



# Exhibit Space Application and Contract

“People, Purpose and Passion: The Pathway to Success”

October 12-14, 2022 • Hilton Baltimore Inner Harbor • Baltimore, Maryland

## Contact Information

Company Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Person officially representing Exhibitor at this meeting: Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Company contact to whom information should be sent (if different from above) Name and Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ /2022

## Exhibit Space Preference

1st Choice Booth # \_\_\_\_\_ 2nd Choice Booth # \_\_\_\_\_

List any exhibitor(s) you do not wish to be near: \_\_\_\_\_

Company name should appear on all promotional material as: \_\_\_\_\_

Early bird exhibit fee is \$2,750 per inside booth and \$3,000 per corner booth by May 31. From June 1 through September 30, booth fees are \$3,050 per inside booth and \$3,300 per corner booth. After October 1, booth fees are \$3,200 per inside booth and \$3,450 per corner booth. Payment is required in full when this contract is submitted. Cancellations received by July 8, 2022, will be refunded 50% of the exhibit fee. We apologize but no refunds can be made after July 8, 2022.

## Payment Information

Total Amount Enclosed: \$ \_\_\_\_\_ Make check payable to AAHAM.

For Credit Card Payment:  Visa  MasterCard  American Express For credit card payments: Charge amount: \$ \_\_\_\_\_

Account #: \_\_\_\_\_ CVV# \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Billing Address of Credit Card w/Zip: \_\_\_\_\_

Cardholder's Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

## For AAHAM Staff Use

Accepted by AAHAM: \_\_\_\_\_ Date: \_\_\_\_\_ Amount Received: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Exhibit Space Assignment #: \_\_\_\_\_

Comments: \_\_\_\_\_

Please complete and return with payment to:  
**AAHAM ANI**  
11240 Waples Mill Road, Suite 200  
Fairfax, VA 22030  
Email to events@aaaham.org

In accordance with the following terms, conditions and regulations governing exhibits the AAHAM ANI at the Hilton Baltimore Inner Harbor Hotel, October 12-14 2022, the undersigned hereby makes application for exhibit space(s) which, when accepted by AAHAM becomes a contract. Terms and conditions on the back of this page are a part of this contract. The undersigned agrees to abide by all rules, requirements, restrictions and regulations as set forth in this agreement or as may be specially designated by AAHAM or the Hilton Baltimore Inner Harbor Hotel, Baltimore, Maryland. Failure to abide by these rules and regulations results in forfeiture of all monies paid or due AAHAM under terms of this agreement.  
**Cancellation and Refund Policy**  
50% of the exhibit fee will be refunded if cancellation is received by July 8, 2022. We apologize but no refunds will be made after July 8, 2022.

