



**ORGANIZATION INFORMATION**

Organization Name (as it should appear for publication)	
Mailing Address, City, State, Zip	
Point of Contact – Contract/Fees	Point of Contact – Logistics/Service Kit
E-mail:	E-mail:
Phone:	Phone:

**EXHIBIT SPACE REQUEST:**  
 Rental Rate: \$39 per square foot  
 (100 square Foot increments only)

Total Square Footage Requested: \_\_\_\_\_

Booth Choices (in order of preference):

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**EXHIBIT SPACE ASSIGNMENT:**

Booth Number Assigned: \_\_\_\_\_

Booth Dimensions: \_\_\_\_\_

Total Sq. Ft.: \_\_\_\_\_

Total Cost: \_\_\_\_\_

AIAA Acceptance: \_\_\_\_\_

Date: \_\_\_\_\_  
(AIAA use only)

**PAYMENT COMPUTATION**

TOTAL SQUARE FEET \_\_\_\_\_ X \$ \_\_\_\_\_ (SPACE RATE) = \$ \_\_\_\_\_ TOTAL

METHOD: Check (payable to AIAA)    Visa    MasterCard    American Express

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Cardholders Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Bank Transfer Info: AIAA Operating Account, SunTrust Bank, Atlanta, GA

Account Number: 1000043230829    ABA Number: 061000104    Swift Code Number: SNTR US3A (Include Conference Name)

**PAYMENT AND CANCELLATION POLICY:**  
 Payment in full via check (U.S. funds drawn on a U.S. bank), bank wire transfer, or purchase order (U.S. Government agencies only) must accompany this contract in order to guarantee space requested. When circumstances require an invoice to be issued, the invoice is due and payable upon receipt. If no payment is received within 30 days of the invoice date, the reserved space will be released for resale. From and after the acceptance of this application/contract, the terms herein shall not be subject to cancellation for any reason whatsoever other than rejection of booth space relocation made more than 10 days following the acceptance of this contract. NO REFUNDS WILL BE ISSUED. TRANSFER POLICY ONLY WITHIN SAME FISCAL YEAR OR SAME CONFERENCE THE FOLLOWING YEAR.

The undersigned agrees to the terms and conditions set forth in this application and contract and further agrees to abide by the rules and regulations set forth in this document and the Exhibitor Service Manual for this event. This application and contract shall become binding upon acceptance by AIAA.

Authorized Signature:  Date:

Send original contract and a faxed copy of contract to: Fernanda Swan, Exhibit Sales Manager,  
 AIAA 1801 Alexander Bell Drive, Suite 500, Reston VA 20191 • fernandas@aiaa.org • Phone: 703.264.7622 • Fax: 703.880.0999

