed incorporated in the agreement between the Exhibitor and A4A.