



# 2017 REGION I ANNUAL CONFERENCE EXHIBIT AND SPONSORSHIP CONTRACT



July 9 – 12, 2017 • Exhibit Hall: July 9 – 11, 2017 • Portland, ME

**ORGANIZATION:** \_\_\_\_\_  
(For use in program, exhibitor guide and booth identification signage)

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Juris: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax : \_\_\_\_\_ Website: \_\_\_\_\_

**Primary Contact Name and Title:** \_\_\_\_\_  
(Person to receive all event communications—invoice, exhibitor kit, etc.)

Address: \_\_\_\_\_ City: \_\_\_\_\_ Juris: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

## SPONSORSHIP

Item Event \_\_\_\_\_ Sponsorship Cost (\$) \_\_\_\_\_

Item Event \_\_\_\_\_ Sponsorship Cost (\$) \_\_\_\_\_

## EXHIBIT

Booth Specifications (booths are sold in 8'x10' increments)

Cost	<u>Member</u>	<u>Nonmember</u>
By EOB _4/15/17	\$1,300	\$1,500
after 4/15/17	\$1,500	\$1,800

Preferred Location/Booth #: 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_ 4) \_\_\_\_\_

Companies Separated from: \_\_\_\_\_

Companies Located near: \_\_\_\_\_

Is company proximity more important than booth location request?  Yes  No

Primary Product/Service: \_\_\_\_\_

Add Category to contract. Good to know if we need to capture for company descriptions, etc.

Each exhibit space includes one (1) full conference registration.

Each additional company representative must register at the full conference member or nonmember rate.

**Deposit/Payment: A 50% deposit is due with contract submitted before April 15, 2017. Invoice for balance due will be issued immediately. Full payment is required with application and contract submitted after April 15, 2017. Space will not be assigned without appropriate deposit or payment.**

**Exhibitor Obligation:**

We agree to comply with all the Contract Regulations provided in this prospectus and to the conditions under which displays in the Sheraton Burlington may be held, both of which are given herein. We agree to enclose the designated fee for our reservation and agree to abide by the Cancellation policy set forth in the Rule to Exhibit. We understand final payment is due on May 2, 2017. Failure to pay this by this date risks loss of booth reservation and deposit.

**Cancellation Policy**

- The exhibitor/sponsor shall give AAMVA notice in writing when cancelling or withdrawing from exhibit or sponsorship commitments. The date the written request of cancellation is received by AAMVA will be considered the official cancellation date.
- AAMVA will refund 50% of total costs if cancellation is received prior to April 15, 2017. After April 15, 2017, no refund will be given for cancellation or booth reduction. No refund will be given if a sponsorship item has been purchased by AAMVA.

Please sign, date, and email/fax agreement to **703-527-2745**.

I hereby acknowledge that I am authorized on behalf of the Sponsor/ Exhibitor to enter this Agreement. I have read, understand and agree to all the terms and conditions of this agreement, including those on page 3.

**Signature:** \_\_\_\_\_ **Print Name & Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contract Total** Sponsorship Level: \$ \_\_\_\_\_ Booth Contract Amount: \$ \_\_\_\_\_

**Contract Payment** Sponsorship Level: \$ \_\_\_\_\_ Booth Payment Amount: \$ \_\_\_\_\_

**Payment Type:** Check  
Circle One

**Send Check To: AAMVA Region I, Inc.**  
**Attn: Accounts Receivable**  
**4401 Wilson Blvd Suite #700**  
**Arlington, VA 22203**

EFT

**Please see attached EFT information**  
**For EFT payment, email to [cashmgmt@aamva.org](mailto:cashmgmt@aamva.org) is required**

Credit Card

**Fill out attached Credit Card Authorization Form and, for your security,**  
**FAX to 703-527-2745**

**Terms of Acceptance:** Signee agrees to comply with all Contract rules on the backside of the contract and agrees to enclose the designated fee for its reservation and agrees to abide by the Cancellation Policy set forth in the Rules to Exhibit. Mail/Fax/Email completed contract to Rob Stershic, Sales Manager, AAMVA, Suite 700, 4401 Wilson Blvd., Arlington, VA 22203. Phone 703-908-2825; Fax 703-527-2745; Email: [rstershic@aamva.org](mailto:rstershic@aamva.org).

