



**ASSOCIATION OF THE UNITED STATES ARMY**  
 2015 ANNUAL MEETING & EXPOSITION  
 12 - 14 OCTOBER 2015  
 WALTER E. WASHINGTON CONVENTION CENTER  
 WASHINGTON, D.C.

**APPLICATION AND CONTRACT FOR  
 EXHIBIT SPACE IN THE SMALL BUSINESS PAVILION**

**PLEASE READ BACK BEFORE SIGNING**

Please complete this Exhibit Space Application and send the signed contract to: Rand Meade, AUSA Manager, Exhibits & Sponsorships, 2425 Wilson Blvd., Arlington, VA 22201. Tel: 703-907-2678; FAX: 703-243-2589.

Organization Name:			Date:
Exhibit Manager's Name:		Tel:	Fax:
Mailing Address:			
City:	State:	Zip Code:	Country:
Contact E-Mail:		Website:	
<b>SIGNATURE OF ORGANIZATION'S EXHIBIT MANAGER:</b>			

**NOTE: Signed contracts are binding and will be the only official means of reserving space. Informal requests, either written or oral, will not be honored. Exhibitors with an outstanding balance on display space will not be allowed to occupy their booth. Space is assigned on a first-come, first-served basis to first-time exhibitors that meet the Small Business Administration's requirements for being a small business.**

We have read the Exhibit Information printed on the reverse side of this Application and Contract for Exhibit Space and agree to abide by these and any additional rules deemed necessary by AUSA and published after the contract is signed. This contract constitutes the official agreement for space at the 2015 Annual Meeting and supersedes any and all oral or written commitments.

INDOOR space requested: (Failure to list two different choices will result in AUSA making determination)	TOTAL SQ. FT.	VALUE
FIRST CHOICE: _____	_____	at \$55/SqFt: \$ _____
SECOND CHOICE: _____	_____	at \$55/SqFt: \$ _____

We understand that if requested space is not available, we may be assigned to other space comparable in size. Final space assignment will be noted below when application is accepted.

THE PRODUCTS OR SERVICES WE PLAN TO DISPLAY ARE: (Failure to state items may delay contract acceptance).

\_\_\_\_\_

SELECT CHOICE OF BOOTH CONFIGURATION (Using four (4) booths as an example (Check one only) 1. \_\_\_\_\_     2. \_\_\_\_\_

Once contract has been processed and booth assigned, an invoice for full payment will be sent to each exhibitor. Payment instructions will be contained within the invoice and payments may be made by check, credit card or electronic transfer. We understand and agree that NO REFUNDS WILL BE MADE FOR SPACE CANCELLED AFTER 29 MAY 2015. NO REFUNDS WILL BE MADE FOR SPACE REDUCTIONS AFTER 15 JULY 2015.

**SPECIAL INSTRUCTIONS:** INDICATE HERE EXACTLY HOW YOU WISH YOUR ORGANIZATION TO APPEAR ON THE EXHIBITOR LIST INCLUDING PUNCTUATION. IN CASES WHERE MORE THAN ONE ORGANIZATION OCCUPIES THE SAME SPACE, AUSA WILL INDICATE MULTIPLE OCCUPANCY BUT ONLY IF REQUESTED. OTHERWISE, THE ORGANIZATION PURCHASING THE SPACE WILL BE SHOWN.

\_\_\_\_\_

(Use separate sheet of paper if needed)

**THIS SPACE FOR AUSA USE ONLY – DO NOT WRITE BELOW THIS LINE**

AUSA hereby accepts the application and the following exhibit space is assigned:

Contract/Payment Received: \_\_\_\_\_

Indoor Booth Assigned: \_\_\_\_\_

For the purpose of identification ONLY, the following single number should be used by you and GES to identify TOTAL COST \$ \_\_\_\_\_

your booth assignment: \_\_\_\_\_. Please use this number anytime you refer to your booth. Amount Paid: \$ \_\_\_\_\_

Amount of Refund: \$ \_\_\_\_\_

Balance Due AUSA: \$ \_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

## DATES AND HOURS OF EXHIBITS

Monday, 12 October	0900-1700
Tuesday, 13 October	0900-1700
Wednesday, 14 October	0900-1700

## ADMISSION

Admission to the exhibit hall will be limited to AUSA invited guests, including foreign dignitaries, and others who have an identifiable relationship to the United States Army. All visitors will be registered and badged.

