



**EXHIBIT APPLICATION & AGREEMENT-2018**

**EXHIBIT SPACE:** This application reserves the right for your company to exhibit at the **2018 ADVANCED ENERGY CONFERENCE**, subject to the conditions outlined in the *Information & Regulations for Exhibitors* on back side of this agreement. Each 8' x 10' exhibit space includes carpet, 8' tall back drape, 3' side drapes, 6' skirted table with 2 chair(s), 1 wastebasket, 7" X 44" ID sign with company name and booth number and ONE conference pass. **Additional delegate fees:** Early Bird = \$625 through 1/2/18, \$725 through 3/1/18. After 3/1/18, \$800.

**EXHIBIT FEES**

**8' X 10' Exhibit Space**

- Standard Booth \$3,900  
 Premium Booth \$4,200

**BOOTH CHOICE: See floorplan and list first 3 choices.**

**#1** \_\_\_\_\_

**#2** \_\_\_\_\_

**#3** \_\_\_\_\_

**Payment is due with application.**

Every effort will be made to accommodate your selections. However, management reserves the right to assign spaces, and accept or reject applications.

**COMPANY/CONTACT**

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

Address: \_\_\_\_\_

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

Person coordinating exhibit:  
(Person to receive exhibit-related information) \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Person to list in Conference Program: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Company Website: www. \_\_\_\_\_

**METHOD OF PAYMENT**

- Check *(Payable to: Stonybrook Foundation/SBF 960130)*  
 Visa, MC, Discover, AMEX # \_\_\_\_\_

Credit Card # \_\_\_\_\_

Expires: \_\_\_\_\_

Sec. Code: \_\_\_\_\_

Name on card: \_\_\_\_\_

**ONE conference pass included:** The Exhibitor Kit you will receive will instruct you on how to obtain your **one** included pass. You must register to receive your pass. Additional personnel can register as paid delegates using discounted rates above. **Staff registration questions? Call Kathleen Ferrell at 631-216-7114**

**25-WORD DESCRIPTION:** Send your 25 word company description to: Kathleen Ferrell at [kathleen.ferrell@stonybrook.edu](mailto:kathleen.ferrell@stonybrook.edu) no later than Feb. 23, 2018.

**CORRESPONDENCE:** Address communication regarding your exhibitor sponsorship to:

Alan Morris, *AEC 2018*, 22 Bayview Ave, Manhasset, NY 11030;  
**phone** 516-268-4533; **fax** 888-316-9536; **e-mail:** [Alan.Morris@aertc.org](mailto:Alan.Morris@aertc.org)

**SIGNATURE:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**Email form to:** [Alan.Morris@aertc.org](mailto:Alan.Morris@aertc.org)

(Internal use only)

**Assigned booth #** \_\_\_\_\_

## **Exhibitor Information and Regulations** (page 2 of exhibit/sponsor application)

**ELIGIBLE EXHIBITS.** The AEC reserves the right to determine the eligibility of any company or product to exhibit, and further reserves the right to reject any application and limit the space assigned to any one company.

**LIABILITY.** The AEC Expo provides a unique marketing opportunity—connecting suppliers with users in the intimate setting of a first-class hotel, instead of the common and chaotic convention center. To preserve this setting, Exhibitor displays are limited to those appropriate in size, weight, and content. The AEC reserves the right to stop or remove from the show any exhibitor, or his/her representative, performing an act or practice which in the opinion of the AEC is objectionable or detracts from the dignity of the show or is unethical to the business purpose of the expo. Exhibitor shall be fully responsible to pay for all damages to property owned by the Hotel, its owners, or its managers that result from any act or omission of exhibitor.

**LIMITATION OF EXHIBITS.** The AEC Expo provides a unique marketing opportunity—connecting suppliers with users in the intimate setting of a first-class hotel, instead of the common and chaotic convention center. To preserve this setting, exhibitor displays are limited to those appropriate in size, weight, and content. The AEC reserves the right to stop or remove from the show any exhibitor, or his/her representative, performing an act or practice which in the opinion of the AEC is objectionable or detracts from the dignity of the show or is unethical to the business purpose of the Expo. The AEC reserves the right to refuse admittance of exhibits or materials to the show until all fees are paid in full.

**ASSIGNMENT OF SPACE.** Management will assign exhibit space. Payment in full must accompany completed application. Space is not confirmed until full payment is received.

