ABMA Suppliers' Display '03
Contract and Policies

1. **Location and Dates.** ABMA Suppliers' Display '03 will be held March 14, 2003 in the Presidio Ballroom of the Sheraton El Conquistador Resort and Country Club in Tucson, AZ.

2. **Arrangement of Educational Displays.** All displays will be arranged in accordance with the master floor plan developed by ABMA Staff, the Suppliers Division Executive Committee, and the designated contract supplier.

3. **Use of Space.** The purpose of the exhibits is to inform and educate ABMA members regarding the uses, characteristics, applications, technology, etc. of the exhibitor's products or services. Only those products and services of the company represented may be displayed and offered for sale. Subletting any portion of exhibit space is prohibited.

4. **Guidelines.** Pop-up, tabletop or similar portable displays are acceptable. Exhibits, displays or any devices, which in the opinion of management are not suitable or in keeping with management's policy, will be prohibited.

Conference management reserves the right to restrict exhibits which, because of noise, method of operation or any other reason, become objectionable or otherwise detract from or are out of keeping with the character of the exhibition as a whole. Exhibit activities must be conducted so as not to infringe on the rights of other exhibitors or offend visitors.

The exhibitor agrees not to sponsor functions, such as tours, golf and recreational outings, speeches, or other activities, during exhibit hours or in conflict with any officially programmed ABMA Annual Conference event.

5. **Exhibit Set-up.** ABMA will provide, as part of the exhibit fee, the following:

   - 8' (wide) x 10' booth space with pipe and drape
   - draped table, two chairs, electrical outlet
   - identification signage
   - listing in the ABMA program

6. **Payment and Cancellation.** Full payment for exhibit space and registration fees must accompany exhibit space agreement. After space agreement is accepted, it shall be binding upon the applicant and subject to all terms and conditions of the agreement, rules and regulations, exhibitor manual and memos issued prior to the Conference.

In the event the Meeting is canceled, interrupted, or access of the premises is prohibited by reason of any strike, lockout, injunction, act of war, act of God or any other reasons, this contract will be terminated by ABMA. In the event of such termination, exhibitor waives any and all damages and claims for damages and agrees the sole liability of ABMA shall be to return to the exhibitor his prepaid fees, less his pro-rata share of all costs and expenses incurred by the ABMA.

In the event the Exhibitor cancels participation in the Conference, the following shall apply:

   a. **Notice of cancellation must be received by ABMA in writing (via mail or facsimile).**
b. Notice of cancellation received by ABMA 30 days prior to Suppliers Display Date or before - refund of 50% of exhibit fee.

c. Within 29 days or sooner to Suppliers Display Date, no refund will be made.

7. Exhibit Hours. Exhibit hours will be from 8:00 am to Noon. Food and beverages will be served during exhibit hours, but not during setup.

8. Installation/Dismantle. Exhibitors may begin move in Wednesday, March 12 from NOON to 5:00 PM that day, Thursday, March 13 from NOON to 5:00 PM, OR Friday, March 15, from 6:00 AM to 7:45 AM. No exhibit, or portion thereof, may be removed during the exhibition without written authorization of ABMA. Exhibitors may begin move out at Noon, Friday, March 15 and must be completed by 2:30 pm on Friday, March 15. Any breakdown or preparation for move out prior to the designated closing time will result in a $250 fine.

9. Care of Premises. No part of an exhibit and no signs or other materials may be posted in any way that might mar or deface the premises. Exhibitors will be held responsible for any and all property damage incurred by their employees/representatives.

10. Liability. Exhibitor assumes full responsibility for losses, damages, and claims arising out of injury or damage to exhibitor’s display, equipment, and other property brought upon by the Hotel and shall indemnify and hold harmless the Hotel agents, servants, service contractor, and all employees, and all ABMA members, officers, directors, agents and employees from any and all such losses, damages and claims.

The ABMA reserves the right to render all interpretations and decisions, should any questions arise, and to establish further regulations as may be necessary for the success and general well being of ABMA Suppliers’ Display.

_____________________________________  _____________________________________
NAME                                    SIGNATURE

_____________________________________  _____________________________________
COMPANY                                  DATE