

# Exhibit Space Contract



① Type or print clearly. ② Fill out all sections of this application. ③ Make checks payable to: AAMI or provide credit card information below. ④ Sign this application. ⑤ Make a copy (both sides) of this application for your records.

**SEND CONTRACT WITH PAYMENT TO:**  
 AAMI eXchange Show Management, 901N. Glebe Road,  
 Suite 300, Arlington, VA 22203, fax to 703-783-0705, or email  
 to eXchange@aami.org. Federal Tax ID #: 27-4379277

**1. CONTACT INFORMATION:** The person listed as the exhibit contact will receive all mailings/billings related to exhibiting. It is the responsibility of the exhibiting company to notify AAMI eXchange Show Management of any changes to your point of contact.

Company Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip Code/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_  
 Company Telephone: \_\_\_\_\_ Company Website: \_\_\_\_\_  
 Company Email: \_\_\_\_\_ Exhibit Contact Name: \_\_\_\_\_  
 Contact Title: \_\_\_\_\_ Contact Email: \_\_\_\_\_  
 Contact Phone/Ext.: \_\_\_\_\_ Booth Personnel Contact Email: \_\_\_\_\_  
 Booth Personnel Contact Phone/Ext.: \_\_\_\_\_ Booth Personnel Contact Cell (for on-site purposes): \_\_\_\_\_

**2. BOOTH PREFERENCES:** Please list booth preferences from the floor plan. AAMI reserves the right to reconfigure the floor plan to accommodate actual booth placement. If none of your choices are available, every effort will be made for placement in the best available location, based on your criteria. **NOTE:** Minimum booth size: 10' x 10' = 100 sq. ft.

Our desired exhibit size: \_\_\_\_\_ ft. (depth) x \_\_\_\_\_ ft. (frontage) = a total of \_\_\_\_\_ sq. ft.  
 Booth Preference: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

If you have exhibited under another name, please provide name: \_\_\_\_\_

**3. CO-EXHIBITORS:** AAMI Show Management must be advised in advance of any and all co-exhibitors/companies sharing exhibit space.

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

**Exhibitors in 10' x 10' booths may not share space under any circumstances.**

**4. A 50% DEPOSIT MUST ACCOMPANY APPLICATION** or be submitted no later than Aug 30, 2024. Full payment is required by Nov. 22, 2024.

Name (please print) \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

AAMI MEMBER RATE PER SQ. FT		AAMI NON-MEMBER RATE PER SQ. FT.	
Early Bird Rate (Before July 31st)	Standard Rate (After August 1st)	Early Bird Rate (Before July 31st)	Standard Rate (After August 1st)
\$23.00	\$24.00	\$28.00	\$29.00

Cost Calculation: \_\_\_\_\_ sq. ft. x \$ \_\_\_\_\_ per sq. ft. = \$ \_\_\_\_\_  
 plus \$200 for 10' x 10' corner booth\* = \$ \_\_\_\_\_ **BOOTH COST**

*\*Booths larger than a 10x10 do not need to include a corner booth fee.*

**Full Payment must accompany applications received after November 22, 2024.** All fees must be paid in U.S. dollars. Any exhibitor that has not paid its 50% deposit by August 30, 2024, and/or its total booth fee by November 22, 2024 is subject to forfeiting its assigned space and its deposit(s).

**No booth space will be held or reserved without the appropriate deposit or payment.** Failure to submit payments according to the payment terms may result in forfeiture of assigned exhibit space. **Please sign electronically or you may print, sign, and fax to: 703-783-0705.** Forms with no signature will not be processed. Unsigned applications may affect final pricing.

**5. PAYMENT INFORMATION:**

Date: \_\_\_\_\_ Charge to my:  AMEX  Mastercard  VISA  Check Enclosed (payable to AAMI)  Wire Transfer\*

\*For Wire Transfer instructions, please contact AAMI Show Management (additional bank fees apply). For credit card transactions, there is no processing fee.

Authorized Amount: \$ \_\_\_\_\_ Card # \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV: \_\_\_\_\_ Cardholder's Name: \_\_\_\_\_

Card Billing Address, City, State, Zip Code: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

- To qualify for AAMI corporate member rates, your company's AAMI corporate membership dues must be current from the time you submit this contract through the last day of the eXchange. For details about corporate membership, call 1-800-332-2264, ext. 1214.
- By signing this contract, you agree to pay the total amount due, the signer represents and warrants that he/she is authorized by the above-mentioned exhibiting company to bind that company to this contract and I/we acknowledge to abide by all the Rules & Regulations governing the exposition in order to participate as listed on the backside/page 2 of this contract.



