

# APPLICATION AND CONTRACT FOR EXHIBIT SPACE AT THE AUSA ILW LANPAC SYMPOSIUM & EXPOSITION



24-26 MAY 2016 / SHERATON WAIKIKI HOTEL / HONOLULU, HI

**Please read back before signing / Association of the United States Army**

Please read back before signing / Please complete this information and send to:

Exhibit Manager, Association of the United States Army, 2425 Wilson Boulevard, Arlington, Virginia 22201.

P: (703) 841-4300, ext: 2678 F: (703) 243-2589.

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

Exhibit Manager: \_\_\_\_\_ Telephone \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Exhibit Manager's Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature of Company's Exhibit Manager: \_\_\_\_\_

Note: signed contracts are binding and will be the only official means of reserving space. Informal requests, either written or oral, will not be honored. Space is assigned on a first-come, first-served basis. Under no circumstances will exhibitor be permitted to occupy its exhibit space if full payment has not been received.

We have read the exhibit information printed on the reverse side of this application and contract for exhibit space and agree to abide by these and any additional rules deemed necessary by the Association of the United States Army and published after the contract is signed. Contract deadline is 10 April 2016.

Indoor space requested: (failure to list four different choices will result in AUSA making determination)

	Total Sq. Ft. Industry	Total Sq. Ft. Government	Value
First Choice: _____	@ \$42 / Sq. Ft. _____	@ \$19 / Sq. Ft. _____	\$ _____
Second Choice: _____	_____	_____	\$ _____
Third Choice: _____	_____	_____	\$ _____
Fourth Choice: _____	_____	_____	\$ _____

**We understand that if requested space is not available, we may be assigned to other space comparable in size. Final space assignment will be noted below when application is accepted. The products or services we plan to display are (failure to state items may delay contract acceptance):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use separate sheet of paper if needed)

**THIS SPACE FOR AUSA USE ONLY DO NOT WRITE BELOW THIS LINE**

Industry Affairs hereby accepts the application and the following space in the exhibit area is assigned:

Contract/Payment Received: \_\_\_\_\_

Indoor Booth(s) Assigned: \_\_\_\_\_ Cost: \_\_\_\_\_

\_\_\_\_\_ For the purposes of identification ONLY, this single number should be used by you and GES to identify your booth assignment. Please use this number anytime you refer to your booth.

Total Cost: \$ \_\_\_\_\_  
Amount Submitted with Application: \$ \_\_\_\_\_  
Amount of Refund: \$ \_\_\_\_\_  
Balance Due AUSA: \$ \_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

(AUSA'S EXHIBIT MANAGER)

# APPLICATION AND CONTRACT FOR EXHIBIT SPACE AT THE AUSA ILW LANPAC SYMPOSIUM & EXPOSITION



## **DATES AND HOURS OF EXHIBITS**

Tuesday, 24 May 0930-1730

Wednesday, 25 May 0930-1630

Thursday, 26 May 0930-1300

## **ADMISSION**

Admission to the exhibit hall will be limited to AUSA invited guests, including foreign dignitaries, and others who have an identifiable relationship with the United States Army. All visitors will be registered and badged.

## **BOOTH EQUIPMENT**

The price in this agreement includes a booth space with pipe and drape backdrop 8' in height, pipe and drape divider rails 3' in height and a standard display sign 44" long bearing the Exhibitor's firm name and booth number.

## **ADDITIONAL SERVICES AND SHIPPING AT EXHIBITOR'S EXPENSE**

Information regarding shipping instructions; cost of special booth furniture; labor and carpenters; receiving, handling and storage of crates; special electrical connections, lighting fixtures, etc., will be sent to you with our Exhibitor Services Kit approximately 60 days prior to move-in.

## **INSTALLATION AND DISMANTLING**

The installation and dismantling schedule will be included in the Exhibitor Services Kit.

## **BOOTH SPACE COST**

**Industry - \$42 per square foot**

**Government - \$19 per square foot**

## **ASSIGNMENT & PAYMENT FOR SPACE**

Exhibit space will be allocated by AUSA. It is understood and agreed that no refunds will be made for space cancelled after 24 March 2016. Refunds for space cancelled prior to 24 March 2016 will be contingent upon the resale of this space. Under no circumstances will exhibitor be permitted to occupy its exhibit space if full payment has not been received.