## RULES AND REGULATIONS

1. AAHAM will assign booth space based upon the order in which applications with full payment are received. No reservations of booth space will be accepted over the telephone. All booths are shown on the floor plan. AAHAM reserves the right to finalize any revisions, if necessary, to the floor plan. Exhibitors wishing to avoid assignment of space adjacent to a particular competitor should indicate the information on the exhibitor application. Careful consideration will be given to all such requests. Contracts and payments should be mailed to AAHAM ANI, 11240 Waples Mill Road, Suite 200, Fairfax, VA 22030.
2. The exhibitor will name one individual as the duly authorized representative in charge of the exhibit. This person will assume responsibility for all negotiations with AAHAM, the official meeting and exposition decorator. This individual will receive all official correspondence from AAHAM referring to the exhibit and is responsible for communicating this information to registered personnel from the exhibiting company.
3. AAHAM has sole control over all admission policies at all times. All persons visiting the exhibits or attending any function of the meeting will be required to register and wear an appropriate badge while in attendance. There will be no exceptions to this policy.
4. The installation of exhibits is Tuesday, October 11, 2022, between 12:00pm and 6:00pm. If any exhibitor is not set up by 6:00pm on Tuesday, October 11, 2022, AAHAM reserves the right to re-assign the space to another exhibitor, or make such other use of the space, as deemed necessary or appropriate with no refund to the original contracting exhibitor. Any charges incurred for necessary changes to the unoccupied exhibit booth after 4:00 pm on Tuesday, October 11, 2022, shall be the responsibility of the original contracting exhibitor. Show hours are specified in the exhibitor prospectus and are subject to change. The exhibit area will not be open at any other time. Exhibits are to be kept intact until the closing of the exhibit hall on Friday, October 14, 2022, at 1:00pm. All exhibits must be fully removed by 5:00pm on Friday, October 14, 2022. If exhibits are not removed by that time, AAHAM has the right to remove the exhibits and charge the expense to the exhibitor.
5. Booth size is 8 feet deep x 10 feet wide. All exhibit backgrounds must conform to the standards set forth by the Healthcare Exhibitors Association, and are as follows: no side rails or counters placed along the side rail may exceed 36 inches in height; backgrounds are limited to 8 feet in height and must not protrude from the back wall more than 36 inches; no exhibit construction will be permitted to exceed the height of the side rail except in the back one-third of the booth as noted above, or through use of a counter 45 inches in height placed perpendicular to the side rail within the booth space. The reverse side of any wing panel extending from the back wall of the display must be draped, to avoid raw exposure of a neighboring booth. In addition, if an exhibitor purchased a corner booth and has a pop-up exhibit, draping must be provided for the corner facing the aisle between the back wall and the exhibit. If the exhibitor does not comply with the above standards, AAHAM will have the decorator drape the area.
6. Only one (1) exhibiting company is permitted per booth. Exhibitors are prohibited from sharing, assigning or subletting a booth, or any part of the space allotted to them, nor shall they exhibit, or permit to exhibit in their space, any merchandise or advertising materials, which are not part of their regular products.
7. Items distributed from exhibit booths should contribute to the educational requirements of the professional attendee. The following items are generally approved by AAHAM: product/services brochures, sales videos, sales literature, publications, calculators, clocks, mugs, glasses, coasters, ink pens, tote bags, key chains, luggage tags, calendars, note pads/post-it notes, letter openers, staplers/staple removers, flashlights, etc. Items other than those listed must be approved by AAHAM. There will be no exceptions to this policy. Items appearing on the exhibit floor not approved by AAHAM will be removed. All costs incurred by the removal of these unapproved items shall be the responsibility of the exhibitor. Only items featuring the name of the company, AAHAM, or the meeting theme is permitted by AAHAM. All literature must be distributed within the booth space assigned.
8. Children 12 years of age and younger are not permitted on the exhibit floor at any time, including exhibit set up, exhibit show hours and exhibit tear down.
9. There will be no smoking in the exhibit hall at any time.
10. Neither the exhibitor nor their agents, employees, contractors, or anyone connected with or authorized by the exhibitor shall conduct or permit any sales of goods or services of any kind in the exhibit area, or in any other facilities provided or controlled by the AAHAM conference in connection with the AAHAM conference. However, order taking is permitted. Furthermore, the exhibitor agrees not to conduct or permit the receipt of legal tender or anything of value for machinery, equipment, goods, and/or services. AAHAM has the right to terminate the exhibitor's rights pursuant to this contract at any time after discovery of a violation of this provision. The exhibitor agrees that, in the event of termination of such violation, AAHAM shall retain as liquidated damages all amounts theretofore paid by the exhibitor. All expenses of removal of an exhibit canceled for the reasons set forth in this provision shall be the responsibility of the exhibitor.
11. AAHAM will provide security when the exhibit hall is closed and will exercise reasonable care for the protection of exhibitor's materials and displays. The furnishing of such service is in no case understood or interpreted by exhibitors as a guarantee against loss or theft of any kind. AAHAM or any of its officers, directors or staff, the Hotel, Heritage Exposition Services or their agents will not be liable for the safety of the exhibitor's property, his agents, or employees from theft, damage by fire, accident, or any other causes. Exhibitors wishing to insure their exhibit materials, goods, and/or wares of exhibits against theft, damage by fire, accident or loss of any kind must do so at their own expense.
12. AAHAM will provide to the exhibitor as part of the regular booth rental fee the following standard booth decorations for each exhibit: eight-foot (8') high curtain backgrounds; thirty-six inch (36") high curtain sidewalls, and seven inch by forty-four inch (7" x 44") standard identification sign indicating exhibitor's name and booth number.
13. Exhibitors or their agents may not allow any articles to be brought into the exhibit hall or permit any act to be done on the premises which will invalidate the insurance or increase the premium on the policies held by AAHAM, the Hotel or Heritage Exposition Services, nor permit anything to be done by their employees through which act the premises, property, or equipment of other exhibitors will be damaged. No signs or equipment of other exhibitors will be damaged. No signs or articles can be affixed, nailed, or otherwise attached to walls, doors, etc. in such a manner as to deface or destroy them. In addition, no attachments can be made to the floors by nails, screws, or any devices that would damage them. All space is leased subject to these restrictions. Violations of these rules will annul the exhibitor contract, and they will be held liable for any damage resulting from such violation.
