

Amputee Coalition 2015 National Conference

Contract Application for Exhibit Space and Sponsorships

Exhibitor Dates: July 23-25, 2015 J.W. Marriott Starr Pass Resort & Spa, Tucson, Arizona

To reserve your booth(s) and/or sponsorship(s), please complete this contract and submit by **May 13, 2015**, with payment to: Amputee Coalition, attn: Dan Ignaszewski 9303 Center Street, Suite 100, Manassas, VA 20110. Questions? Call 703-330-1699 ext. 7102, or email Dan@amputee-coalition.org
 Note: Contracts received after **May 13, 2015** will be listed in a conference program insert page.

Contact Information:

Company Name **EXACTLY** as you would like it to appear in printed program _____

Contact Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email address _____

Web site _____

Please circle and total at right. See descriptions listed in your Exhibitor Prospectus

Exclusive Sponsorships

Hotel Key Card	\$3,000	_____
Badge Holder/Lanyard	\$4,000	_____
National Conference Welcome Bag	\$3,000	_____
Registration Counter Wrap	\$2,500	_____
Escalator Runner	\$3,000	_____
Water Bottle Sponsorship	\$5,000	_____
Golf Cart Shuttles	\$2,500	_____
Starry Night Welcome Reception Sponsor	\$20,000	_____
Everyone's A Star Gala Dinner/Dance Sponsor	\$20,000	_____
First Ever Youth Camp Reunion Mixer	\$500	_____
A Night Under the Stars	\$5,000	_____
Clip and Go Hand Sanitizer	\$5,000	_____

Limited Sponsorships

Technology Theaters	16 Available	\$1,000 each	_____
Happy Hour in Your Booth	12 Available	Work with Hotel	_____
GOBO Projection of Sponsor Logo		\$750 each	_____
Mobile Device Charging Stations	2 Available	1: \$3,500 Both: \$6,000	_____
Exhibit Hall Floor Sticker	4 Available	\$1,500 each	_____
Window Clings		\$1,500 each	_____
Lunch Sponsorships	2 Available	1: \$5,000 Both: \$8,000	_____
Pre-Show E-mail Marketing	4	\$500	_____
Post-Show E-mail Marketing	5 Available	\$750	_____

Sponsorships Open to Everyone

Tote Bag Inserts	\$500 each	_____
Hotel In-Room Video	\$1,000	_____
Exhibit Hall Game Card	\$\$200 per block	_____
Conference T-Shirt	\$200	_____
Final Program Advertising Ad size: _____	See Prospectus	_____

Total Enclosed _____

Exhibit Booth Reservation:

Number of booths requested: _____

Booth selection: We authorize the Amputee Coalition to reserve the 8'X10' exhibit space(s) listed below. List preferred choice in order below. Booths and nonprofit tables are assigned on a first-come-first-served basis.

#1 _____ #2 _____ #3 _____

Exhibit Fees:

Total

Exhibit Booth—\$1800 Amputee Coalition member/\$2250 Non-member

- Package Includes: _____
- 8X10 booth
 - 6' draped and skirted table, 2 chairs, wastebasket
 - 8' back drape and 3' side draping
 - Company sign
 - 2 complimentary full conference & 2 exhibit hall only registrations
 - Link with company description from Amputee Coalition Web site
 - Listing in conference program

Each Add'l Booth—\$1,200 Amputee Coalition Member/\$1,500 Non-member
 Includes 2 additional complimentary full conference & 2 exhibit hall only registrations per each booth _____

Nonprofit Table—\$500

- Package Includes: _____
- 6' draped and skirted table, 2 chairs
 - Company sign
 - 1 complimentary full conference & 1 exhibit hall only registration
 - Link with company description from Amputee Coalition Web site
 - Listing in conference program and *inMotion* magazine

***Member discounts for paid facility and corporate memberships only**

Payments:

Make checks payable to Amputee Coalition. **Confirmation of exhibit space will only be made after receipt of signed contract, payment, and approval of the Amputee Coalition.** You may charge using Visa, MasterCard, or American Express by completing the information below:

Type of card (please circle): Visa MasterCard Amex

Name on Card: _____

Account Number: _____ Exp. Date _____

Cardholder's Signature: _____

Verification Code: _____

Terms and Conditions:

The exhibitor expressly agrees to be bound by the terms and conditions and specifications set forth on the back of this document along with any forthcoming guideline, and expressly agrees that this contract and such rules and regulations contain the entire agreement between parties hereto and supersede any prior agreement, written or oral. This contract for exhibiting at the 2015 Amputee Coalition National Conference shall be interpreted under the law of the United States and the State of Tennessee. **No refunds.** I have read and agree to all terms and conditions listed in the rules and regulations.

