

# CONTRACT TO EXHIBIT

Please fill out the application completing all sections.  
Retain a copy for your files.

Fax to 866-334-4219; email to [omed@conventusmedia.com](mailto:omed@conventusmedia.com);  
and/or mail to: **Conventus Media, 55 Ferncroft Rd. Ste. 200,  
Danvers, MA 01923.**



## 1. COMPANY INFORMATION (PUBLISHED IN SHOW DIRECTORY)

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

Street: \_\_\_\_\_

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

Country: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Website: \_\_\_\_\_

## 2. CONTACT (PERSON HANDLING LOGISTICS/OPERATIONS)

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

Title: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

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

## 3. CONTACT (PERSON HANDLING PROMOTION/SPONSORSHIP, IF DIFFERENT)

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

Title: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

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

## 4. BOOTH SELECTION (ALL BOOTHS ARE IN 10'X10' INCREMENTS)

Booth No. First Choice: \_\_\_\_\_

Booth No. Second Choice: \_\_\_\_\_

Booth No. Third Choice: \_\_\_\_\_

Booth No. Fourth Choice: \_\_\_\_\_

Preferred Configuration:  Inline  Island  Corner  Non-Profit\*

*\*Non-Profit Rates apply only when selecting within the Non Profit section outlined on the floorplan.*

## Upgrade your Exhibitor Listing in the Mobile Event App

Stand out from your competition! Upload your logo and product literature to maximize your highlighted listing and engage your target audience. Details will be provided at time of purchase.

\$300 per listing

## 6. EXHIBIT FEE & DEPOSIT SCHEDULE (U.S. FUNDS ONLY)

Total Sq. Ft.: \_\_\_\_\_ (Size of Booth)

Booth Rate: \_\_\_\_\_ / Sq. Ft.

= Total Booth Cost: \$ \_\_\_\_\_

Deposit Enclosed \$ \_\_\_\_\_

50% deposit due December 1, 2017

Final Payment \$ \_\_\_\_\_

All booth balances are due and payable by August 15, 2018

*You will receive an email confirming your booth selection and an invoice that contains a link to the secure payment portal or you can mail a check to the address below.*

## 7. PAYMENT

**Check:** (Payable to AOA) Check # \_\_\_\_\_

*Mail to: Conventus Media, 55 Ferncroft Rd. Ste. 200,  
Danvers, MA 01923.*

**Credit Card:** Credit card payments will now be completed on the secure OMED Payment Portal. A link will be delivered in your invoice.

## CANCELLATION AND REDUCTION OF SPACE

Cancellation or reduction in space will result in the following conditions. After January 15, 2018 50% of total booth rental fee will be charged. After March 15, 2018 100% of total booth rental space fee; will be charged. AOA must receive written notification of the cancellation. Date cancellation notice is received by AOA will determine above assessment charges.

## 8. CONTRACT EXECUTION

This exhibit space application will become a contract upon acceptance with authorized signature and is based upon the exhibit floorplan, exhibit space fees, and rules governing the exposition and general information that is included within this document. All applications are contingent upon AOA approval. By signing you indicate you are authorized and have read and agree to the Rules and Regulations on the reverse of this application.

Signature of authorized exhibitor agent \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

## 5. BOOTH RATE PER SQUARE FOOT

per sq. ft.	Before Mar. 15	After Mar. 15
10' x 10' In-Line	\$33	\$34
10' x 10' Corner	\$35	\$36
Island	\$36	\$37
Non-Profit*	\$20*	\$22*

*\*Non-Profit Rates apply only to Non-Profit area outlined on the floorplan.*

# OSTEOPATHIC MEDICAL CONFERENCE & EXPOSITION RULES AND REGULATIONS

- 1. Purpose**

The objective of the OMED Conference & Exposition is to further AOA's objectives by providing a forum through exhibits and educational sessions. Exhibitors are limited to firms, organizations and agencies whose exhibits are in harmony with the purpose of this Exposition. Exhibitors selling items in their booth are required to collect and remit city and state sales tax.
- 2. Location of Exhibits**

The exposition will be held at the San Diego Convention Center, San Diego, California.
- 3. Subleasing**

Exhibitor may not sublet his exhibit space, nor any part thereof, nor exhibit, offer for sale, or advertise articles not manufactured or sold by the exhibiting company, except where such articles are necessary for proper demonstration or operation of the exhibitor's display, in which case identification shall be limited to the manufacturer's normal regular nameplate. Exhibitor may not permit non-exhibiting company representatives to operate from his booth. Rulings of AOA shall, in all instances, be final with regard to use of exhibit space.
- 4. Occupancy Default**

