

AIRLIFT/TANKER ASSOCIATION

2019 EXHIBIT REGULATIONS AND INFORMATION



The following conditions apply to exhibitors at The Airlift/Tanker Association Annual Convention, Symposium and Exposition and are to be construed as part of all exhibit-space contracts. Exhibit Management reserves the right to interpret the rules as well as make final decisions on all points not specifically covered. The term “Exhibit Management” used herein shall mean The Airlift/Tanker Association, and specifically the Association’s Vice President, Industry or his designee. **Location: Marriott World Center Resort, Orlando, Florida, October 23 – 26, 2019.**

1. **2019 A/TA Air Mobility Technology Exposition dates and mandatory exhibit hours** (tentative schedule - times subject to change):

 Wednesday, 23 October 2:00 to 5:00 PM (Reduced manning) and 7:00 to 9:00 PM
 Thursday, 24 October 11:30 AM to 3:30 PM and 7:00 - 9:00 PM
 Friday, 25 October 11:30 AM to 1:00 PM and 6:00 - 7:00 PM (tear down follows)
 (7:00 to 8:00 AM on Thursday & Friday mornings – exhibitor’s manning optional, exhibit hall is open)
2. **Booth Assignments: Industry Partners** of the Association will receive priority treatment in the assignment of exhibit space locations and will be allowed to participate in the booth assignment process. All other space assignments will be made by A/TA in the sequence in which booth “Application/Contract for Exhibit Space” are received. Industry and Government Supporter exhibitors may request general locations; but specific spaces will be assigned by A/TA - after the Industry Partners are placed. Pro Bono exhibitors will be the last spaces assigned (as late as October).
3. **Terms of Payment:** The exhibit rate for Industry Partners (IPs pay an annual membership fee) is **\$3300** per 10’x10’ booth or equivalent space. For all others, the rate is **\$4000** per 10’x10’ booth. **Payment by check or wire transfer is preferred.** We will reduce these fees by \$100 for *each* 10’x10’ when payment is made by the preferred methods. **Full payment should accompany the “Application/ Contract for exhibit Space”.** On a case-by-case basis, exceptions to this policy can be coordinated with the VP Industry; however, a minimum of 50% of total fees are desired with the application and full payment must be received by 1 October 2019. **Written cancellation requests received on or before 13 Sep 2019 will result in a 50% refund/credit. NO REFUNDS for cancellations on or after 14 Sep 2019.** Exhibit fees payments may also be by credit card - American Express, Visa, MasterCard or Discover Card only.
4. **Exhibit Personnel Registration:** All personnel representing exhibiting organizations attending the convention and/or manning exhibit booths **must individually register for the convention to receive a badge for entry into the exhibit hall.** This can be done by filling out a convention registration form and paying appropriate fees online at www.atalink.org (early registration is discounted). Individual registration onsite is higher than online – the required fee is listed as the “Onsite Registration Fee”. Registration fees change annually; go to our website above for current registration fees.

Free individual registration certificates will be issued to paying exhibitors based on the following formulas:

- a. For one to three **paid** exhibit spaces (10'x10') purchased – **ONE** free individual registration
- b. For four to seven **paid** exhibit spaces purchased – **TWO** free individual registrations
- c. Eight or more **paid** exhibit spaces purchased – **THREE** free registrations

Everyone entering the exhibit hall during exhibit hours must register and be issued a convention badge. No Exhibitor Floor Only badges are available. The free registration allows unrestricted entry to all convention activities and includes all exhibit hall functions/events, Awards Banquet, Saturday Brunch as well as all symposium/speaker/social activities (Hospitality Suite, etc.). Free registration may be used for member or non-member registration. Individual free registration certificates will be issued as soon as exhibit fee payment is received and will be provided to the company exhibit POC, unless otherwise requested.