## BOOTH EQUIPMENT

The price in this agreement includes a booth space consisting of a fabric backdrop 8' in height, divider rails 3' in height and a standard display sign 44" long bearing the Exhibitor's name.

## ADDITIONAL SERVICES AND SHIPPING AT EXHIBITOR'S EXPENSE

Information regarding shipping instructions; cost of special booth furniture; labor and carpenters; receiving, handling and storage of crates; special electrical connections, lighting fixtures, etc., will be sent to you with our **Exhibitor Services Kit approximately 60 days prior to move-in. Display Rules and Regulations will be included in the Exhibitor Services Kit.**

## MUSIC

No Exhibitor may cause live or recorded music to be utilized in connection with any Exhibit unless such Exhibitor has (1) obtained permission from AUSA for the use of such music, (2) demonstrated that it has secured all necessary copyright licenses for such music and (3) agreed to indemnify and hold harmless AUSA, the Walter E. Washington Convention Center, their officers, employees and agents from any claims, causes of action or damages arising from any alleged or actual copyright infringement associated with the aforementioned music.

## INSTALLATION AND DISMANTLING

The official targeted move-in schedule will be provided in the AUSA Exhibitor Services Kit by Global Experience Specialists (GES). If you have any questions prior to the release of the kit, please contact GES at (301) 583-5000.

## BOOTH SPACE COST

The cost of each 10' x 10' booth is \$5,500.00 (\$55.00 per square foot). You will be charged for the total square footage within the area assigned to you, based upon 100 square foot increments. Second tier space at \$12.00 per square foot of useable space.

## ASSIGNMENT AND PAYMENT OF SPACE

Exhibit space will be allocated by AUSA. All invoices for display space must be paid in full within 30 days. **It is understood and agreed that no refunds will be provided for space after 29 May 2015.** Refunds for space cancelled prior to 29 May will be at the following rates:

**Space cancelled before 2 April 2015 – 50% of the total value of the space.**

**Space cancelled after 2 April and before 29 May 2015 – 25% of the value of the space.**

**It is understood and agreed that no refunds will be provided for space reductions after 15 July 2015.**

Any fees or charges not paid when due shall bear interest at the rate of 20% per annum, computed daily, and the Exhibitor shall bear the full cost of any collection effort including legal fees, court costs and related charges. Under no circumstances will Exhibitor be permitted to occupy its' exhibit space if full payment has not been received.

## RESALE/SUBLEASING OF EXHIBIT SPACE

Exhibitors may not assign, sublease or otherwise share all or a portion of their exhibit space with any party except a wholly-owned subsidiary, a sister corporation or a company represented by an exhibitor and registered as such with AUSA, without the express written consent of AUSA. This prohibition will be strictly enforced.

## LIABILITY

The Association of the United States Army, and the Walter E. Washington Convention Center, their management, and all organizations and individuals who are employed by them in connection with this 2015 AUSA Annual Meeting & Exposition will not be responsible to Exhibitor and shall be held harmless by Exhibitor for damage or loss to Exhibitor property, or personal injury during the Exposition Period resulting from the negligence of the Association of the United States Army and the Walter E. Washington Convention Center, their management, and all organizations and individuals who are employed by them in connection with this Exposition. Furthermore, the Exhibitor agrees to defend and hold harmless the Association of the United States Army and the Walter E. Washington Convention Center, their management and all organizations and individuals who are employed by them in connection with this Exposition from any liability for damages or loss of property or personal injury resulting from the activities of Exhibitor, regardless of negligence.

## AUSA REGULATIONS

- 1) Complete Show Rules & Regulations will be included in the Exhibitor Services Kit and will be mailed under separate cover.
- 2) Because of the tight time constraints, logistical problems and local union rules, AUSA has placed the overall supervision of the installation and dismantling of exhibits under Global Experience Specialists (GES), who have been designated the "Official Contractor". Individual Exhibitors may retain the services of GES at their own expense.

