



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.

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:

APPLICATION AND CONTRACT FOR EXHIBIT SPACE