## **RESALE/SUBLEASING OF EXHIBIT SPACE**

Exhibitors may not assign, sublease or otherwise share all or a portion of their exhibit space with any party except a wholly-owned subsidiary, a sister corporation or a company represented by an exhibitor and registered as such with AUSA, without the express written consent of AUSA. This prohibition will be strictly enforced.

## **LIABILITY**

The Association of the United States Army and the Sheraton Waikiki Hotel, their management, and all organizations and individuals who are employed by them in connection with this Exposition will not be responsible to Exhibitor and shall be held harmless by Exhibitor for damage or loss to Exhibitor property, or personal injury during the Exposition Period resulting from the negligence of the Association of the United States Army and the Sheraton Waikiki Hotel, their management, and all organizations and individuals who are employed by them in connection with this Exposition. Furthermore, the Exhibitor agrees to defend and hold harmless the Association of the United States Army and the Sheraton Waikiki Hotel, their management and all organizations and individuals who are employed by them in connection with this Exposition from any liability for damages or loss of property or personal injury resulting from the activities of Exhibitor, regardless of negligence.

## **AUSA REGULATIONS**

- 1) Complete Show Rules & Regulations will be included in the Exhibitor Services Kit and will be mailed under separate cover.
- 2) Because of the tight time constraints, logistical problems and local union rules, AUSA has placed the overall supervision of the erection and dismantling of exhibits under Global Experience Specialists (GES), who have

been designated the "Official Contractor." Individual Exhibitors may retain the services of GES at their own expense. Exhibitors desiring to use display contractors other than the designated "Official Contractor" must obtain advance approval from AUSA. A written request must be presented by the Exhibitor to AUSA at least 30 days in advance of the first day of move-in, and must include the name and address of the contractor, the name of the on-site supervisor, a certificate of insurance for the contractor, and a statement signed by the contractor that they will comply with AUSA's rules and regulations and cooperate with the official contractor, GES - (562) 370-1500. (Los Angeles, CA office).

3) Display firms engaged by Exhibitors must comply fully with all rules and regulations listed by AUSA. Labor utilized by outside contractors must be drawn through GES and/or through the business agent of the appropriate union. It is the responsibility of the Exhibitor to ensure compliance.

4) AUSA reserves the right to relocate booths when in the best interest of the show.

## **UNION JURISDICTIONS**

To assist you in planning for your participation in the exposition, we are certain you will appreciate knowing in advance that union labor may be required for installation and dismantling of your display. If you need additional help or want an outside contractor to supply labor, then you must use union labor.

**Stagehands Union**—Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs & carpet. As an Exhibitor, you will be pleased to know that when union labor is required, you may provide full-time company personnel to work along with them.

**Tippling**—GES requests that exhibitors not tip its employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all GES employees.

## **NO SALE CLAUSE**

To ensure full compliance with IRS rulings, Exhibitor will not make sales, or solicit, or accept orders for any product or service including advertising space, in the exhibit halls or within other facilities of the Exposition.

## **FIRE REGULATIONS**

Federal and Local Fire Laws must be strictly observed. Wiring must comply with fire department and underwriters' rules. Aisles and fire exits cannot be blocked by exhibits. No decoration of paper, pine boughs, leafy decorations or tree branches are allowed. All muslin, velvet, or any other cloth decoration must stand a flame proof test as prescribed by the fire ordinance of Honolulu County, Hawaii.

## **AUSA SECURITY MEASURES**

The Association of the United States Army will provide watchmen to patrol the exhibit areas during the hours when the exhibits are closed. However, exhibitors are responsible for the security of their own exhibits. Additional security may be arranged for with a security agency, if exhibitor deems it necessary. (Exhibitor will inform AUSA of any such additional security measures.)

## **CANCELLATION OF SHOW**

The performance of this agreement is subject to any circumstance making it illegal or impossible to hold the Exposition, including Acts of God, war, government regulations, disaster, strikes, civil disorder, or curtailment of transportation facilities. The Agreement may be terminated only for any one of the above reasons by written notice from the Association of the United States Army to the Exhibitor. If AUSA must terminate this contract or Exposition (or any part thereof) due to the above mentioned circumstances, AUSA has the sole right to retain such part of the Exhibitor's rental fee as shall be required to recompense AUSA for expenses incurred up to the time such contingency occurred.