# Rules and Regulations



**ADMITTANCE DURING NON-SHOW HOURS:** With the exception of the posted setup and move-out times, exhibitors may not enter the Exhibit Hall more than one hour prior to the eXchange opening each day, nor may they remain in the Hall after the eXchange closes each night.

**AMERICANS WITH DISABILITIES ACT:** Each exhibitor must comply with the Americans with Disabilities Act (ADA), and must modify policies, practices, and procedures, as necessary, to enable individuals with disabilities to participate equally within the confines of the exhibitor's exhibit space.

**ASSIGNMENT OF BOOTH SPACE:** AAMI reserves the right to modify floor plan to accommodate space sales and relocate exhibitors, as necessary, after consultation with the affected exhibitors. AAMI reserves the sole right to determine final exhibitor placement.

**BOOTH CONSTRUCTION & DISPLAY ARRANGEMENT:** Standard in-line booths shall not exceed a height of 8', and no part of the exhibit or equipment shall exceed a height of 4' in the front half of the booth. Island booths (free-standing displays with aisles on all 4 sides) shall not exceed a height of 16'. All exposed parts of the display must be finished so as not to be objectionable to neighboring exhibitors. AAMI reserves the right to prohibit assembly, or direct revisions at the exhibitor's expense, to comply with these guidelines.

**CANCELLATION OR REDUCTION OF SPACE:** Booth space cancellation or reduction must be made in writing. For cancellations or reductions received by AAMI by November 22, 2024, there is no liability. For cancellations or reductions received from November 22, 2024 through January 31, 2025, the 50% deposit will be forfeited or, if not already paid, will still be due and payable. For cancellations or reductions received after January 31, 2025, the total booth fee will be forfeited or, if not already paid, will still be due and payable. AAMI reserves the right to resell any canceled space without compensation to the original exhibitor. By signing this contract, the signer represents and warrants that he/she is authorized by the exhibiting company to bind that company to this contract.

**COMPLIANCE WITH RULES AND LAWS:** Exhibitor agrees to comply with all rules and regulations of the show and the venue as outlined in the Exhibitor Service Manual. Exhibitor also agrees to comply with all state and local laws regarding exhibits in the New Orleans Ernest N. Morial Convention Center.

**COMPLIMENTARY BADGES:** Exhibitors will be provided with a maximum of three booth personnel badges (Expo Plus) for each 100 square feet of booth space leased. Additional booth personnel badges (Expo Plus) may be purchased for \$50 each. Booth personnel badges provide access to the Expo hall, lunches, receptions, and main stage presentations only. In addition, each exhibiting company will receive one complimentary Full Conference Registration, which provides access to all conference events, for each 100 square feet of booth space leased.

**COPYRIGHTED MUSIC:** No copyrighted music may be played or sung in the exhibition area in any fashion (including, but not limited to, background music on video or audio presentations) without obtaining appropriate licensing. The exhibitor is solely responsible for obtaining these licenses for any music originating in the exhibitor's booth. The exhibitor shall indemnify, defend, and hold harmless AAMI and its officers, employees, and agents, and the New Orleans Ernest N. Morial Convention Center and its officers, employees, and agents, against any and all liabilities, claims, causes of action, losses, and/or damages arising out of the exhibitor's use of copyrighted music.

**CREDIT CARD AUTHORIZATION:** The issuer of the credit card identified on the Exhibit Space Contract is authorized to pay the amount shown as "Amount to Charge." The signer promises to pay such "Amount to Charge," subject to and in accordance with the agreement governing the use of such card. The signature on the contract authorizes AAMI to charge the credit card number listed on the contract for the amount shown as "Amount to Charge."

**ELIGIBILITY FOR PARTICIPATION:** AAMI reserves the right to reject, prohibit installation of, or request removal of any exhibit or promotion, wholly or in part, that in its opinion is not in keeping with AAMI's character or purpose.

**EXCHANGE CANCELLATION:** If any part of the Exhibit Hall is damaged, or if circumstances make it impossible for AAMI to permit an exhibitor to occupy the space assigned during all or some of the scheduled Expo hours, the exhibitor will be charged pro rata only for the time that the exhibit space could have been occupied by the exhibitor, and the exhibitor releases AAMI from any and all claims for damages caused by such action.

