

Booth Application and Contract

2017 Air Medical Transport Conference

Fort Worth Convention Center • Fort Worth, TX • October 16–18, 2017

Print or type this form and complete all information requested. Note: Two exhibitor registrants are included in each 10' x 10' booth space registration. We will send individual registrant information to you prior to the conference. If you have more than two representatives per 10' x 10' booth space, or representatives that would like to attend other conference events, please contact the AAMS office for individual registration information and fees.

Company: _____
Address: _____
City: _____
State: _____ Zip: _____
Phone: (_____) _____
Fax: (_____) _____
E-mail: _____

Referred by (circle one, if applicable):

AAMS AMPA ASTNA IAFCCP NAACS NEMSPA

Briefly provide a description of your products/services for the

On-Site Program: _____

Preferred booth location: (see www.aams.org or contact the AAMS Office at 703/836-8732 for space availability)

1st choice: _____ 2nd choice: _____
3rd choice: _____ 4th choice: _____

Name of person to be listed in the AMTC Onsite Program and/or the AMTC Mobile App as the contact for your company:

BOOTH FEES: To compute the total cost of renting more than one 10' booth space, multiply the number of 10' x 10' booth spaces by the appropriate fee. Super Early fees are accepted if postmarked by January 31, 2017. Early fees are accepted if postmarked between February 1 and June 15, 2017. Regular fees apply after June 15, 2017. We must receive a signed contract, plus a \$500 deposit to reserve the booth space. If we do not receive the deposit within 60 days from the date on the signed contract, the space will be available to purchase.

Member:

_____ # of 10' x 10' booths @ \$1450 super early/\$1550 early/\$1850 regular \$ _____

Non-Member:

_____ # of 10' x 10' booths @ \$1750 super early/\$1850 early/\$2150 regular \$ _____

Marketing Tools: (see Prospectus for details)

Delegate Registration Kit Stuffer:
_____ @ \$500 each \$ _____

Pre-Conference Attendee Contact List Rental:
_____ @ \$250 each \$ _____

Post-Conference Attendee Contact List Rental:
_____ @ \$300 each \$ _____

Pre AND Post-Conference Attendee Contact Lists Rental:
_____ @ \$500 for both sets \$ _____

Total Payment Due: \$ _____

Booth Cancellation Policy

Requests for cancellation of exhibit hall space must be received in writing by the AAMS office no later than June 30, 2017. No refunds will be made for cancellations received after June 30, 2017. Cancellations received by March 31, 2017 will receive a full refund, less \$100 processing fee. Cancellations made between April 1, 2017 and June 30, 2017 will receive a 75% refund, less \$100 processing fee.

Person responsible for booth logistics, i.e. shipping, installation/dismantling; will receive exhibitor service kit:

Name & Title: _____
Phone: _____
Fax: _____
E-mail: _____

Will this individual attend the conference? Yes No

Mailing Address (if different than company address):

City: _____ State: _____ Zip: _____

Authorization

The undersigned accepts all terms and conditions set forth in the exhibitor service kit.

Authorized Signature: _____

Please list your decision-maker regarding sponsorships and/or grants:

Name & Title _____
Phone: _____
Fax: _____
E-mail: _____

Check here if someone in your group has a disability requiring accommodation.

Payment: (check one and fill in amount)

I have enclosed a check in the amount of _____ payable to AAMS.
 Please charge my booth registration and any additional fees in the amount of _____ to my credit card.
 MasterCard Visa AMEX Discover
Card # _____ Exp. Date: _____
3- or 4-digit Security Code: _____
Authorized Signature: _____

Credit card payment and form should be faxed to: 703-836-8920. Check and completed form should be mailed to: AAMS, 909 N. Washington Street, Suite 410, Alexandria, VA 22314