**CANCELLATION OR WITHDRAWAL.** 50% of payment received for exhibit space rental may be refunded for cancellation received in writing within 30 days of receipt of application by AEC but no later than December 31, 2017. No refunds will be made if the exhibitor cancels the contracted space within 60 days of the event, or if the exhibitor fails to occupy the space. If the Show is canceled, AEC's liability is limited to refund of the exhibit/sponsorship fee only.

**EXHIBIT RESTRICTIONS.** No exhibitor or part of an exhibit will be admitted to space until rental of that space has been paid in full. It is the duty and the responsibility of the exhibitors to install their exhibit before the opening of the show and to dismantle their exhibit immediately after the close of the show. Arrangements for electrical and/or phone/computer lines should be made in advance through the hotel. The exhibitor shall properly staff the exhibit during the show hours. Exhibitors are liable for any damage caused to building walls, doors or columns, or to the other exhibitor's property. All parts of all exhibits must be exhibited within exhibitor's assigned space boundaries. Aisle space is under the control of the AEC.

**INSURANCE.** Exhibitor understands that neither the AEC nor the Hotel maintain insurance covering the exhibitor's property and **it is the sole responsibility of the exhibitor to obtain such insurance.** For the term of the agreement, exhibitors shall maintain a minimum of \$1 million general liability insurance coverage. Said insurance shall also provide coverage for exhibitor's contractual obligations to defend, indemnify, and hold harmless, as stated in the agreement. AEC shall be added as an additional insured to said insurance.

**FIREPROOFING.** No combustible decoration, such as crepe paper, tissue paper, cardboard, or corrugated paper, shall be used at any time. All packing containers, excelsior, and wrapping paper that are not flameproof must be removed from the floor and must not be stored under tables or behind displays. All muslin, velvet, silken or other cloth decoration must stand a flameproof test. All flammable materials and fluids are to be kept in safety containers. Open flames, butane gas, oxygen tanks, etc. are not permitted.

**GENERAL SHOW POLICIES.** Noisy or offensive exhibits are prohibited. Distribution of literature or samples must be related to exhibit and distribution to within exhibitor's space. No food products or beverages may be distributed from exhibitor's space without the approval from the AEC. Assignment or subletting of assigned space by exhibitor is not permitted for any reason without written approval from the AEC.

**TERMINATION OF SHOW.** If the AEC determines that the premises where the Show is to be held have become unfit for occupancy, or if the premises are materially interfered with by reason of strike, embargo, injunction, act of war, act of God, terrorism, any other emergency, or any act or event not the fault of the AEC, the agreement may be terminated by the AEC. In the event of such termination, the exhibitor waives any and all damages and agrees that the AEC may, after deducting all costs and expenses, including a reserve for claims, refund to the exhibitor as a complete settlement and discharge of said exhibitor's claim and demands, his/her pro rata amount of all monies paid by all exhibitors.

**RELOCATING EXHIBITS.** The AEC reserves the right to alter the official floor plan, and/or re-assign any Exhibitor's location as deemed necessary. The AEC further reserves the right to make such changes, amendments, and additions to these rules and such further regulations as it considers necessary for the good of the Show.

**EXHIBIT CONSTRUCTION AND SHOW SERVICES.** All exhibit spaces will be 10' wide and will have an 8' high back drape and 3' high side walls. No paintings, decorations, or any type of obstruction may be erected which may interfere in any way with the view of any other Exhibitor. Exhibit back walls that extend higher than 8' must be approved by AEC, and if approved, exhibitor must bear any expenses to cover rear of extended wall as viewed from neighboring exhibit. Electric power and phone connections are available to the exhibitor through the hotel, who will bill the exhibitor directly.

**COLLECTION POLICY.** The exhibitor agrees to pay any and all costs incurred by the AEC to collect any or all portion of fees to the AEC that have not been paid in full prior to the opening of the show. Failure to pay the entire space rental upon receipt of application, entitles the AEC to cancel the exhibit space contracted. No exhibitor or his/her display materials will be allowed into the exhibit hall until he/she has made full payment to the AEC.

**MUSIC.** Live/recorded music will not be permitted in the exhibit hall by an exhibitor during the course of this show without prior written consent of AEC.

**SELLING ON THE EXHIBIT FLOOR.** Cash and credit sales are permitted. Licenses, taxes to sale, payment of sales tax, and other legal business requirements are the responsibility of the exhibitor.