

AM2021

Additive Manufacturing Conference + Expo

EXHIBIT SPACE APPLICATION + CONTRACT

CINCINNATI, OHIO | OCTOBER 12-14, 2021

PRESENTED BY



COMPANY NAME

COMPANY MAILING ADDRESS

CITY STATE COUNTRY ZIP CODE

CONTACT NAME AND TITLE

SIGNATURE DATE

PHONE EMAIL

BOOTH SPACE

\$28/sq ft by July 2, 2021 \$30/sq ft after July 2, 2021

	Booth Number	Total Area Sq Ft	Rate Per Sq Ft	Total Booth Cost
1 ST CHOICE				
2 ND CHOICE				
3 RD CHOICE				

Upon show management approval and confirmation, a 50% deposit will be invoiced, payable within 30 days. After April 26, 2021 total booth will be invoiced.

BOOTH RENTAL INCLUDES:

- 8 ft high back drape and 3 ft high side drape (in-line booths only)
- Identification sign
- Perimeter security
- Complimentary show passes for exhibitors' customers
- Exhibit staff badges (2)
- Free listing in the official Additive Manufacturing exhibition directory

ACKNOWLEDGEMENTS

Upon acceptance and execution of this contract, Company and Gardner Business Media, Inc. agree to be bound by all Terms, Conditions, and Rules set forth herein and in the Additive Manufacturing Expo Rules & Regulations, Exhibitor Manual, and any correspondence on revised and new rules and guidelines, all of which are incorporated herein and made a part of this contract. Company agrees to prepare an exhibit of its products and/or services, which shall be directly pertinent to the function of additive production, and as approved by show management. The undersigned party confirms his/her signature authorization to enter into this contract and hereby agree to the terms set forth herein.

ENTIRE AGREEMENT: This Order, including these terms and conditions, constitute the entire agreement between Buyer and Seller and shall be binding upon them, their respective heirs, devisees, administrators, executors, successors and permitted assigns.

SIGNATURE (Authorized Company Representative)

DATE

GENERAL RULES AND REGULATIONS

Please read carefully before signing the contract. Exhibits and Exhibitors are subject to the following regulations. "Management" means Gardner Business Media, and its service contractors.

I. CONTRACT FOR SPACE

This application, properly executed by Exhibitor, shall upon written acceptance and notification of space assigned by Management, be a valid and binding contract. Management may refuse any exhibit that in its sole discretion may detract from the exhibition. Management's assignment of space is final. After assignment, space location may not be changed without Management's prior written approval. Request for space will be assigned after the Space Renewal on a first-come, first-served basis when a signed contract is received.

II. USE OF EXHIBIT SPACE

- No exhibitor may assign, sublet, or share all or part of its space with other Exhibitors. Exhibitors may present only products and services they officially represent.
- Exhibits may not project beyond allotted space or interfere with the lighting or space of others. Aisles must be kept clear of exhibits, and Exhibitors may not interfere with the free flow of traffic.
- Demonstrations or related activities must be confined to Exhibitor's assigned space, as must distribution of circulars, catalogs, folders, promotion materials or devices. None of these may be distributed in aisles or in the registration area of the Exhibit Hall.
- Management may restrict, reject, eject or prohibit any exhibit, in whole or part, which detracts from the exhibition due to sound, appearance, distribution of materials, personal conduct, or anything Management rules to be objectionable. In enforcing these regulations, Management is not liable for refunds of space rental or other expenses incurred by Exhibitor.
- Booth personnel shall wear at all times "Exhibitor" badge identification furnished by Management. All other employees of exhibiting company shall register as attendees at the exhibition.
- Exhibitor shall not enter another exhibitor's booth that is not staffed.
- Exhibitor shall not infringe on the registered trademark, trade name or patent of another company.
- Exhibits may not contain sound systems or noise making devices that annoy or disturb adjacent Exhibitors.
- There will be no posted pricing on goods allowed.
- Exhibitor shall not schedule, foster or conduct outside activities for attendees during hours set by Management for the trade show, the conference program or official special events.

