

I have read the AAAA Exhibit Rules and Regulations:

**2017 Army Aviation
Mission Solutions Summit**
April 26-28, 2017
Gaylord Opryland Hotel & Convention Center, Nashville, TN

SPACE ASSIGNMENT:

Industry exhibit space is assigned to current AAAA Industry Members Only. Paid booth assignments are made in the order of which the contract is received. If you are NOT a current Industry Member of AAAA or your Membership has lapsed, please contact Erika Burgess at erika@quad-a.org.

*Contracts submitted for Military/Government FREE exhibit space should be considered as requests and not final until confirmed by the AAAA National Office. You must contact the AAAA National Office to secure your free booth, exhibits@quad-a.org or (203) 268-2450.

CERTIFICATE OF INSURANCE:*

Upon signing the contract, the Exhibiting firm must provide AAAA with a Certificate of Commercial General Liability Insurance (COI). This should include contractual liability with limits of liability of at least \$1,000,000 per occurrence bodily injury and property damage combined and \$1,000,000 annual aggregate.* **Sample certificate**. Exhibiting firms that do not provide a certificate that is valid through the dates of the event, April 26-29, 2017, will NOT be allowed to set up their exhibits in the exhibit hall.

***(NOT APPLICABLE TO MILITARY OR GOVERNMENT EXHIBITORS)**

INSTALLATION AND BREAKDOWN:

Installation of exhibits may commence at 8:00 a.m. on Tuesday April 25, 2017. All exhibits must be carpeted*, assembled and be fully operational by 12 noon Thursday April 27, 2017. In the event an exhibit is not fully assembled and operational by 12 NOON Thursday April 27, 2017, the AAAA reserves the right to remove all exhibit material and repossess all rights to the exhibit area. The Exhibitor will be considered in default of the signed contract and will not be entitled to any refund for such exhibit space. Dismantling of exhibits may start after 3:00pm Saturday April 29, 2017, and should be completed by 5:00pm Monday, May 1, 2017. Exhibits may not be dismantled prior to 3:00 p.m., Saturday April 29, 2017. **Times subject to change.**

Booth Carpeting is Mandatory at this event.

HOURS AND MANNING OF EXHIBITS: (This is tentative, and may change)*

Show hours for the Army Aviation Mission Solutions Summit are anticipated to be at least 13 hours of exhibit time during the course of the Summit from the grand opening on Thursday to closing on Saturday.

Fault of Occupancy:

Any exhibiting company that fails to have occupied their booth space by 7:00pm on Thursday April 27th shall forfeit their exhibit space without reimbursement. AAAA has the right to resell the space after 7:00pm on the 27th unless we have heard from the exhibitor beforehand, such as in the event of an unforeseen late arrival. Please contact Bob Lachowski or Erika Burgess, bob@quad-a.org or erika@quad-a.org, (203) 268-2450.

REGISTRATION:

All exhibitors and booth staff are required to register for the Army Aviation Mission Solutions Summit. Purchase of an exhibit booth does NOT automatically register you for any type of access badge.

EXHIBITOR BADGES:

Each exhibiting company will be provided **4 Exhibit Hall Only badges** per 10x10 space, and will allow access to the exhibit hall during setup and 2 hours before and 2 hours after official open exhibit hall hours. Any additional Exhibit Hall badge will be a fee of \$50. In addition all booths should be fully staffed during open exhibit hours. Badged exhibitors will have access during set-up and tear-down. Already badged non-exhibitor registrants will have access to the exhibit hall when the hall is closed only if accompanied by a badged exhibitor, and the non-exhibitor registrant has been cleared for exhibit hall access during open show hours at the AAAA Security Desk at the Hall Entrance.

SECURITY:

The Association will provide security to patrol the exhibit area during the hours the Exhibit Hall is closed, however the AAAA assumes no liability for providing this service. It is the responsibility of the Exhibitors to protect their own exhibits and property. If Exhibitors want additional unarmed security measures you **MUST** coordinate all efforts through the AAAA security staff in advance of the Army Aviation Mission Solutions Summit before signing any outside security contracts. Please contact security@quad-a.org .

LIABILITY:

The AAAA, its officers, directors, agents, contractors and all organizations and individuals who are employed by the AAAA in connection with the Army Aviation Mission Solutions Summit, shall not be responsible for any loss resulting from accident, fire, act of God, theft, or any cause whatsoever of any exhibit or part of an exhibit, including accident or injury to exhibitors, their employees, agents, the public and others, during or subsequent to the period covered by the exhibit space contract.

The Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and hold harmless the Army Aviation Association of America (AAAA) and their employees and agents, against all

claims, losses, and damages to persons and property, governmental charges, or fines and attorney's fees arising out of or caused by the Exhibitor's installation, removal, and maintenance of its exhibit, or occupancy, or use of exhibition premises or a part thereof.

The Exhibitor further agrees to pay the Gaylord Opryland Hotel and Convention Center for any or all damages to the building or its equipment, incurred through carelessness or otherwise by the Exhibitor or its agents. In addition, the Exhibitor acknowledges that the AAAA and the Gaylord Opryland Hotel and Convention Center, do not maintain insurance covering an Exhibitor's property.

FIRE REGULATIONS:

All city, state, and Federal fire laws must be strictly observed. Wiring must comply with Fire Department and Underwriter rules. Aisles and fire exits cannot be blocked by exhibits. No decorations of paper, pine bough, leafy decorations, or tree branches are allowed. All muslin, velvet, or any other cloth decorations must stand a flameproof test as described by the local Fire Ordinances.

Gaylord Opryland Safety Guidelines:

<https://npf.org/attachments/article/1354/Gaylord%20Rules%20and%20Regs.pdf> (Page 5)

RESTRICTIONS:

In the event of fire, strike, act of God, or other circumstances beyond the control of the AAAA which prevents the use of the Exhibitor's space, the contract will not be binding. The Exhibitor, by virtue of accepting the allocated space, accepts and agrees to the rules, regulations and exhibit hours contained within these rules and regulations and exhibitor bulletins. Any violation of the AAAA rules and regulations constitutes a breach of this contract. The AAAA reserves the right to cancel any contract with any Exhibitor at any time prior to or during the Army Aviation Mission Solutions Summit.

No Exhibitor shall assign, sublet, or share the whole or part of the space assigned without the knowledge and written consent of the AAAA. All demonstrations, sounds, advertising material, publications, etc., must be contained within the exhibit space utilized by the Exhibitor. Aisles must be kept clear. Booth signs, listings, programs, etc. will carry only the name of the contracting firm unless other arrangements have been given prior written approval by the AAAA. **If not a military unit or Government entity, exhibiting companies MUST be an AAAA Industry Member.**

For questions or to become an industry member please contact erika@quad-a.org.

FEES:

Exhibiting Industry companies must be an AAAA Industry Member, THERE ARE NO EXCEPTIONS. Display space is available in 10'x10' increments at the rate of \$40.00 per square foot if submitted by 1 June 2016; \$43.00 per square foot if submitted after 1 June 2016, \$46.00 if submitted after 1 September 2016 and \$49.00 if payment is submitted after 15 November 2016. Postmarks/Email Date will govern. Checks should be made payable to the Army Aviation Association of America (AAAA)

and mailed to, 593 Main Street, Monroe, CT 06468; the following credit cards are also accepted: MasterCard, VISA and American Express. Organizations paying with checks NOT drawn on a U.S. Bank will be subject to applicable bank charges. Booth spaces contracted after 15 November 2016 are NOT refundable.

2017 Summit Exhibit Rates:

- Early Bird Prior to 1 June 2016: \$40.00 a square foot (only valid for companies that exhibited in 2016, thank you!)
- 1 June 2016: \$43.00 a square foot
- 1 September 2016: \$46.00 a square foot
- 15 November 2016: \$49.00 a square foot (NO REFUNDS AFTER THIS DATE)

CANCELLATION:

Exhibitors may cancel or reduce the exhibit space rented without penalty by submitting written notice to the AAAA no later than 15 November 2016.

No refunds will be made whose written notice of cancellation or reduction is received by the AAAA after 15 November 2016. Postmarks/Email Date will govern.

SHOW CONTRACTOR:

Starting 5 December 2016 all contracted organizations will receive an Exhibitor's Service Kit after receipt of the signed contract, payment in full, and only after the Industry membership and insurance requirements have been met. The Exhibitor Service Kit will be furnished by the AAAA's Show Contractor: RPMXPO Services, 522 South Hunt Club #371, Apopka, FL 32703; Telephone (407) 636-3216 (3976); FAX: (407) 636-3218; Email: Info@rpmxpo.com; Website: www.RPMXPO.com

Electrical:

Is contracted through the Gaylord Opryland Hotel and Convention Center. Please see your RPM Exhibitor Service Kit for information and forms.

PROGRAM LISTING:

Exhibitors will be listed in the AAAA show program by the organization name(s) exactly as provided by the Exhibitor under "Company Info" of the online booth application. If a different listing is preferred, notification must be provided in writing to the AAAA.

AAAA POINT OF CONTACT:

All questions related to exhibiting at the Army Aviation Mission Solutions Summit should be directed to Bob Lachowski or Erika Burgess at (203) 268-2450 or exhibits@quad-a.org.