

Application & Contract to Exhibit - NTI 2007 Atlanta

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 signed 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 and Mailing Information

Company _____
 (exactly as it should appear in the NTI Program and Proceedings)

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

Address _____

City _____ State _____ ZIP _____

Telephone _____ Fax _____

Contact Person _____

Title _____ E-Mail _____

Company Web site Address _____

Space Selection

Size of space desired-Primary: _____ x _____ Additional space (if desired): _____ x _____

Technical Career Opportunity Health, Fitness and Nutrition
 Publications/Educational Resources Market Research Associations/Societies

Please list six preferred exhibit spaces (actual assignment will depend on priority points, date of application, etc. Do not concentrate choices in only one area of the Exhibit Hall):

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

In addition to the cost of booth space, a fee of \$200 per exposed corner is required. This will be reflected on your invoice.

Companies you **DO NOT WANT** in close proximity: _____
 _____ (every effort will be made to accommodate request, but cannot be guaranteed)

Co-marketing companies you **DO WANT** in close proximity: _____
 _____ (include letter of request, copying the co-marketing company)

Cost of Space

Technical Exhibitors.....	\$2700/100 sq. ft.	Publications/Educational Resource Exhibitors.....	\$2100/100 sq. ft.
Career Opportunity Exhibitors.....	\$2500/100 sq. ft.	Market Research Exhibitors.....	\$2100/100 sq. ft.
Health, Fitness and Nutrition Exhibitors.....	\$2500/100 sq. ft.	Association/Society Exhibitors.....	\$600/100 sq. ft.

A deposit for each exhibit space reserved must accompany the Application and Contract to Exhibit. Please refer to page 8 for deposit amount. Deposit may be made by check, Visa, MasterCard or American Express. Full payment for booth space due February 15, 2007.

Bill Credit Card for \$ _____ Name on Card _____
 AMEX/Visa/MasterCard # _____ - _____ - _____ Exp. _____

I am an authorized representative of the company named above with the full power and authority to sign and deliver this application. The company listed on this application agrees to comply with all of the policies, rules, terms and regulations contained in the Exhibitor Prospectus, and all policies, rules, terms or regulations adopted after publication of the original prospectus, which we accept as part of the agreement. I further acknowledge that AACN reserves the right, at its absolute discretion, to reject this Application and Contract for Exhibit Space. Moreover, this application form shall not become a binding contract until fully executed by both parties (the exhibitor and AACN) hereto.

Please cut along dotted line

essentials



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

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 2007 NTI, please refer to the Online Service Kit available in February 2007. 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, 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

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 Exhibit/CE 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 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.

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 on the first day of move-in and continuing until the exhibition 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 exhibition 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 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 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 exhibition 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 Exhibitor Prospectus. A deposit is required with each space reservation. AACN must receive final payment no later than February 15, 2007.

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 14, 2006, AACN will issue a 100% refund, less a \$100 administrative fee. Between December 15, 2006, and February 15, 2007, 25% of the total booth fee will be retained. Beginning February 16, 2007, 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 2008

Technical exhibitors are encouraged to reserve space for NTI 2008 during Advance Space Selection held Wednesday, May 23, 2007. Based on the priority point system outlined in the 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 2007. Career opportunity exhibitors are eligible for Advance Space Selection starting May 24, 2007.