Exhibitors desiring to use display contractors other than the designated "Official Contractor" must obtain advance approval from AUSA. A written request must be presented by the Exhibitor to AUSA at least 30 days in advance of the first day of move-in and must include the name and address of the contractor, the name of the on-site supervisor, a certificate of insurance for the contractor, and a statement signed by the contractor that they will comply with AUSA's rules and regulations and cooperate with the Official Contractor.

- 3) Display firms engaged by Exhibitors must comply fully with all rules and regulations listed by AUSA. Labor utilized by outside contractors must be drawn through GES and/or through the business agent of the appropriate union. It is the responsibility of the Exhibitor to ensure compliance.
- 4) AUSA reserves the right to relocate booths when in the best interest of the Exposition.

## UNION JURISDICTIONS

To assist you in planning for your participation in the Annual Meeting, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have in the Washington, D.C. area we ask that you read the following:

**Carpenter** – Members of this union claim jurisdiction over all set up and dismantling of exhibits and laying of carpet. This does not apply to the unpacking and placement of your merchandise by your full-time employees provided no mechanical equipment or tools are required for uncrating or movement of equipment or merchandise. Merchandise includes items produced by your firm for sale which are to be used as a part of the display in your booth, or literature describing same. GES will have qualified union members available to assist you in the set up and dismantling of your exhibit and equipment. Please refer to the Labor Order forms in the Exhibitor Services Kit for the rates that will be charged for this service.

**Teamster** – This union claims jurisdiction on the operation of all material-handling equipment, all unloading and reloading of exhibit materials and equipment, and handling of empty containers. Please see Shipping Instructions and Material Handling Rates Form for the rates which will be charged for this service. An exhibitor may carry in, move, or carry out materials that may be carried by one person, without the use of dollies, hand trucks or other mechanical equipment. We must point out that the unloading and loading of truck shipments will take priority over hand-carried items. We will do our best to accommodate you in a reasonable time frame.

**Tippling** – Our Work Rules prohibit the SOLICITATION of tips by any of our employees. Our employees are paid excellent hourly wages denoting a professional status and we feel that tipping is not necessary. Should you be SOLICITED for a tip, please report the incident to GES as soon as possible.

## NO SALE CLAUSE

To ensure the Annual Meeting is conducted in a manner consistent with the educational mission of the Association, exhibitor will not make sales or solicit, or accept orders for any product or service in the exhibit halls or within other facilities of the Annual Meeting. Exhibitors may only distribute printed materials, promotional items, literature and publications from the exhibitors' booth. No such items may be distributed in Association offices, eating places and/or other common areas of the Annual Meeting. The Association reserves the right to remove and discard materials distributed during the Annual Meeting other than pursuant to the above.

## FIRE REGULATIONS

Federal and Local Fire Laws must be strictly observed. All wiring must comply with fire department and underwriters' rules. Aisles and fire exits cannot be blocked by exhibits. No decoration of paper, pine boughs, leafy decorations, or tree branches are allowed. All muslin, velvet or any other cloth decoration must stand a flame proof test as prescribed by the fire ordinance of the District of Columbia.

## AUSA SECURITY MEASURES

The Association of the United States Army will provide watchmen to patrol the exhibit areas during the hours when the exhibits are closed, Saturday through Thursday morning. However, exhibitors are responsible for 24-hour security of weapons and equipment in booth space. Additional security may be arranged for with a security agency, if exhibitor deems it necessary. (Exhibitor will inform AUSA of any such additional security measures).

## CANCELLATION OF SHOW

The performance of this agreement is subject to any circumstance making it illegal or impossible to hold the exhibit, including Acts of God, war, government regulations, disaster, strikes, civil disorder, or curtailment of transportation facilities. The Agreement may be terminated only for any one of the above reasons by written notice from the Association of the United States Army to the exhibitor. If AUSA must terminate this contract or Exposition (or any part thereof) due to the above mentioned circumstances, AUSA has the sole right to retain such part of the Exhibitors' rental fee as shall be required to recompense AUSA for expenses incurred up to the time such contingency occurred.

THE POPCORN LAW – POPCORN MAY NOT BE DISTRIBUTED ON THE SHOW FLOOR AT THE AUSA ANNUAL MEETING.

ALL THE PROFESSIONALS WILL BE THERE...PLAN NOW TO JOIN THEM.