APPLICATION AND CONTRACT FOR EXHIBIT SPACE

1. AIAA. The acronym "AIAA" as used herein shall mean the American Institute of Aeronautics and Astronautics, its officers, agents, or employees acting for them in the management of the technical displays.
2. Eligible Companies. AIAA reserves the right to determine the eligibility of any company or product for inclusion in the exhibits.
  - 2a. Peripheral Exhibits. Peripheral exhibits include those that are not primarily devoted to the display of systems/subsystems/hardware/software. Such peripheral exhibits include: publications, periodicals, books, magazines, associations, and trade organizations. Space will be made available to such peripheral exhibits after all product exhibits as mentioned above have been positioned. Determination of the pertinency of and inclusion in the show of peripheral exhibits will be at the sole discretion of AIAA.
3. Limitations of Liability. AIAA shall not be liable, nor shall the exhibiting company make any claim for any reason whatsoever, including negligence, against AIAA, the display site, nor any of their members, employees, or agents, for theft, loss, fire damage, or destruction of goods; nor for any personal injury while in the designated exhibit area or associated conference facilities. The company shall indemnify and hold AIAA harmless for any and all claims, suits, liabilities, expenses (including attorneys' fees), and judgments arising from the acts, omissions, violation of any law, negligence or other fault of the company, its employees, agents, representatives, contractors, patrons or invitees. Without limiting the foregoing, and notwithstanding any other provision, under no circumstances shall the liability of AIAA to the company exceed the amount of the rental fee paid to AIAA.
4. Defacing of Building. Companies are liable for any damage caused by fastening displays or fixtures to the building floors, walls, or to the standard booth equipment or for damages caused in any other manner. You may not apply paint, lacquer, adhesive or any other coating to building walls and floors or to standard booth equipment. For exact ceiling height in any area consult the AIAA Exhibit Operations Manager.
5. Rules Governing Exhibits/Displays. AIAA adheres to commonly accepted display rules and standards for exhibits/displays. The comprehensive list of these rules can be found in the exhibitor service manual for this event. An abridged version of the rules follows:
  - a. Display Heights. **In-line booths** – display material of any nature may be placed up to a height not exceeding 8' from the building floor in the rear one-half of the space. In all other portions of the booth, no display material shall be placed to exceed a height of 4' from the building floor. Perimeter in-line booths may go no higher than 12'. **End Cap Booths** – Not permitted. **Island Booths** – maximum height is 16' and the space may be utilized for "cubic content" exhibits. Theatre-type exhibits, with four sides closed-in and/or heights greater than 8', will be permitted in island booths upon written approval. Sight-lines must be maintained and obscuring the view of other exhibits is not permitted. Booth designs that do not meet the standard rules listed here or in the service kit must be submitted for approval no less than 45 days from the start of exhibitor move-in.
  - b. All hanging signs and all multi-story booths require prior approval from AIAA.
  - c. Exhibitors are required to carpet or otherwise cover the entirety of the floor space contracted for.
  - d. Sound Devices. The use of loud devices for mechanical reproduction of sound or music shall be restricted. In general, the employment of any method to project sound beyond the confines of any technical display is prohibited unless request is submitted to AIAA exhibits staff.
6. Rejected Technical Displays. The company agrees that this technical display shall be admitted and shall remain from day to day solely on strict compliance with rules, herein laid down. AIAA reserves the right to reject, eject, or prohibit any technical display in whole or in part, or any company or representatives, with or without giving cause. If cause is not given, liability shall not exceed the return to the company of the amount of rental unearned at the time of ejection. If a company is ejected for violation of these rules or for any other stated reason, no return of rental shall be made.
7. Insurance. Fire and theft insurance, if so desired, must be taken out by each company at its own expense. AIAA insurance does not cover individual technical displays. Fire floater policies are strongly recommended.
  - 7a. Security. AIAA will employ reputable security guards during the course of the exhibit hall schedule. The duty of the guards will be to protect the general exhibit hall area against fire and other catastrophes. Neither AIAA nor the management or owners of the technical display site will assume any responsibility for company or personal property. It is suggested that the company insure this property against loss and theft.
  - 7b. Fire Laws. Federal, state, city and facility fire laws/regulations must be strictly adhered to. Exhibit displays must be fire retardant and all wiring must comply with generally accepted electrical codes. Smoking in the exhibit hall is forbidden at all times. Crowding will be restricted. Aisles and fire exits cannot be blocked by technical display area. No explosives, gasoline, kerosene, acetylene, or other fuel or combustible can be brought into the building without permission in writing from AIAA management.
8. Cleaning. AIAA will have the common areas of the exhibit hall cleaned once each day during closed hours, but this service does not include dusting, arranging, or otherwise maintaining exhibitor's display areas. Exhibitors are solely responsible for the cleaning of and trash removal from their respective exhibit spaces.
9. Company Representative Responsibility. Each company must name at least one person to be the representative in connection with installation, operation, and removal of technical display. Such representative shall be authorized to enter into such service contracts as may be necessary, and for which the company shall be responsible.
10. Exhibit Hours. Exhibitors agree to abide by the installation and dismantling times set by AIAA and to have at least one person staffing their booths during published exhibition hours. Exhibitors who abandon or vacate their booths prior to the published dismantle time without permission of the show manager will be subject to a fine equal to one half the booth fees and will not receive priority status at future events.
11. Exhibitor Service Manual/Kit. A complete exhibitors manual will be furnished each signed company by AIAA covering these subjects in detail. Each company will receive information from the official decorator. This information will include the prices for rental of furniture, draperies, special construction, etc.
12. Attendance. AIAA shall have sole control over attendance policies at all times.
13. Subleasing. The company may not sublet their space, nor any part thereof. The Contract for Exhibit Space may not be assigned or transferred by company without the express written approval of AIAA.
- 14a. Contests. Drawings, lotteries, attendance, or product surveys etc. will not be permitted without special permission in writing from the AIAA exhibits staff.
- 14b. Demonstrations by live models; pantomime, dancing or acting is prohibited unless approved by AIAA exhibits management staff in writing.
- 14c. Functions, hospitality suites, technical demonstrations, etc. that are held outside of the exhibit hall by exhibiting companies, will not be permitted during any period that conflicts with the hours of the exhibit, associated events, such as receptions, or conference functions. AIAA reserves the right to disallow any such event or function.
15. Failure by AIAA to Hold Technical Display. Should any contingency prevent holding the technical display, AIAA may retain such part of the company's rental as shall be required to recompense it for expenses incurred up to the time such contingency shall have occurred.
16. Labor. Exhibitors are required to comply with labor regulations as described in the exhibitor service kit.
- 16a. Strikes, Embargoes. AIAA will not be responsible for delays, damage, loss increased costs, government order or emergency, or other unfavorable conditions caused by circumstances beyond its control.
17. Amendment to Rules. Any and all matters or questions not specifically covered by the preceding rules and regulations shall be subject solely to the decision of AIAA. These rules and regulations may be amended at any time by AIAA and all amendments so made shall be binding on companies equally with the foregoing rules and regulations.
18. Exhibit space rental fees cover only those items described in the prospectus. Any other booth furnishings must be provided by the exhibitor or obtained through the vendors located in the Exhibitor Service Manual.
19. AIAA reserves the right to adjust or make changes to the final floor plan based on unsold or unoccupied exhibit space in order to meet the needs of the exhibition. Exhibitors will be informed if these changes affect their booth location.
20. In the event that no representative of an exhibiting company has arrived to claim its space or freight within 90 minutes of the published end of exhibitor set-up/move-in, AIAA has the right to resell or relocate the exhibit space. Any booth not set up with 60 minutes of the published end of installation, will be force built at exhibitor expense or removed from the floor at the discretion of AIAA Exhibit Operations.
21. AIAA reserves the right to interpret these regulations as it deems proper to insure the success of the Exhibition and to further the educational purposes of the event. By mere virtue of your participation/attendance in or at this event, Exhibitors agree to comply with all AIAA Rules and Regulations which are in effect at the time exhibitor move-in begins. Exhibits are intended to supplement the information disseminated at the conference.
22. It is the exhibitor's responsibility to ensure that its display and all related materials comply with ITAR restrictions.
23. Governing Law. The contract shall be governed by the laws of the Commonwealth of Virginia, without giving effect to its conflicts of law principles. Any party bringing a legal action or proceeding against the other party shall bring such legal action or proceeding in State or federal court in or for Reston Virginia. The parties consent to the exclusive jurisdiction of such court and each party waives any objection to the exclusive jurisdiction of such court.