14. AAHAM reserves the right to decline to permit an exhibitor to conduct and maintain an exhibit if the said exhibitor or exhibit, or proposed exhibit, in the judgment of AAHAM, shall in any respect be deemed unsuitable. This reservation relates to persons' conduct, articles of merchandise, printed matter, souvenirs, catalogs, and any other items, without limitation, that affects the character of the exhibit.
15. Audio presentations must be muffled so noise does not interfere with other exhibitors. Extremely loud noises such as bells, sirens, buzzers, etc., will not be permitted, in order to maintain a businesslike atmosphere.
16. The exhibitor shall be responsible for securing any and all necessary licenses or consent for a) any performances, displays, or other uses of copyrighted works or patented inventions, and b) any use of any name, likeness, signature, voice or other impressions, or other intellectual property owned by any third party used, directly or indirectly, by the exhibitor. The exhibitor agrees hereby to indemnify, defend and hold AAHAM harmless from and against any claim of liability and any incident resulting from loss, cost or damage (including costs of lawsuit and attorney's fees) for failure to obtain these licenses or consents and/or for infringements or other violations of the property rights or the rights of privacy or publicity of any third party.
17. No distribution of fresh food and/or beverages from the exhibit booths will be allowed. Individually wrapped items are permissible.
18. All efforts to advertise, demonstrate and operate the exhibit must be conducted so as not to trespass on the rights of other exhibitors and visitors.
19. Any "unusual booth activity" outside of the standard sales and product education must be approved by AAHAM.
20. Exhibitor agrees not to extend invitations, conduct meetings, host events or otherwise encourage absence of attendees, other exhibitors, or guests from attending the educational sessions, AAHAM social events or exhibit hall during official hours.
21. Violation of any of these regulations on the part of the exhibitor, his employees or agents, shall annul the right to occupy space, and such exhibit will forfeit to AAHAM all monies, which may have been paid. Upon evidence of violation, AAHAM may re-enter and take possession of the space occupied by the exhibitor and may remove all persons and goods at the exhibitor's risk. The exhibitor shall pay all expenses and damages, which AAHAM may thereby incur.
22. The exhibitor indemnifies and agrees to hold harmless AAHAM and the Hotel and their actions losses, costs, damages, claims and expenses (including attorney's fees) arising from any damage to property or bodily injury to exhibitor, his agents, representatives, or employees by reason of the exhibitor's occupancy or use of the exhibition facilities.
23. All materials used in the exhibit area must be flameproof and fire-resistant in order to conform to local fire ordinances, and in accordance with regulations established by the National Association of Fire Underwriters. Crepe paper, corrugated paper, flameproof or otherwise, will not be permitted. Display racks, signs, spotlights, and special equipment must be approved before use, and all displays are subject to inspection by the Fire Prevention Bureau. Any exhibits or parts thereof found not to be fireproof may be ordered dismantled. All aisles and exhibits must be kept clear at all times, and fire stations and fire extinguisher equipment are not to be covered or obstructed. Absolutely no storage of any kind will be permitted.
24. AAHAM has selected Heritage Exposition Services as the Official Service Contractor. Heritage Exposition Services will provide all services required: carpet, furnishings, accessories, tables, drapery, labor to erect and dismantle exhibits, signs, freight, electrical requirements, phones, flowers, plumbing, models, etc. An exhibitor's service kit will be distributed prior to the meeting with order forms, rates, and instructions on the services provided. Please call Heritage Exposition Services at 800.360.4323 for any special requirements, and every effort will be made to meet your needs. An exhibitors' service desk will be available during all hours of setup, show hours, and tear down.
25. Persons must be full-time employees of the exhibiting company or their representatives, in order to set up, decorate or dismantle booths. Should assistance be necessary beyond that provided by your employees, then labor must be provided by the official contractor. Labor may be ordered in advance or at show site through Heritage Exposition Services. Exhibitors may contract the services of installation and dismantling however, AAHAM must be notified of this arrangement in writing.  
The following is a guideline of the work your company's staff can do:
  - Transport small items to your booth by hand, or with personally owned wheel carts (Heritage Exposition Services will have carts available for Heritage Exposition Services use only). All forklifts are operated by Heritage Exposition Services. A drive-up dock for vehicles is available; access is monitored by Heritage Exposition Services.
  - Unpacking and uncrating of boxes, equipment, merchandise, etc.
  - Fine-tuning/calibrating your equipment and the interconnection of computers and peripherals.
  - After electrical service has been ordered and the power box delivered, you may plug in your own equipment. However, for safety reasons, if your equipment needs to be hard-wired, electricians must do the work.
  - The setup of signs/graphics.
26. To ensure proper handling and receiving, shipments should not be addressed to the hotel. The hotel has no provision to accept shipments at any time. All costs involved in transferring the exhibit materials from the hotel to the decorator will be the responsibility of the exhibitor. Information on shipping methods and rates will be emailed with exhibit confirmations. **DO NOT SHIP DIRECTLY TO THE HOTEL.**
27. Cancellations of exhibit space must be directed in writing to AAHAM, 11240 Waples Mill Road Suite 200, Fairfax, VA 22030. Cancellations received by July 8, 2022, will be refunded 50% of the exhibit fee. No refunds will be given for cancellations made after July 8, 2022.
28. In the event of cancellation of exhibits due to fire or the elements, strikes, government regulations, or other causes beyond AAHAM's control, AAHAM shall not be held liable for failure to hold the AAHAM conference as scheduled, and this contract shall not be binding. AAHAM shall determine the amount of the exhibit fees, if any, to be refunded.
29. No exhibitor activities, other than those specified in this contract, shall be scheduled during the time of the official AAHAM program or the scheduled exhibit hours.
30. AAHAM shall have sole authority to interpret and enforce all rules and regulations contained herein, to make any amendments thereto, and to make such further rules and regulations as shall be necessary for the orderly conduct of the AAHAM conference. Written notice of any amendments or interpretations shall be given to exhibitors.
31. Americans with Disabilities Act (ADA). Each exhibitor shall be responsible for making his/her exhibit accessible to persons with disabilities as required by the Americans with Disabilities Act and shall hold AAHAM harmless from any consequences of the exhibiting company's failure in this regard.