Any exhibitor failing to occupy space contracted for shall not be relieved of the obligation of paying the full rental charge of such space. If not occupied by the time set for completion of the installation of the displays, such space shall be taken by AOA, and reallocated or reassigned for such purposes or use AOA may see fit. Exhibits must remain intact until the final hour of the exhibit times. Failure to remain intact will result in a loss of priority points and a \$100 fine.
- 5. Eligibility**

AOA has the sole right to determine the eligibility of any company or product for inclusion in the Exposition.
- 6. Cancellation or Change of Exposition**

In the event that the premises in which the Exposition is conducted should become unfit for occupancy or substantially interfered with by reason of any cause or causes not reasonably within the control of AOA or its agents, the Exposition may be canceled or moved to another appropriate location, at the sole discretion of AOA. AOA shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue of cause or causes not reasonably within the control of AOA. Causes for such action beyond the control of AOA shall include, but are not limited to: fire, casualty, flood, epidemic, earthquake, explosion, accident, blockage, embargo, inclement weather, governmental restraints, act of a public enemy, riot or civil disturbance, impairment or lack of adequate transportation, inability to secure sufficient labor, technical or other personnel, labor union disputes, loss of lease or other termination by the Pennsylvania Convention Center, municipal, state or federal laws, or act of God. Should AOA terminate this agreement pursuant to the provisions of this section, the exhibitor waives claims for damage arising therefrom. Refunds of "Paid Exhibit Space Fees" in the event of event termination or cancellation shall be made to exhibitors at the sole discretion of AOA and in any case, will not exceed the amount of each exhibitor's paid exhibit space fee less any pro rata adjustments based on nonreimbursable direct and/or indirect event costs or financial obligations incurred by AOA through the date of exhibitors' notification of event termination or cancellation or through the completion of event termination or cancellation processes, whichever is later.
- 7. Cancellation by Exhibitor/Booth Space Reduction**

AOA considers booth space reductions to be the same as space cancellations. In the event of cancellation by an exhibitor, AOA shall determine an assessment covering the reassignment of space, prior services performed, and other damages related to cancellation, according to the following schedule: After January 15, 2018 50% of total booth rental fee. After March 15, 2018 100% of total booth rental space fee; AOA must receive written notification of the cancellation. Date cancellation notice is received by AOA will determine above assessment charges. In the event of either a full or partial cancellation of space by an exhibitor, AOA reserves the right to reassign canceled booth space, regardless of the cancellation assessment. Subsequent reassignment of canceled space does not relieve the canceling exhibitor of the obligation to pay the cancellation assessment. Appropriate payment must be received within 15 days of cancellation.
- 8. Limitation of Liability**

Exhibitor agrees to make no claim for any reason whatsoever against AOA, its employees, agents, or representatives for loss, theft, damage, or destruction of goods; nor for any injury, including death, to himself, employees, agents or representatives; nor for any damage of any nature, including damage to his business for failure to provide exhibit space; nor for failure to hold the Exposition as scheduled; nor for any action or omission of AOA. The exhibitor is solely responsible for his own exhibition material and products, and should insure exhibit and products from loss or damage from any cause whatsoever. It is understood all property of an exhibitor is in his care, custody, and control in transit to, or from, or within the confines of the exhibit hall. AOA shall bear no responsibility for the safety of the exhibitor, its personnel, employees, agents or representatives or personal property.
- 9. Insurance**

Exhibitors shall, at their sole cost and expense, procure and maintain through the term of this contract, the following insurance: Comprehensive General Liability insurance with limits not less than \$1,000,000 including Contractual Liability and Products Liability coverage and Workman's Compensation in full compliance with all laws covering the exhibitor's employees. Proof of such insurance shall be provided to AOA or its agent or representative upon request.
- 10. Union Labor**

Exhibitor shall employ only union labor when required by union agreements, as made available by official contractors in the setting up and dismantling of the exhibits. Exhibitors planning to build special displays should employ union display companies, if required, in their fabrication, carpentry and electrical work.
- 11. Installing, Exhibiting, Dismantling**

Hours and dates for installing, exhibiting, and dismantling shall be those specified by AOA. Exhibitor shall be liable for all storage and handling charges resulting from failure to remove exhibit material from the Exposition before the specified conclusion of the dismantling period set by AOA.
- 12. Damage to Property**