**FDA APPROVAL/CLEARANCE:** If the exhibitor intends to display or promote an article that is subject to pre-market approval/clearance from the United States Food and Drug Administration (FDA), and that article has not as yet received final FDA approval/clearance, the exhibitor, the exhibitor's

materials, and the exhibitor's personnel must disclose that such article has not received final FDA approval/clearance and clearly convey the status of such article consistent with the laws, rules, and regulations administered by the FDA. The exhibit and any associated materials also must adequately and completely disclose that the article is not currently available for sale or commercial distribution in the United States. The exhibitor shall indemnify and hold harmless AAMI from and against any and all costs, fees, expenses, penalties, damages, and claims arising from exhibitor's failure to comply with all laws, rules and regulations (including those of FDA) applicable to such article.

**INSTALLATION & DISMANTLING:** All exhibits must be fully installed at least two hours prior to the opening of the Expo. If any exhibitor is not set up and in order by that time, AAMI reserves the right to direct the Official Service Contractor to set up the exhibit at the sole expense of the exhibitor, or to make such other use of the space as AAMI deems necessary, with no refund to the original exhibitor. Exhibits shall not be dismantled before the official closing of the Expo, and packing of equipment or materials shall not begin until that time. Exhibitors found dismantling/packing their booth prior to this time may be penalized with a \$500 fine, forfeiting priority points, delayed booth selection for 2026, or excluded from exhibiting at a future conference. All exhibits must be removed from the site by 12:00 pm on Monday, June 19, 2025, or the exhibitors will be subject to storage and handling charges.

**INSURANCE:** AAMI requires that exhibitors obtain general liability insurance to cover exhibit material against loss or damage, and against injury to the persons and property of others. As a courtesy to exhibitors, perimeter security for the exhibit hall will be furnished during installation, dismantling, and show days. However, the provision of such security is not a guarantee or indemnity against loss or theft of any kind. Exhibitors are solely responsible for safeguarding their materials, equipment, and displays at all times. The exhibitor shall, at its sole cost and expense, procure and maintain through the term of this contract, comprehensive general liability insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the premises leased. Such insurance shall include contractual liability and product liability coverage, with combined single limits of liability set by the Association for the Advancement of Medical Instrumentation through their third party insurance vendor. Such insurance shall name the Association for the Advancement of Medical Instrumentation and the New Orleans Ernest N. Morial Convention Center as additional insured. Show management does not carry business interruption and property damage insurance coverage for the loss or damage of Exhibitor's property.

**LIABILITY:** The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the New Orleans Ernest N. Morial Convention Center premises and will indemnify, defend, and hold harmless AAMI and the New Orleans Ernest N. Morial Convention Center, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.

**MEETING MANAGEMENT:** The AAMI eXchange is produced and managed by the Association for the Advancement of Medical Instrumentation, referred to as "AAMI" throughout this document. AAMI will establish all meeting policies. All matters and questions not covered by these regulations are subject to the decision of AAMI. Show dates and times are subject to change.

**ON-SITE SALES:** Exhibitors may offer information that is educational, professional, or instructional. "Over-the counter" sales of goods or services for onsite delivery—or the taking of orders or eXchange of cash, checks, or credit card numbers for delivery at a later date — are expressly prohibited.

**PAYMENT SCHEDULE:** A 50% deposit of the total space rental charge must accompany the application or be submitted no later than Aug. 30, 2024. The final payment is due no later than November 22, 2024. Any exhibitor that has not paid its 50% deposit by Aug. 30, 2024, and/or its total booth fee by November 22, 2024 is subject, at AAMI's discretion, to forfeiting its assigned space and its deposit(s). AAMI will assess a \$35.00 charge on any returned checks.

**PHOTOGRAPHY:** Show Management and its agents reserve the right to photograph and/or record exhibitors in the New Orleans Ernest N. Morial Convention Center and to use such likenesses for future promotional purposes. AAMI eXchange encourages attendees to engage and promote the conference on social media and other platforms. Guidelines to be mindful of: Exhibitor taking photography and/or recording, of any kind, of another exhibitor's exhibit space or product is strictly prohibited. Only photography of the exhibitor's own booth space is permitted. Any exhibitor or attendee found to be taking unauthorized photography and/or recording will be asked to leave the show and have their photography and/or recording equipment confiscated. If the violator of this policy is an exhibitor, Show Management reserves the right to remove the exhibit and exhibitor from the show at the exhibiting company's expense. During the show, all inquiries should be directed to Show Management in the Exhibitor Service area in the exhibit hall.