FOR AAMS USE ONLY

Booth #(s) _____ ID# _____ # of Reps _____
 Paid Credit Check # _____

Rules and Regulations

Each Exhibitor is bound by the Air Medical Transport Conference (AMTC) Exhibit Rules and Regulations, according to this contract between the Exhibitor and the Association of Air Medical Services (AAMS), executed by the Exhibitor's Authorized Signature on the front of the Booth Application and Contract form. AAMS reserves the right to determine the eligibility of the technical exhibit of any Exhibitor for inclusion in the Air Medical Transport Conference, either before or after execution of the Exhibit Space Contract. AAMS reserves the right to decline or prohibit any exhibit or part thereof which, in its opinion, is not in keeping with the character and spirit of the Booth Contract or on-site AAMS policy. AAMS reserves the right to expel or refuse admittance to any representative of the exhibit whose conduct is, in its opinion, not in keeping with the character and spirit of AAMS policy.

Space Assignments

Exhibits will be shown in the Exhibit Hall of the Fort Worth Convention Center. AMTC badges for educational and business session attendance are not included. Formal promotional displays require the purchase of booth space located in Exhibit Halls A-D. Specific space assignments will be made on a first come, first served basis.

Booth Facilities and Display Limitations

Each 10' x 10' booth space comes equipped with 8' flameproof drapery backwall and 3' side dividers. Each Exhibitor will also receive one 7" x 44" identification sign indicating company name and booth number. Security service in the Exhibit Hall is provided by AAMS, however, AAMS assumes no liability for providing said service. Any unauthorized visitors or other irregular activity noticed on the trade show floor should be immediately reported to security personnel and to a staff member at the AAMS Registration Desk. AAMS provides for cleaning of aisles and common areas. Exhibitors must maintain their assigned spaces in good order. Information on cleaning services inside booth spaces is provided in the Exhibitor Service Kit.

Exhibitors may not assign or sublet any portion of their booth space(s), nor may they display or advertise goods or services other than those provided by the exhibiting company in the regular course of business.

Each Exhibitor is entitled to a reasonable sightline from the aisle, regardless of size. Exhibit displays shall not exceed 8' in height at the backwall; and sidewalls exceeding 3' in height shall not extend beyond 5' from the backwall. If your display does not meet these specifications, you must contact AAMS and receive pre-approval of exceptions by June 30, 2017. Exhibit signs, materials or displays are limited to the assigned space and shall not be permitted in any public space or elsewhere in the meeting facility. All exhibits and demonstrations are to be contained within the boundaries of assigned booth space(s) and shall not interfere with aisle space. Exposed, unfinished sides of exhibit backgrounds must be draped or covered to present an attractive appearance. No part of an exhibit or its signage may be nailed, taped or otherwise attached to columns, walls, doors or floors of the Exhibit Hall in such a manner as to cause damage or marks. If any part of the facility is damaged or defaced by the Exhibitor, its agent or representatives, the Exhibitor will be liable to the facility for the amount necessary for restoration to the original condition. The Exhibit Hall flooring is concrete. All aisles in the exhibit area will be carpeted by AAMS. Booth spaces must be carpeted by the Exhibitor; information on carpeting options may be obtained from the Exhibitor Services kit provided by Arata Expositions, Inc. All exhibit material must be flame proofed and fire resistant to conform to local fire ordinances and insurance carrier regulations. All aisles and exits shall be kept clear at all times. Fire extinguisher equipment shall not be covered or obstructed in any manner.

City of Fort Worth Fire Marshal Rules and Regulations

The city of Fort Worth and the Fort Worth Convention Center abide by strict fire regulations. Although most of these rules will apply to our aircraft exhibitors, please take a moment to familiarize yourself with the following:

1. A minimum 4A60BC fire extinguisher shall be available in close proximity to each helicopter. The extinguisher shall have a current annual inspection tag. Note: Fire extinguisher to be brought in by lessee and/or their designee. The Fort Worth Convention Center will not provide and/or rent fire extinguishers.
2. Each aircraft is allowed entry into the convention center with enough fuel on board to keep our aircraft in compliance with Part 91 Federal Aviation Regulations (FAR) fuel requirements—i.e. to fly from the loading dock at the close of the show, back to the FBO at the airport, and then the additional required 20 minutes of flight time. Please comply with this fuel requirements for your particular make/model aircraft.
3. Batteries will be disconnected and terminals taped before entering the facility. Circuit breakers for fuel and starting systems will be deactivated. Note: All systems which could functionally operate (create ignition) to the aircraft must be disconnected.
4. Fuel caps and fuel vents will be sealed (taped) and/or locked.
5. Aircraft shall be cooled down in accordance with the manufacturer's recommendations.
6. Aircraft fuel systems will be shut off and verified for no leakage or seepage.

