

Application & Contract to Exhibit - NTI 2009 New Orleans

Applications accepted until show opens!

NOTE: Applications without deposit cannot be accepted. Incomplete applications will be returned to sender. This application will not become a binding contract until it is approved and accepted by AACN. All exhibits are subject to review and approval by AACN. Please type or print clearly. Make deposit check payable to AACN.

**Return application via mail or fax to:
American Association of Critical-Care Nurses • 101 Columbia, Aliso Viejo, CA 92656
Attention: Exhibits Processing • 949/362-2050, ext. 509 • F 949/362-2022**

Contact/Mailing Information

Exhibiting Company Name _____
 _____ (exact name to be used in *ExpoGuide* listing)

Has company exhibited under different name? (please indicate) _____

Address _____
 City _____ State _____ ZIP _____

Telephone _____ Fax _____

Contact Person _____
 Title _____
 E-mail _____

Company Web site Address _____
Unless otherwise specified, above postal and email addresses will be used for correspondence.

Space Selection

Primary space desired _____ x _____
 Secondary space - if desired _____ x _____

Technical Career Opportunity Nursing Apparel & Lifestyle
 Publications/Educational Resources Market Research Associations/Societies

List 6 preferred exhibit locations. Do not concentrate them in one area of the hall. Actual assignment depends on priority points, date of application, space availability at time of assignment and other considerations.

1st _____ 2nd _____ 3rd _____
 4th _____ 5th _____ 6th _____

Corner requested: Yes (assignments cannot be guaranteed - assigned as available) No

Check all that apply: Island (four corners) One corner Two corners

You will be invoiced for an additional fee of \$200 per exposed corner.

Companies you **DO NOT WANT** in close proximity _____
 _____ (AACN cannot guarantee your request, but will make every effort to honor it)

Co-marketing companies you **DO WANT** in close proximity _____
 _____ (include a separate letter of request and send a copy to each company listed)

Cost of Space

Technical	\$2,900/100 sq. ft.
Career Opportunity	\$2,600/100 sq. ft.
Market Research	\$2,200/100 sq. ft.
Nursing Apparel & Lifestyle	\$2,200/100 sq. ft.
Publications/Educational Resources	\$2,200/100 sq. ft.
Association/Society	\$700/100 sq. ft.

Cost of space includes an additional fee of \$200 per exposed corner. Corner fee does not apply to Association/Society exhibitors. See page 7 of this prospectus for amount of required deposit for each exhibit space. Deposit may be paid by check, Visa, MasterCard or American Express. Full payment required no later than February 12, 2009.

Check enclosed Charge \$ _____ to credit card
 Visa MasterCard American Express

Name on card _____
 Card # _____ - _____ - _____ - _____ Exp. _____

I am an authorized representative of the company listed at the beginning of this Application & Contract to Exhibit with the full power and authority to sign and deliver this document. The company will comply with all policies, rules, terms and/or regulations contained in this Exhibitor Prospectus and any adopted by the American Association of Critical-Care Nurses (AACN) after publication of the prospectus, which will be considered part of the agreement. AACN reserves the right to accept or reject this document, which does not become binding until fully executed by both the applying company and AACN.

Print Name _____
 Signature _____ Date _____

For AACN Use	Co. Customer # _____	Order # _____	Date Rec'd. _____
	Deposit Amount _____	CC Approved _____	Check # _____
	Points _____	Total Cost _____	Space Assigned _____
	Booth Size _____	Accepted for AACN by _____	
	Cancelled _____	Date _____	

For AACN Use

Exposition Rules & Regulations - NTI 2009 New Orleans

Show Management-AACN

Exposition management is provided by AACN, the American Association of Critical-Care Nurses.

Online Service Kit

For complete detailed information regarding exhibiting at the 2009 NTI, please refer to the Online Service Kit available in February 2009. The service kit includes specific information about the convention center, the official contractor and other official vendors. Exhibitors also receive monthly bulletins with new information updates.

Eligibility to Exhibit

AACN specifically reserves the right to determine the acceptability of applications for exhibit space. Applications to exhibit will be accepted or rejected based on criteria including, but not limited to, the professional or educational benefit of the product/services, consistency with AACN mission and goals, and spatial constraints of the Exhibit Hall.

Application and Contract to Exhibit

The Application to Exhibit, formal notice of space assignment by AACN, full payment of booth fees and signed acceptance and approval by AACN constitute a contract for the right to use space. AACN show management reserves the right to assign or re-assign the space allotted each contract as necessary. The final floorplan and exhibit space/layout is subject to revision, approval and acceptance by the convention center fire marshal.

ADA - Americans with Disabilities Act

Within their assigned booth space, all exhibitors must comply with the Americans with Disabilities Act.

Height Limits

In-line booths are 10 ft. x 10 ft. linear booths or multiples thereof arranged in a straight line. The back wall or any construction, including signage, in a linear booth shall not exceed 8 ft., 3 in. Display material in the front half (front 5 ft.) of the booth may not be more than 4 ft. high. Display material in the rear half (back 5 ft.) may not be higher than 8 ft., 3 in. Side dividers may be no higher than 36 in. Exhibits cannot use ceiling or floor covering to span an aisle.

Island booths (20 ft. x 20 ft. or larger) are restricted to a display height of 20 ft.

Lighting

Lighting suspended or hung from the ceiling or a secured truss to accent parts of a display may be installed subject to prior approval by AACN. Banners or signs may not be hung from lighting or truss.