Exhibitor is liable for any damage caused by exhibitor, exhibitor's agents, employees or representatives to building floors, walls, or columns, or to standard booth equipment, or to other exhibitor's property. Exhibitor may not apply paint, lacquer, adhesive or other coatings to building columns, floors or walls, or to standard booth equipment.
- 13. Floor Loading**

Under no circumstances may the weight of any equipment or exhibit material exceed the specified floor load limit of the exhibit hall. Exhibitor accepts full and sole responsibility for injury or damage to property or persons resulting from failure, knowingly or otherwise, to distribute the exhibit material and products in conformity with the maximum floor load specifications.
- 14. Alcoholic Beverages**

The dispensing, distribution or use of alcoholic beverages in the Exposition hall is prohibited without the express prior approval of AOA.
- 15. Flammable Materials**

No flammable fluids or materials of any nature, including decorative materials, use of which is prohibited by national, state, or city fire regulations may be used in any booth.
- 16. Noise and Odors**

Noisy or obstructive work will not be permitted during open hours of the Exposition, nor will noisily operating displays, nor exhibits producing objectionable odors. AOA shall have sole discretion in determining what is noisy, obstructive or objectionable.
- 17. Music**

Any exhibitor using music must ensure that licensing fees have been paid to the appropriate agency, i.e., ASCAP or BMI. AOA is not responsible for any licensing fees for music played in exhibitor's booth.
- 18. Obstruction of Aisles or Booths**

Any demonstration or activity that results in excessive obstruction of aisles or prevents ready access to nearby exhibitor's booth shall be suspended for any periods specified by AOA.
- 19. Attendance**

Admission policies shall remain, at all times, the prerogative of AOA, and may be revised or amended to suit unforeseen conditions.
- 20. Booth Personnel**

Exhibitor representatives are restricted to personnel engaged in the display, demonstration, application or sale of the company's product or services. Booth personnel shall wear "exhibitor" badge identification furnished by AOA at all times while they are in the exhibit area. All other employees and representatives of the exhibiting companies must register as Show Attendees. AOA reserves the right to restrict or limit the number of booth representatives. All exhibits must have personnel present during show hours.
- 21. Height and Non-Blocking Regulations**

All exhibit display construction design must conform to the regulations set forth in the "Display Rules and Regulations," which is available in the Exhibitor Service Kit. "Display Rules and Regulations" provides details as to what is allowed for exhibitor's booth so as to enable use of the space without detriment to neighboring exhibitors or the Exposition.
- 22. Electrical Safety**

All wiring on booths or display fixtures must meet underwriters' rules and standard fire department inspection. This applies to booth construction only and not to prewired radio and electronic equipment.
- 23. Use of Space**

Displays and demonstrations are limited to the confines of an exhibitor's own booth, as is the distribution of literature or other items.
- 24. Display**

AOA shall have full authority for approval or arrangement and appearance of items displayed. AOA may, at its discretion, require replacement, rearrangement, or redecoration of any item or any booth, and no liability shall attach to AOA for the costs that may evolve upon exhibitor thereby. Exhibitors with special backgrounds or side dividers must make certain that such material is furnished in such a manner as to not be unsightly to exhibitors in adjoining booths. If such surfaces remain unfinished at twelve noon of the day before the scheduled opening of the show, AOA shall authorize the official decorator to affect the necessary finish and the exhibitor must pay all charges involved thereby.
- 25. Exhibitor Representatives Responsibility**

Exhibitor agrees to indemnify AOA, its employees, agents, or representatives against—and hold them harmless for—all claims arising out of the acts of negligence of exhibitor, exhibitor's agents, employees or representatives, and any claims for injury to exhibitor, its employees, agents, representatives, or event attendees.
- 26. Waiver of Rights**

Any rights of AOA under this contract shall not be deemed waived in any manner except as specifically waived in writing and signed by an authorized officer of AOA.
- 27. Relocation and Floorplan Revisions**

AOA retains the exclusive right to revise the exhibition hall floor plan and/or move assigned exhibitors as necessary.
- 28. Amendment and Addition Rules**

Any matters not specifically covered by the preceding rules shall be subject solely to the decision of AOA. AOA may, at any time, amend or add further rules to these rules, and all amendments made shall be binding on exhibitor equally with the foregoing rules and regulations.
- 29. Agreement to Rules**

Exhibitor, for himself or itself, his or its personnel, employees, agents or representatives, agrees to abide by the foregoing rules and those provided and contained in the Exhibitors Manual, and by any amendments.