**PROHIBITED ITEMS:** The following are expressly prohibited in the Exhibit Hall: Flammable or non-flammable compressed gases, helium-filled balloons, live animals (except assistance dogs for disabled persons), birdseed, glitter, confetti, adhesive-backed decals, open flames, flammable or combustible liquids/materials, hazardous chemicals and materials, explosives, and blasting agents. Any outside food or beverage must be pre-approved by AAMI show management and/or the New Orleans Ernest N. Morial Convention Center. Exhibitor assumes full responsibility for any costs or liabilities resulting from Exhibitor's failure to comply with these prohibitions.

**PROPERTY DAMAGE:** Exhibitors must surrender the space occupied by them in the same condition as it was at the commencement of occupation. Exhibiting companies shall be liable for any damage caused by them or their representatives to building floors, walls, or columns, or to the property of other exhibitors.

**SAFETY REGULATIONS:** The exhibitor must comply with all federal, state, and local laws, ordinances, and regulations concerning fire and life safety. Booth decorations must be flame-proofed and the exhibitor should be able to provide a certificate of flame retardant if requested. Exhibitors must adhere to all guidelines for cooking, if applicable. Electrical wiring must conform with all federal, state, and municipal government requirements and regulations, and with National Electrical Codes. If inspection indicates that an exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazards, AAMI reserves the right to cancel, without refund to the exhibitor, all or such part of the exhibit as may be non-compliant.

**SMOKING:** Neither smoking nor vaping of any kind is permitted anywhere in the New Orleans Ernest N. Morial Convention Center or on its grounds.

**SOCIAL FUNCTIONS:** All hospitality functions must be approved by AAMI. Hospitality events may not conflict with any scheduled eXchange event, unless approved by AAMI show management. Unless approved by AAMI, any function that would compete for attendees' time, either during the hours of the eXchange or during any other official AAMI functions, is strictly prohibited. Exhibitors shall not rent meeting space from the New Orleans Ernest N. Morial Convention Center, or any of the official hotels associated with the AAMI eXchange without prior approval from AAMI.

**STAFFING:** Exhibitors must staff their booths at all times during show hours. Only representatives who are employed by the exhibiting company and who will be working in the booth are to be registered as booth personnel.

**STANDARD BOOTH EQUIPMENT:** Each 10'x10' standard booth includes 8' high back drape and 3' high side drapes, and a 7' x 44" sign indicating the company name and booth number. Carpeting, internet, power and tables/chairs are not included with booth registration. The exhibitor is required to provide carpeting and can either use the Official Service Contractor or bring their own.

**SUBLETTING OF SPACE:** Exhibitors may not assign, sublet, or apportion any part of the space allotted to them and may not advertise or display goods or services other than those manufactured or sold by them in the regular course of their business.

**TERMINATION OF RIGHT TO EXHIBIT:** AAMI reserves the right to terminate, without notice, an exhibiting company's right to exhibit if the exhibiting company or any of its representatives fail to observe the conditions of this contract or, in the opinion of AAMI, conduct themselves in an unethical or unprofessional manner. Such exhibitors will be dismissed without refund.

**USE OF EXHIBITOR-APPOINTED CONTRACTORS:** Exhibitors choosing to use labor services other than those provided through the Official Service Contractor must provide AAMI with a certificate of insurance, verifying that their contractors have at least \$1,000,000 in general liability coverage and at least the statutory minimum in workers' compensation coverage. Exhibitors using non-official contractors must supply these contractors with all necessary information regarding installation and dismantling, material handling, etc. Neither the Official Service Contractor nor AAMI can supply exhibitor service kits to non-official contractors.

**USE OF SPACE:** All exhibitors must conduct exhibits in a dignified and professional manner. All activities and materials must be confined to the limits of rented space and must not impede traffic or interfere with the activity of other exhibitors. The use of audio devices is permitted only if the decibel intensity does not interfere with the activities of other exhibitors. Unless approved by AAMI, publicizing and/or maintaining any activities that would draw attendees away from the exhibit area during expo hours is prohibited. Exhibitors must refrain from entering another exhibiting company's booth unless invited by the company.

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

## AAMI EXCHANGE SHOW MANAGEMENT

901 N. Glebe Road, Suite 300, Arlington, VA 22203 / Tel: 703.215.8481 / Fax: 703.783.0705 / Email: [eXchange@aami.org](mailto:eXchange@aami.org) / [aami.org](http://aami.org)