Hanging Signs

Hanging signs are allowed only if they are part of the booth display and do not exceed 20 ft. high. Signs, banners or any other exhibit material may not be suspended, taped, nailed, screwed or in any other way attached to the ceilings, walls, columns, drapes, floor or on any other facility surface.

Setup/Dismantle

Exhibitors are expected to set up on time and to dismantle booths within the time frame allocated. Exhibits may not be packed or dismantled until exhibit closing time. Exceptions must be made in writing prior to setup or in person to show management when on-site. Please refer to the Exhibitor Prospectus and Online Service Kit for specific details.

Use of Booth Space

Exhibitors may not sublet, assign or share exhibit space without the written consent of AACN. At no time may aisles be obstructed due to excessive crowding. Approved education on the exhibit floor sessions require at least enough space to accommodate demand and may not be presented in an exhibit smaller than 10 ft. x 20 ft.

Noise

Sound from an electrical or mechanical apparatus must not interfere with other exhibits. AACN reserves the right to determine at what point sound constitutes noise that interferes with others.

Conduct

Show management reserves the right to control all aspects of conduct during the NTI. The NTI is a smoke-free conference and exposition. Exhibitors must show good judgment and consideration for neighboring exhibitors. Order taking is permitted when done in a professional manner.

Giveaways

All distribution of promotional or educational materials must be confined to the perimeters of the exhibitor's booth. Every giveaway item requires advance approval by AACN. Please use the Giveaway and Drawing Approval form in the Online Service Kit.

Specific giveaway regulations are printed in the Key Policies and Requirements section of the Exhibitor Prospectus and in the Online Service Kit. AACN strongly recommends obtaining approval before ordering large quantities of giveaways. Exhibitors may be required on-site to suspend distribution of unapproved items.

Exposition Rules & Regulations - NTI 2009 New Orleans (continued)

Lead Retrieval System - Expo/ID Cards

Computerized lead retrieval is available for exhibitors to quickly and accurately record the name and address of prospects. Additional information and an order form are included in the Online Service Kit. To protect the privacy of attendees, telephone numbers are not available through the lead retrieval system. An e-mail address is available if the attendee chose to provide it on the attendee registration form.

Non-Official Contractors

An exhibitor contracting for services beyond those provided through official NTI contractors and/or vendors must submit to AACN the Exhibitor Appointed Contractor form located in the Online Service Kit. Proof of insurance for each non-official contractor must accompany the form. The exhibitor is responsible for providing each non-official contractor with complete NTI information including the rules and regulations.

Security

AACN provides 24-hour security for the periphery of the Exhibit Hall beginning the first day of move-in and continuing until the exposition closes. Additional security for individual booths may be contracted using the Booth Security order form in the Online Service Kit.

Infectious Medical Waste Handling and Disposal

The exhibitor must comply with federal and state regulations concerning the screening, handling and disposal of infectious medical waste. Please refer to the Online Service Kit for details.

Contractual Agreement

As a condition of exhibiting, and when applying for space, the exhibitor agrees to adhere to all conditions and regulations outlined. AACN may warn an exhibitor to take corrective action before a violation is incurred. Exhibitors or their representatives who conduct themselves in an unprofessional manner may be dismissed from the exposition without refund or appeal. AACN reserves the right to amend any and all rules and regulations at any time.

Interruption or Prevention of Exposition

In the event the exposition is interrupted or prevented from being held for any reason beyond the control of AACN, this contract shall terminate. The exhibitor hereby waives any claim against AACN for damages of any kind or nature by reason of such termination. However, once AACN has deducted the amount necessary to cover its expenses in connection with the exposition, the association will abate or, if previously paid, refund or credit to the exhibitor any unearned portion of the space rental due.

Liability

Exhibitors must surrender the space occupied in the same condition as received. Exhibitors are required to strictly comply with all terms of their agreement as contained in the Online Exhibitor Prospectus, the Online Service Kit, the Exhibitor Bulletins as well as all applicable terms and conditions contained in the agreement between AACN and the convention center. Exhibitors assume responsibility and agree to indemnify and defend AACN and the convention center and their respective employees and agents against any claims or expenses arising out of the use of the exposition premises. Exhibitors understand that neither AACN nor the convention center maintains insurance covering the exhibitor's property, and it is the sole responsibility of the exhibitor to obtain such insurance.

Payment

Cost of space and deposit requirements are printed in the Online Exhibitor Prospectus. A deposit is required to confirm each space reservation. AACN must receive final payment no later than February 12, 2009.

Reducing or Canceling Space

AACN must be notified in writing when an exhibitor intends to reduce or cancel space. If you cancel and notify AACN by December 11, 2008, AACN will issue a 100% refund, less a \$100 administrative fee. Between December 12, 2008 and February 12, 2009, 25% of the total booth fee will be retained. Beginning February 13, 2009, 100% of the total booth fee will be retained. If the space can be resold, and the section/category you were in is sold out, all but 25% of the booth fee will be refunded. Notify AACN Exhibits Department by mail, e-mail or fax.

Advance Space Selection for NTI 2010

Technical exhibitors are encouraged to reserve space for NTI 2010 during Advance Space Selection held Wednesday, May 20, 2009. Based on the priority point system outlined in the Online Exhibitor Prospectus, each technical exhibitor is assigned an appointment time to select space for the next year. The appointment time will be mailed to each Technical exhibitor in April 2009. Career Opportunity exhibitors are eligible for Advance Space Selection starting May 21, 2009.