**AAMVA Authorized Representative Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(This document must be signed to be accepted by AAMVA)

**AAMVA Use Only**

Member  Nonmember

**Sponsorship Event/Item** \_\_\_\_\_ **Sponsorship Cost: \$** \_\_\_\_\_

**Exhibition: Booth # Assigned:** \_\_\_\_\_ **Booth Size:** \_\_\_\_\_ **Booth Cost: \$** \_\_\_\_\_

**Deposit Received: \$** \_\_\_\_\_ **Balance Due: \$** \_\_\_\_\_ **Booth Assignment Date:** \_\_\_\_\_

**By: B/S** \_\_\_\_\_ **M&CS** \_\_\_\_\_

**Batch:** \_\_\_\_\_ **Comp Registrations:** \_\_\_\_\_

## RULES TO EXHIBIT

### **Exhibition Conditions/Contract**

These terms constitute part of the contract between the Exhibitor and AAMVA for exhibit space at the American Association of Motor Vehicle Administrators (AAMVA) meetings. Signature of the authorized representative of the Exhibitor on the 2017 Exhibit Application constitutes agreement to comply with the rules set forth below, as well other rules and regulations established by the Exhibit Facilities and AAMVA. AAMVA reserves the right to decline rental space, prohibit or expel any display that is in the sole judgment of AAMVA, in violation of such policies, rules and regulations, this contract or the law.

### **Space Assignments**

Space assigned to Exhibitor may be transferred by AAMVA Show Management to affect balance against congestion, to avoid confusion in company names, to solve competitive conditions, or similar reasons. No such transfer will be made without notifying the Exhibitor. An Exhibitor may not share or sublet space to another party. Name signs or courtesy cards on equipment loaned to an Exhibitor should be approved by AAMVA.

### **Booth Staffing**

In their best interest, and for security, Exhibitor shall keep staff in their booth(s) during all exhibit hours. Badges must be worn at all times for admission to the exhibit hall.

### **Jurisdictional Space**

The AAMVA Board of Directors has mandated that a minimum of 10% of the available exhibit space available at certain AAMVA events shall be reserved for jurisdictional members. This space is available on a first-come, first-served basis at no charge to the jurisdiction. The jurisdiction is responsible for all registration costs for those considered exhibitors in the booth. The jurisdiction shall be responsible for all costs associated with transporting, setting up and tearing down the booth, but not the actual booth space itself. This space shall be reserved 30 days prior to the start of the trade show. After that date, the booth space will be open to all vendors on a first-come, first-served basis (or to those on a waiting list). All other terms and conditions mentioned herein apply.

### **Height and Space Restrictions**

- A. All in-line exhibits, back walls and decorations will be limited to 8 feet in height and not extending more than 3 feet from the back wall except actual equipment that in normal operation exceeds this height. Permission to exhibit equipment with abnormal heights must be obtained from AAMVA Show Management. Booth structure cannot obstruct the sightlines of surrounding booths.
- B. Island and peninsula solid booth walls **may not exceed 10 feet in height and may not obstruct the sight-lines of the surrounding booths.**
- C. Exhibits should not project beyond the space allotted. They should not obstruct the view or interfere with traffic to other exhibits. The wings of an exhibit should not project more than three feet from the back wall.

### **Installation/Dismantle/Removing Booths**

A The exhibit hall will be available to exhibitors on Sunday, July 9, 2017 from 12:00 – 5:00 pm for the installation of exhibits. All exhibits must be operational by 5:00 pm Sunday, July 9, 2017. After this time, no installation will be permitted without special written permission from AAMVA. Space not occupied by that time may be re-assigned for other purposes by AAMVA. Any exhibitor failing to occupy contracted space is not relieved of the obligation to pay for such space at the full rental rate, and AAMVA shall have the right to use such space as it deems appropriate to eliminate empty space in the exhibit hall.

B. No Exhibit shall be dismantled before the official hall closing time on Tuesday July 11, 2017. No exhibit or equipment is to be removed, once it has been set up, without permission of AAMVA Show Management.

C. Before any Exhibit may be removed from the building, Exhibitor must make arrangements satisfactory to AAMVA, the facility and the General Services Contractor for payment of any charges incurred by the Exhibitor in connection with the exhibition therein.

### **Solicitation**

Exhibit personnel will not be permitted to solicit business in aisles or in booths other than their own. Such action could result in removal of the exhibitors booth and booth personnel from the exhibit floor. No Exhibitor shall sublet, assign or share any part of the allocated space without the written permission of AAMVA. No soliciting for business shall be permitted in aisles or other Exhibitor's booths. Samples, catalogues, pamphlets, publications, or promotional materials may only be distributed by Exhibitor strictly within the confines of its own Premises.

### **Audio**

An exhibitor with audible electric sound motion pictures Or other microphones or devices which AAMVA, in its sole discretion, deems objectionable to other exhibitors, Will be required to discontinue this method of Promotion. Microphones must be preapproved by AAMVA Show Management. Exhibitors are asked to observe the "good neighbor" policy at all times. This means conducting the exhibit and activities in the space in a manner neither objectionable nor offensive to neighboring booths.

