



#AMLE20 EXHIBITOR RESERVATION FORM

In accordance with the terms of the contract, the organization below contracts for exhibit space and services offered by AMLE for the 2020 AMLE Annual Conference, which will be held at the Gaylord National Convention Center in National Harbor, Maryland. Exhibit dates are November 12-13, 2020. This application will become a contract when countersigned by the AMLE exhibits coordinator.

NAME OF ORGANIZATION

As you wish it to appear on your exhibit sign

Contact Name (person who should receive all exhibit information)

Address

City State ZIP

Phone Fax

E-mail

Website Address (Required for Virtual Exhibit Hall link)

Exhibitor's Name (Person to receive first free registration)

Exhibitor's Name (Person to receive second free registration)

Additional Badges may be purchased for \$175 each

PAYMENT INFORMATION

- Inline \$1,550
- Corner \$1,650
- \$50 discount for each additional booth
- Additional badges, \$175 each

Total Amount Enclosed (check payable to AMLE) \$ _____

I authorize AMLE to charge my credit card for \$ _____

- Visa
- MasterCard
- American Express
- Discover

Name on Card

Card#

V-code

Exp. Date

Signature Date

BOOTH PREFERENCES

First choice

Second choice

Third choice

Electrical, Internet, carpet, audiovisual and drayage services are not included in the registration fee. You will receive a service kit 60–90 days prior to the conference containing information about ordering these services. Space is limited; early reservations recommended. Booths are assigned on a first-come, first-served basis.

EXHIBITOR'S ACCEPTANCE

I, _____, the authorized representative of the firm named above, subscribe and agree to all terms and conditions contained in the exhibitor guidelines on page 2.

Exhibitor Signature Date

Contract Accepted By (AMLE Exhibits Coordinator)

Yes, I'd like to increase my visibility at the AMLE conference. Please send me information about advertising and conference sponsorships.

Name (print)

Title

Signature

Date

Please complete and return this form (retain a copy for your records)

AMLE Conference Exhibits
283 Whistlewood Lane
Winchester, VA 22602
Fax: (540) 542-0550
E-mail: robin@adguidance.com

For more information, contact Robin Cibroski or Ken Cibroski at (800) 597-7210 or robin@adguidance.com or ken@adguidance.com

EXHIBITOR GUIDELINES

LIABILITY

The exhibitor agrees to make no claim, for any reason whatsoever, against AMLE, the Gaylord National Convention Center or any other contractors for loss, theft, damage or destruction of goods, or for any injury to self or employees. Nor will claim be made for any damage of any nature or character, including damage by reason of failure to provide space for the exhibit, or for removal of the exhibit or for failure to hold the conference as scheduled. **Due to liability issues no one under the age of 18 will be allowed in the exhibit hall during move-in/out or on show days.**

UNOCCUPIED SPACE

Should any rented exhibitor space remain unoccupied on the opening day or should any space be forfeited due to failure to make payment, AMLE reserves the right to rent that space to any other exhibitor or use that space for such purposes as it may see fit without any liability on its part. This clause shall not affect the obligation of the exhibitor to pay the full amount specified in the space rental agreement should AMLE not resell the space.

All storage and handling charges due to failure to remove exhibit materials from the display or storage area at the conclusion of the move-out period shall be the responsibility of the exhibitor. If move-in and move-out are not conducted during scheduled time, a fee may be assessed.

ACCEPTABILITY OF EXHIBITS

AMLE reserves the right to refuse to sell exhibit space to any company it deems objectionable or at cross purposes to the association's mission. Additionally, AMLE reserves the right to require exhibitors to remove promotional materials from the show floor that are deemed objectionable.

FIRE, SAFETY AND HEALTH

The exhibitor agrees to accept full responsibility for compliance with local, city and state fire, safety and health ordinances regarding the installation and operation of equipment. Necessary fire precautions will be the responsibility of the exhibitor.

DAMAGES TO PROPERTY

Exhibitors are liable for any damage caused to building floors, walls, columns or tables or to any other exhibitor's property. Exhibitors may not apply paint, lacquer, adhesive or any other coating to building columns, floors, walls or tables.

CANCELLATIONS

Request for cancellation of space must be directed in writing to AMLE, c/o Ad Guidance, Inc, robin@adguidance.com. Telephone cancellations will not be accepted. 50% of the booth fee and \$2,000 of the sponsorship fee is non-refundable. The remaining booth and sponsorship fees will be refunded if the request is received on or before August 9th, 2020. In no case will a refund be made for a cancellation received after August 9th, 2020, nor for no-shows at the event. The exhibit manager will confirm receipt of all cancellation notices. AMLE will only honor cancellation requests whose receipt has been confirmed.

GUIDELINES FOR DISPLAY RULES & REGULATIONS

A standard booth (10' x 10') will have an 8' back drape and 3' side rails. For endcaps, only the center 10' may be 8' tall. The front of a booth (5' from the aisle to the middle of a booth) may not extend any higher than 42", so as not to obscure the sight line of other exhibitors. Side rails must not exceed 36" to prevent any obstructions that would interfere with the view of the other booths. High counters must be placed at least 2' back from the booth entrance, so as not to cause aisle traffic.