



# Exhibitor Agreement

Airlines for America (A4A) establishes these rules and regulations for the 2022 A4A NDT Forum for all exhibitors. As used herein, "Hotel" shall refer to the Hyatt Regency San Antonio, 123 Losoya Street, San Antonio, Texas 78205.

## Exhibit Information

### Exhibit displays

Booth spaces are a 6' tabletop. Set up hours are from 5:00pm-11:00pm on Tuesday, September 27, 2022. Construction/displays that obscure the view of adjoining exhibits are not permitted. Signs can only be attached to the table drapes but not on the walls, floor or any other area/surface. You will be responsible for payment to AV if you require electric at your booth.

To reserve a space you must complete and submit the enclosed form along with payment on or before August 1, 2022. Reservations will not be processed without payment. Full payment must be received before your reservation is confirmed. A confirmation letter will be emailed to the address provided on the form. A4A reserves the right to decline any exhibit reservation request. Exhibit space is open to all companies who market products and services for the commercial aviation industry.

### Exhibit Hours

Tuesday, September 27	5:00pm – 11:00pm (Setup)
Wednesday, September 28	7:00am – 3:45 pm
Thursday, September 29	7:00am – 3:45 pm
Friday, September 30	7:00am – 10:30 am
Friday, September 30	10:30am – 1:00 pm (Teardown)

### Security and Responsibility

All property of the Exhibitor remains under his custody and control in transit to and from the Exhibit Hall and while it is in the confines of the Exhibit Hall. Neither A4A or Creative Conference Solutions (CCS) is responsible for the safety of the property of the Exhibitors from theft, damage by fire, accident, vandalism or other causes and the Exhibitor expressly waives and releases any claim or demand it may have against any of them by reason of any damage to or loss of any property. The Exhibit Hall will be NOT be locked during non-show hours, it is recommended that Exhibitors store their exhibit materials in a locked area, obtain adequate insurance coverage, at their own expense, for property loss or damage and liability for personal injury. The Exhibitor understands that neither A4A, CCS or the Hotel maintains insurance covering the Exhibitor's property, and it is the sole responsibility of the Exhibitor to obtain such insurance. Items of value should be removed from the Exhibit Hall during non-exhibit hours. Exhibitors wishing to insure their goods should do so at their own expense. A4A or CCS assumes no responsibility or liability for the security of Exhibitors' materials or property at any time prior to or during the Forum.

No display is to be dismantled until all scheduled events have ended. Teardown will be on Friday, September 30 from 10:30am – 1:00pm.

## Display Regulations

### Use of Space

Exhibitor locations will be assigned at the sole discretion of A4A. A4A reserves the right to relocate display areas at any time. Only one company may occupy a single exhibit space. **If companies desire to display jointly, each company must reserve a space according to the number of firms involved in the display.** The same company must occupy an exhibit table for the duration of the Forum. Exhibitors shall not assign, sublet, or share the space contracted for with another business of firm unless approval has been obtained in writing from A4A.

A firm or organization not assigned exhibit space will not be permitted to display products or solicit business in the Exhibition area. Exhibitors shall comply with all applicable Hotel rules and regulations.

Exhibits that include the operation of audio or video equipment, public address systems or any other noise-making machines must be conducted or arranged so as not to disturb adjacent Exhibitors. Exhibitors must secure approval of operating methods from A4A before the Exhibit opens.

Distribution of circulars or promotional material may be made only on the table assigned to the Exhibitor presenting such material.

### **Indemnification and Insurance**

A4A, its members, officers, directors, employees and agents and the Hotel and its officers, directors, employees and agents, will not be responsible for any injury, loss or damage that may occur to the Exhibitor, or to the Exhibitor's employees or agents, or the Exhibitors property, from any cause whatsoever, unless such injury, loss or damage is caused by the gross negligence of A4A, its members, the Hotel, or their respective employees or agents.

Exhibitor agrees to indemnify, defend and hold harmless A4A and its members, the Hotel and their respective officers, directors, employees and agents from and against any and all claims, actions, demands and judgments (including all reasonable expenses and attorney fees) whether for personal injury or property damage, including the Exhibitor's property or goods, caused by or arising out of the use, occupancy or activities of Exhibitor at the Forum, except to the extent that such injury or damage is caused by the sole gross negligence of A4A, its members, the Hotel, or their respective employees or agents.

The Exhibitor shall carry public liability insurance with financially responsible underwriters, insuring the Exhibitor against liability for bodily injuries (excluding wrongful death) and damage to property caused by Exhibitors negligent use or occupancy of the Exhibit space or activities at the Forum.

### **Storage of Boxes and Crates**

Storage crates, boxes, or other extraneous materials are not to be stored in the exhibit area during the Forum. Arrangements must be made with the Hotel for pickup, storage and return at regular drayage rates. A4A and its agents assume no responsibility or liability for the security of Exhibitor's materials or property.

### **Care of Building and Equipment**

Exhibitors or their agents shall not injure or deface the walls of the building, the tables or the equipment. Exhibitors are not permitted to drive tacks, nails, or screws into the walls or woodwork at the Hotel. When such damage appears, the Exhibitor is liable to the owner of the property so damaged. The use of stickers and decals is limited to the Exhibitor's own display.

### **Termination and Refunds**

If Exhibitor fails to comply with these rules and regulations concerning use of exhibit space, A4A shall have the right to terminate this agreement immediately. In that event, Exhibitor shall forfeit the amount paid for the space reservation. In the event the forum is canceled by A4A for any reason at any time, Exhibitor agrees that the sole liability of A4A shall be to return Exhibitors' payment less any reasonable expenses incurred by A4A. A cancellation charge of \$50 will be charged up to 45 days prior to the start of the Forum. In the event Exhibitor cancels this agreement less than 45 days prior to the start of the Forum, a cancellation charge of one-half the space rental shall be assessed. If Exhibitor cancels 30 days prior to the start of the Forum, there will be no refunds.

### **Exhibitor Authorized Representative**

Each Exhibitor must name one person to be its official representative in connection with the installation, operation and removal of the firm's exhibit. The representative shall be authorized to enter into such service agreements as may be necessary to exhibit at the Forum. The Exhibitor's representative shall be in attendance throughout all Exhibition periods. The representative shall be responsible for keeping the Exhibit in a neat and orderly manner. The Exhibitor and its representative shall comply with all requests by the Hotel or A4A and its agents regarding the exhibit.

It is the responsibility of each Exhibitor to have knowledge of and comply with all laws, ordinances and regulations pertaining to health, fire prevention, and public safety while participating in this Exhibition.

### **Union Labor**

Exhibitors are required to observe all contracts in effect between the Hotel and third parties, including any labor organizations.

These rules and regulations shall be deemed incorporated in the agreement between the Exhibitor and A4A.