Signature _____

Date _____

Title: _____

Amputee Coalition 2015 National Conference

Exhibitor Contract Rules and Regulations

The Amputee Coalition 2015 National Conference is sponsored by the Amputee Coalition, hereinafter referred to as Amputee Coalition. These contract terms and conditions have been established for the mutual benefit and protection of exhibitors, attendees, and Amputee Coalition with such additions or changes as may be made in the Exhibitor Service Kit or official correspondence, or other communications being an integral part of the contract to which the exhibitor agrees.

Assignment of Booth Space

All Amputee Coalition National Sponsors will have 1st selection of premium booth spaces. 2013 conference sponsors and exhibitors will have 2nd choice in selecting their preferred booth assignment. Remaining booths will be available on a first-come, first-served basis.

Installation and Dismantling

INSTALLATION: Setup time for ballroom exhibits will be Thur. 7/23, 9am-4pm. Assembly of exhibits during regularly scheduled exhibit hours will not be permitted.

EXHIBITOR ORIENTATION: Thur. 7/23, 5pm

DISMANTLING: The official closing time of the exhibits is on Sat, 7/25, at 1pm. All exhibit material must be packed and removed from the exhibit area by 7/25, by 4pm.

Additional Exhibitor Services

All confirmed exhibitors will receive an exhibitor services kit from GES. All questions, shipping arrangements and furnishings can be arranged by calling 800-801-7648.

Special Visual and Sound Effects

Audiovisual and other sound and attention-getting devices and effects are permitted in only those locations and in such intensity as, in the sole opinion of Amputee Coalition, does not interfere with the activities of neighboring exhibitors. Operation of equipment being demonstrated may not create noise levels objectionable to neighboring exhibitors. Order forms for A/V equipment will be included in your service kit.

Hotel Information

The J.W. Marriott Starr Pass Resort & Spa, in Tucson, AZ is the host hotel for the Amputee Coalition 2015 National Conference. The Amputee Coalition has reserved a block at \$114.00 per night plus tax. Deadline for the hotel discount is June 30, 2015. Amputee Coalition Conference must be referenced. Please make your reservations by calling 877-622-3140.

Insurance

Exhibitors are required to insure their exhibits, merchandise and display materials against theft, fire, etc., at their own expense. All Amputee Coalition exhibitors must contact their insurance broker and ask that a copy of their certificate of insurance be sent to the Amputee Coalition before the conference. Exhibitor shall be fully responsible to pay for any and all damages to property owned by Marriott (J.W. Marriott Starr Pass Resort & Spa), its owners or managers which result from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, Marriott (J.W. Marriott Starr Pass Resort & Spa), its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor's use of the property. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from, out of, or by reason of any accident or bodily injury or the occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the Hotel or any part thereof. Exhibitors shall carry Comprehensive General Liability coverage including premises, operations and contractual liability coverage of at least \$1,000,000 or Property Damage Liability. Exhibitor shall deliver to Amputee Coalition, upon request, certificates of insurance evidencing such coverage, naming Amputee Coalition as coinsured (or additionally insured). Exhibitors must secure exhibits in the Arizona Ballroom during non-exhibit hours.

Exhibits

Minimum booth is 8'X10'; booth standard backgrounds are eight feet in height, and divider rails are three feet in height. Tabletop exhibits will not have back draping. Display material including showcase displays or storage cabinets, electrical fixtures, wire, conduits, etc. must adhere to the Exhibit Construction Guidelines outlined in the Exhibitor Service Kit. Any deviation must be submitted in writing to Amputee Coalition for prior approval. All demonstrations and exhibits must be confined to the exhibit booths responsible for such demonstrations or exhibits. All unfurnished surfaces must be finished to the satisfaction of Amputee Coalition. In the case of an island or peninsula space, a rendering may be required by Amputee Coalition staff prior to space assignment. From time to time, it may be necessary for Amputee Coalition to amend or modify the physical configuration of exhibit booths including all rules pertaining hereto.