III. INSTALLATION AND REMOVAL OF EXHIBITS

All exhibits must be installed two hours prior to the opening of the exhibition and must remain installed until the closing hour. Exhibitor shall not dismantle or start packing prior to closing time. No exhibit will be installed or removed during Exhibit hours. Exhibits must be removed at the time set forth by Management.

IV. PAYMENT / CANCELLATION / REFUND POLICY

- The full balance for exhibit space is due by May 28, 2021. A 50% deposit will be invoiced for new or returning exhibitors until April 26, 2021, after which full payment is required. **Payment term is 30 days from invoice date.** Failure to meet payment terms may be regarded as cancellation.
- Exhibitor may cancel or reduce contracted space by notifying show management in writing. Cancellations received by April 16, 2021 will incur a cancellation fee equal to 25% of the cost of booth space. Cancellations received between April 17, 2021 and June 25, 2021 will incur a cancellation fee equal to 50% of the cost of booth space. Cancellations received after June 25, 2021 will not be refunded and exhibitor shall be liable for 100% of the space rental fee. Once confirmed, cancellation releases space for resale or other purposes as determined by show management.

Space reduction: Exhibitor may request a space reduction, in which case remitted funds are applied to the cost of the reduced space. Space reductions are not eligible for a refund of monies already paid.

- **Space Investment Protection Plan (SIPP)** is an optional purchase equal to 10% of total booth fee that provides a full refund of exhibitor's exhibit space payments if:
 1. Gardner cancels Additive Manufacturing Expo for any reason
 2. Exhibitor cancels 60 days or more in advance of the start of the Additive Manufacturing Expo
 3. Additive Manufacturing Expo is rescheduled from the dates provided herein

Exhibit space and SIPP fee must be paid in full to be eligible for refund. SIPP fee will be invoiced separately on April 26, 2021. Payments refunded will include only those for exhibit space; no other amounts paid to Gardner will be refunded.

V. LIABILITY

- A Certificate of Liability Insurance is required for all exhibitors.
- Neither Management nor the show venue, its officers, employees or representatives are responsible for loss, damage or injury to Exhibitor or Exhibitor's employees or property from any cause, before, during or after period covered by this contract.
- Exhibitor, on signing this contract, releases Management and Convention Center, its officers, employees and representatives from, and agrees to indemnify same against, any claims for loss, damage or injury.
- Exhibitor assumes responsibility for accident, injury or property damage to any person visiting their exhibit, where such accident, injury or damage is caused by negligence of Exhibitor, his employees or agents.
- Management is not liable for non-fulfillment of commitment for delivery of space due to exhibition premises being damaged, destroyed, or rendered unusable by fire, accident, act of God, War, terrorism, public enemy, strike, authority of law, epidemic or any other cause. If exhibition cannot be held or space delivered for that purpose, Management's sole liability is to reimburse Exhibitor the space rental fee, less any costs or charges paid or incurred by Management for advertising, space rental, administration and similar purposes.
- Management shall not be responsible for errors or omissions in promotional brochures, the official exhibition directory, and other literature.

VI. PROTECTION OF EXHIBIT FACILITY PROPERTY

Use of screws, bolts, nails, staples, tacks, pins, tape or other items that may deface or damage floors, walls, ceilings, doors or other exhibit facility property is prohibited. Exhibitors must repair damage at their own expense.

VII. SECURITY

Management shall provide guard service throughout the hours of installation, exhibition and dismantling period, and exercise reasonable care for the protection of the exhibitors' materials and display. Beyond this, Management, the show facility, or any officer or staff member thereof will not be responsible for the safety of the property or the exhibitor, their agents, or employees, from theft, damage by fire, accident, or any other cause.

VIII. HANDLING AND STORAGE

Management and the owners or managers of the facility where the exposition is to be held shall not accept or store display materials or empty crates. Exhibitors shall make their own arrangements for shipment, delivery, receipt, and storage of such materials and crates directly with their selected drayage company. The exhibitor must provide the official show drayage company with all bills of lading. All shipment and deliveries to the Exhibition shall be prepaid.

IX. AMENDMENTS

Management may revise these rules and all points not covered are subject to its decision.