Payment and Refund

Complete charges for total booth rentals are due with the signed Booth Application and Contract form. The Booth Application and Contract, along with check or money order made payable to AAMS, should be mailed to: AMTC Exhibits, Association of Air Medical Services, 909 N. Washington St, Ste 410, Alexandria, VA 22314. Or you may fax the application contract form with a credit card number, expiration date and authorized signature to AMTC Exhibits at 703/836-8920. **We must receive full payment of exhibit space 45 days prior to the event. A 5% fee will apply to all late payments.** Exhibitors are not permitted to occupy assigned booth(s) until all booth space fees are paid in full.

Cancellation

Should any contingency prevent the Air Medical Transport Conference from occurring as scheduled, AAMS will not be held liable for expenses incurred by the Exhibitor.

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Exhibitor Attendance and Registration

Exhibits must be staffed at all times during exhibit hours. Exhibitor companies receive two complimentary exhibitor registrations with each 10' x 10' booth space purchased. Exhibitor attendees must check in at the on-site AMTC Exhibitor Registration Desk during the posted registration hours and receive their conference badges in order to gain access to the Exhibit Hall and other Air Medical Transport Conference functions. Badges must be worn at all times during conference hours. Any additional company personnel wishing to gain admittance to the exhibits ONLY may purchase badges in advance or on-site. Each Exhibitor must identify one authorized representative to be responsible for the company's exhibit for the

duration of the conference in the appropriate space on the Exhibit Space Application and Contract form. A pre-conference contact person must also be identified on that form.

Installation and Dismantling

Installation of regular exhibits begins at 0800h on Sunday, October 15, 2017 and must be completed by 1030h on Monday, October 16, 2017. Exhibits will close at 1200h on Wednesday, October 18, 2017. Dismantling may begin when the exhibits are closed and removal of all regular exhibits from the Exhibit Hall must be completed by 1800h on October 18, 2017.

Please note: Aircraft on Display in the Exhibit Hall will be moved out BEFORE most of the exhibits. Order of departure will be determined on-site by the AMTC Aviation Coordinator and the AMTC Exhibit Floor Manager. Exhibitors will not be permitted to move items out while aircraft are being towed out of the hall. Your cooperation is appreciated, as aircraft must have priority due to weather, air medical program scheduling, and other unforeseen factors.

Aircraft on Display in the Exhibit Hall will be entering on Saturday, October 14, 2017 from 0900 to 1300h. Exit time is Wednesday, October 18, 2017 from 1200h to 1500h. The times established by AAMS are without exception, but are subject to change due to weather and other factors. Exhibitors with aircraft on display in the Exhibit Hall will receive detailed information on flight operations from AAMS in the AMTC Operations Manual. The Exhibitor shall abide by the rules governing aircraft operations as stated by AAMS in the guidelines within. Space not occupied by 1000h on Monday, October 16, 2017 reverts to AAMS without any obligation for refund. No packing materials, crates or boxes or are to be left in the Exhibit Hall following installation or brought into the exhibit space before 1200h Wednesday, October 18, 2017.

Decorator Services

The official decorator for the Air Medical Transport Conference is Arata Expositions, Inc., tel: 407/422-3636, Contact: Carol Cash.