- 5. **Dimensions & Arrangements of Exhibits:** All booth arrangements shall conform to dimensional requirements as indicated on the "Exhibits Floor Plan." Individual booths are 10' wide by 10' deep except where otherwise noted. Draped 8' high back walls and 3' high side dividers are provided. Islands are composed of four or more 10'x10' booth equivalents. Exhibits may be constructed up to 16' in height provided such structures are safe and self-supporting from within the booth area. Linear booths: tables-equipment-structure more than 5' from the back of the booth must be limited to 4' in height unless specifically approved by Exhibit Management. All materials used in exhibit construction must conform to local fire department regulations.
- 6. **Official Decorator:** *Paramount Convention Services* provides freight handling, installation and dismantle labor, cleaning and other services. *Paramount* will email an exhibit services package with the latest available information to each of the exhibitors. Paramount will also post this information on their web site at: (<http://www.paramountcs.com>) - the exhibitor kit should be available by the middle of July (2019). When available, A/TA will also post this data on our website at <http://www.atalink.org/Exhibitors/Overview.aspx>. The service kit will include shipping/drainage information as well as instructions and rate sheets for ordering electrical service, telephones, audio-visual equipment as well as furniture. **All costs for these services are to be borne by the exhibitor (not A/TA).**
- 7. **Independent Contractors:** Exhibitors using independent contractors for booth set-up and/or dismantling, other than *Paramount Convention Services*, **must notify Exhibit Management [Cary Walgamott or Paramount Convention Services] thirty days prior to show set-up and provide a certificate of insurance naming the Airlift/Tanker Association as additional party insured.** *Paramount Convention Services* will control access to the exhibit hall for independent contractors supporting set-up and take-down (i.e., these badges are not valid in exhibit area during convention program).
- 8. **Exhibitor Credentials:** Exhibit personnel from an exhibiting company/organization should request an exhibitor identification ribbon for his or her badge. This ribbon is required for exhibit hall entry during non-show hours (and early admittance prior to receptions) – Pro Bono exhibitors are limited to a maximum of 10 exhibit ribbons.
- 9. **Installation Tentative Schedule:** Exhibitors may begin set up starting at **8:00 AM, Monday, 21 October (date/time is tentative)**. Set-up will be "as required" to meet the **set-up completion deadline of 12:00 noon on Wednesday, 23 October 2019** - all exhibit installations must be completed at this time to allow for final exhibit hall preparation/cleaning. This exhibit hall schedule is subject to change – please refer to the *Paramount Convention Services Exhibitor Kit* for final schedule information (available in mid-July).
- 10. **Removal:** The *2019 A/TA Air Mobility Technology Exposition* will end on Friday evening (approximately 7:00 PM) and tear down will begin as soon as exhibit area clears (**an announcement that the "Exposition is Closed"** will be made over the PA system). Tear down will continue until approximately 11:00 PM on Friday, resume at 8:00 AM on Saturday and will be **complete by Noon on Saturday, 26 October 2019.**

Dismantling of displays will NOT be permitted until the “Exposition Closed” announcement on Friday, 25 October, 2019.

11. **Failure to Occupy Space:** Any exhibit booth not occupied (exhibit installation started) by 1:00 PM on Wednesday, 23 October will be forfeited by the exhibitor and the space may be used by the Association without refund unless arrangements for delayed occupancy have been made with and approved by Exhibit Management.
12. **Cancellation:** The Association shall not be financially obligated or otherwise committed if the show must be cancelled or deferred on account of strikes, fires, casualties, acts of God or causes beyond its control. In such event, the Association will reimburse fees paid for exhibit space to the fullest extent possible subsequent to settlement of show organization/set-up commitments incurred to that point.
13. **Limitation of Liability:** It is mutually agreed that The Airlift/ Tanker Association, its officers, agents, contractors and/or employees, shall not be liable to an exhibitor for any damage to or for the loss or destruction of an exhibit or the property of an exhibitor or injuries to any person or personnel resulting from any cause, all claims for any such loss, damage or injury being expressly waived by the exhibitor. Exhibitor shall be fully responsible to pay any and all damages to property owned by the convention venue, its owners or managers that result from any act or omission of the exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, the convention venue and the Airlift/Tanker Association, its owners, managers, officers or directors, agent’s employees, subsidiaries and affiliates, from any damages, injuries or charges resulting from exhibitor’s use of property. Exhibitor’s liability shall include all losses, costs, damages or expenses arising from, or out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor, its agents, employees and business invitees which arise from or out of the exhibitor’s occupancy and use of the exhibition premises, the hotel or any part thereof.
14. **General:**
 - a. Subletting of space by the exhibitor to another exhibitor is strictly prohibited.
 - b. Exhibit Management reserves the right to disapprove the distribution of souvenirs, advertising, printed matter or anything else, which it may consider inappropriate or objectionable.
 - c. **Cash sales are not permitted in the exhibit hall.**
 - d. In order to conform to union contract rules and regulations, it will be necessary that all exhibitors use qualified union personnel for installation/dismantling of exhibits and material handling with the exhibit hall, as required by local rules (the *Paramount Convention Services Exhibitor Kit* will provide information on the use of local labor requirements, where required).
 - e. The Airlift/Tanker Association will provide security guards during non-show hours.
 - f. All exhibits will be subject to the final approval of Exhibit Management.

30 March 2019