### **Fire and Safety Regulations**

Federal, state and city regulations must be strictly observed. Cloth decorations must be flameproof. Wiring must comply with the local fire department/underwriter's rules. Crates, boxes, exhibits or other materials cannot block aisles and fire exits at any time.

### **Third Party Contractors**

Any independent contractor requests, including installation and dismantle companies, the exhibitor must submit 45 days in advance of exhibitor move-in Certificates of Insurance for approval of such contractors.

### **Suites/Hospitality Activities**

In the interest of the success of the conference and exposition, **all hospitality suites/functions will not be allowed during the official conference programming or exhibit hours, including receptions or meal functions hosted by AAMVA of all conference attendees.** If transportation is required, it cannot start until after the last event concludes. Exhibitor should not extend invitations, call meetings, or otherwise encourage absence of attendees from the conference or exhibit hall. All hospitality suites must be closed by 12:00 am. No notices or announcements will be allowed as part of AAMVA signs, bulletin boards, or registration material, nor posted in any conference space without permission from AAMVA. No hospitality suite will be allowed unless exhibit space has been obtained. **The hotel will NOT take reservations for suites without authorization from AAMVA.**

### **Security/Liability/Insurance**

**Security:** AAMVA will provide sufficient security measures to ensure exhibit security during closed hours, but these measures should not be construed to be any assumption of obligation or duty with respect to protection of the property of individual Exhibitors, which shall at all times remain in the sole possession and custody of each Exhibitor. It is suggested that Exhibitors insure exhibit property

against loss and theft and arrange to have at least one representative in attendance at all times during the exhibit and at least 15 minutes before and after show hours. Special permission must be secured from AAMVA to gain access to the hall outside posted exhibit hours.

**Liability:** Neither AAMVA nor the representatives and employees thereof, nor its official services contractor, nor the exhibit facility will be responsible for injury, loss or damage that may occur to the Exhibitor, or the Exhibitor's employees or property from any cause whatsoever, prior, during or subsequent to the periods covered by this contract. It is agreed by the parties that the nature of the facilities available, the presence and circulation of large numbers of people, the difficulty of numerous booths and various other factors make it reasonable that each Exhibitor shall assume the risk of an injury, loss or damage and the Exhibitor signing this contract hereby assumes such risk and expressly releases the organizations and individuals referred to above from any and all claims for loss, damage or injury. In the event that AAMVA shall be held liable for any event that might result from a particular Exhibitor's action or failure to act in any manner whatsoever, such Exhibitor shall reimburse AAMVA and hold AAMVA harmless from resulting liability.

**Damage to Exhibit Facilities:** The Exhibitor must surrender space occupied by the exhibit in the same condition it was at commencement of occupation. The Exhibitor or the Exhibitor's agent shall not injure or deface walls, columns, floor or carpeting, when provided, of the exhibit facility, nor the booths or equipment of furniture in the booths. No signs, labels, tags or gummed stickers of any type will be affixed to any wall, door or other surface by tape, adhesive or glue nor will signs be hung from ceilings, balconies, windows or any other fixtures anywhere on or in the Exhibit Facility without specific written approval of AAMVA. Charges for removing any such materials and repair of the surfaces will be borne by the Exhibitor whose name appears on such items.

**Insurance:** Exhibitor agrees to maintain such insurance as will fully protect AAMVA from any and all claims of any nature whatsoever, including claims under the Workmen's Compensation Act and for personal injury, including death, which might arise in connection with the installation, operation or dismantling of the Exhibitor's display. Exhibitors are advised to add to their existing insurance a portal-to-portal rider protecting them against loss/damage to materials by fire, theft, accident, etc.

### **Amendments to Regulations**

Any and all matters and question not specifically covered by the provisions in this contract shall be subject to AAMVA's discretion. These terms and conditions may be amended at any time by AAMVA.

### **Hold Harmless Agreement**

The Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitor's displays, equipment and other property brought onto the premises each of the host venues and shall indemnify and hold harmless AAMVA, the "hotels" or host venues agents, servants and employees from any and all such losses, damages and claims. The Exhibitor acknowledges that AAMVA, the host hotel or exhibit facility does not maintain insurance covering Exhibitor's property and this is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses by Exhibitor. A copy of this insurance policy shall be forwarded to AAMVA 90 days prior to the event(s) beginning. Failure to do so will be an infringement of the contract, and AAMVA and the host venue will not be liable to any loss due to this infringement.