Each Exhibitor will receive an Exhibitor Service kit from Arata Expositions, Inc. (AEI) which explains and includes order forms for: drayage, labor, installation of electrical, telephone, audio-visual and other utilities, booth furnishings, signs, porter and shipping services, and floral decorating information. AEI will also provide an on-site Exhibitor Service Center during installation, exhibit hours and dismantling. The Service Center will be staffed by Decorator Service representatives familiar with the Air Medical Transport Conference and exhibit area.

Exhibitors using outside service contractors for decoration, installation and/or dismantling must notify AAMS at least 30 days prior to the Conference (September 16, 2017) and provide the names and addresses of all contractor personnel who will be working in the exhibit area. Certificates of insurance for liability and workman's compensation are required for all outside contractors admitted to the exhibit area and must be mailed or faxed to the AAMS office 30 days prior to the Conference. All work required in connection with the Exhibitor's participation in the exhibit must be done in accordance with local union requirements.

The Exhibitor agrees that, if a display house or outside contractor other than the official Decorator Service is used for set-up and dismantling, the contractor shall have a working agreement with the local decorator's union. The outside contractor shall agree to conform to current and acceptable labor contracts.

Liability

AAMS, its officers, directors, members, agents and all organizations and individuals employed by AAMS in conjunction with the Air Medical Transport Conference shall not be responsible and shall be held harmless for any loss or injury resulting from accident, fire, theft or any cause whatsoever, including, but not limited to, accident or injury to Exhibitor's property, manufacturer's demonstration participants, their employees, agents, guests, the public and others, during or subsequent to the periods covered by the Booth Application and Contract.

The Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify and hold harmless AAMS, Arata Expositions, Inc., the Fort Worth Convention Center and the city of Fort Worth, their officers, employees and agents, against all claims losses and damages to persons and property, governmental charges or fines and attorney's fees arising out of or cause by Exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or part thereof, including any outside exhibition areas.

In addition, the Exhibitor acknowledges that AAMS, Arata Expositions, Inc., Music City Center and the city of Fort Worth, their officers, employees and agents do not maintain insurance covering Exhibitor's property. Exhibitors are advised to obtain business interruption and property damage insurance covering such losses by Exhibitors. AAMS, Arata Expositions, Inc., Fort Worth Convention Center and the city of Fort Worth are not responsible for obtaining such insurance.

Exhibitors flying aircraft to the Fort Worth Convention Center and/or Static Display are required to provide AAMS with written evidence of Aircraft Liability Coverage with combined single limit for bodily injury, property damage and passenger liability of \$10 million before being permitted to move into the exhibit hall. Please provide evidence of insurance at least 30 days prior to the Conference (September 14, 2017). Each Exhibitor is responsible for any and all damage to the exhibit area and for any and all claims and demands made in regard to an injury, death or damage to property incurred in or upon the assigned space.

Suite Requests and Meeting Space Reservations

Suites and meeting space will be available at the AMTC contracted hotels. Suite/Meeting Room layout and rate information is available through the AAMS office. All suite and meeting space reservations must be made through the AAMS Office. Please contact Natasha J. Ross, AAMS Director of Education and Events, at 703/836-8732 to make arrangements. Act quickly; suites and meeting space are first-come, first-serve and are **only available** to exhibiting companies / organizations and their representatives.

Restrictions and Rules of Conduct

Giveaways other than samples of the Exhibitor's products or descriptive literature must be approved by AAMS. Awards or drawings are limited to prizes of an educational nature or in keeping with the character of the Air Medical Transport Conference. Combustible materials, flammable liquids or gases will not be permitted. All cylinders containing compressed gases must be secured to prevent tip-over; exhibitors not complying with this regulation will not be permitted to have such cylinders in the Exhibit Hall. Radiological equipment may be displayed, but not operated.

Noise from electrical, mechanical or audio-visual equipment must not interfere with nearby exhibits.

Exhibitors may conduct business in the Exhibit Hall from opening until closing on exhibit days.

Arrangements for Guest Passes during installation and dismantling can be made at the on-site AMTC Registration Desk.

Please direct all inquiries to the AAMS Office at 703/836-8732.