Conflicting Events During Show Hours

The exhibitor shall not extend invitations, call meetings, hold hospitality events, or otherwise encourage absence from the exhibit hall and program sessions without prior permission from Amputee Coalition.

Advertising Material

Amputee Coalition will not endorse, support or be liable for the claims made by the exhibitors as to the qualities or merits of their products or services, as no advertising or mention will indicate, claim or suggest such endorsement or support. All handouts must be distributed within the exhibit booths.

No companies will be permitted to exhibit without an authorized signature!

Conduct of Exhibits

No entertainment may be scheduled to conflict with the Amputee Coalition's program hours or exhibit hours. The advertisement of display of goods or services other than those manufactured, distributed or sold by the exhibitor in the regular course of business and identified in the contract is prohibited. An exhibitor may not assign, sublet or apportion all or any part of the contracted booth space nor may an exhibitor permit the display, promotion, sales, or marketing of non-exhibitor products or services. Interviews, demonstrations and distribution of literature or samples must be conducted within the booth area assigned to the exhibitor. **Canvassing or distributing or advertising outside the exhibitor's own booth will not be permitted.** Products and furnishings should be arranged with the safety of the exhibitors and attendees in mind. The character of the exhibits is subject to the approval of the Amputee Coalition. The right is reserved to refuse the applications of companies not meeting the standards required or expected, as is the right to curtail exhibitor or parts of exhibits that are not in accord with the character of the meeting. This applies to displays, literature, advertising novelties, souvenirs, conduct of persons, etc. All booths must be manned during open exhibit hours. All exhibits over 2 booths in size must be approved by Amputee Coalition prior to placement and confirmation. The general rule of the exhibit floor is be a good neighbor. No exhibits will be permitted which interfere with the use of other exhibits or impede access to them or impede the free use of the aisle. Booth personnel, including demonstrators are required to confine their activities within the exhibitor's booth space. Apart from the specific display space for which an exhibitor company has contracted with Amputee Coalition, no part of the J.W. Marriott Starr Pass and its grounds may be used by any organization other than Amputee Coalition for display purposes of any kind or nature. Within the hotel property, exhibitor brand or company logos, signs, and trademark displays will be limited to the official exhibit area only. Only the name of the exhibiting company will be listed on exhibitor badges. No company name substitutions will be allowed. No exhibitor may call or invite a visitor out of one exhibit and into their own. Exhibitors must remain within their own exhibit space in demonstrating products, distributing literature, product samples or other materials; other areas of the hotel or the aisles may not be used for this purpose. More than one company per exhibit booth will not be tolerated.

Exhibit Staff Registration

2 full complimentary & 2 exhibit hall only registrations per paid booth. Nonprofit tables receive 1 full complimentary & 1 exhibit hall only registration. All exhibit personnel must complete a registration form online for each attendee. Additional full registration may be purchased at applicable rates. Exhibitors must wear badges at all times, including during setup and dismantling. **Badges are nontransferable.**

Unacceptable Exhibits

The exhibitor agrees not to use any displays that the Amputee Coalition determines, in its absolute discretion, will unreasonably endanger the person or property of the attendees or of the exhibitors, are in bad taste, are liable to discredit or subject the Amputee Coalition to criticism or legal liability, are inconsistent with the stated purpose of the Amputee Coalition and the interest and welfare of its attendees, are inimical to the property rights of the Amputee Coalition or violate this contract and the exhibitor is unable or unwilling to cure or correct such violations, the Amputee Coalition may terminate this agreement immediately and forbid erection of the exhibitor or may remove or cause the exhibitor to be removed at the exhibitor's expense, and the exhibitor hereby waives any claim for refund of the exhibitor booth fee or other damages arising out of such termination and/or exhibit removal. Any exhibitor who is uncertain as to whether an exhibit is in compliance with all applicable regulations and requirements should contact the Amputee Coalition.

Food and Beverage

No food or beverage may be brought into the facility without the express written consent of the facility and Amputee Coalition.

Failure to Occupy Space

The exhibitor shall forfeit any space not occupied, and space may be resold, reassigned or used by the Amputee Coalition without refund.

Fire regulations

No exhibitor shall use any flammable decorations or coverings, and all fabrics or other materials used must be flameproof.

Authorization

I have read and agree to the terms described above.

Authorized Representative

Date

Amputee Coalition Representative

Date