



# AIA

## Application and Contract for Exhibit Space

2019 Academy of Architecture for Justice Conference

San Diego, CA

### Location

[US Grant Hotel, San Diego](#)

### Exhibit Schedule (all dedicated hours for exhibits) \*

#### *Wednesday, October 23, 2019*

Exhibitor setup	11:00 am – 4:00 pm
Reception/exhibits open	5:00–6:30 pm
Opening Plenary	6:30 – 7:15 pm
Reception resumes	7:15 – 8:15pm

#### *Thursday, October 24, 2019*

Continental Breakfast	7:00 – 8:00 am
Plenary Session	8:00 – 9:15 am
Roundtable Luncheon	12:15 – 1:15 pm
Reception on Expo Floor	5:00 – 6:35 pm

#### *Friday, October 25, 2019*

Continental Breakfast	7:00 – 8:00 am
Morning break w/ Exhibitors	10:45 – 11:30am
Exhibitor teardown	Noon – 6:00 p.m.

**\*Times are subject to change.**

**\$1,300 per 6' table top display package. Please note that these are table top exhibits and large booths for 10'x 10' booths are not permitted. Exhibit space includes the following:**

- Two complimentary full conference registrations. Additional full conferences may be purchased for the appropriate cost
- Listing of company on conference website and description in conference program. Inclusion and access to the attendee roster – sent pre-and post-event
- 6' long table with linen
- 2 chairs
- Wastebasket
- Carpeted exhibitor area
- General security service

*Audiovisual and electrical services must be contracted for with the hotel no later than October 2, 2019.*

### Exhibit Confirmation Timeline for 2019

- July 1, 2019 – Full Payment Due on all booths
- October 2, 2019 – Electrical and audio-visual forms due to the hotel
- October 23 – 26, 2019 – San Diego Conference and Show

### Regular Timeline

All new and returning exhibitors may submit a completed contract and full payment at any time. Applications received without full payment will not be processed.

### Booth Selection

Booth assignment will be done based on the number of priority points that a company has. Ties will be broken based on the time and date that an application and payment is received. Actual booth assignment begins July 2, 2019.

### Cancellations/Refunds

Cancellation or reduction of contracted space must be submitted in writing to [lindseymullarkey@aia.org](mailto:lindseymullarkey@aia.org). Cancellation requests received prior to July 1, 2019 will receive a 75% refund of total booth cost. No refunds will be issued after August 1, 2019. Exhibit space is non-transferrable. It cannot be re-sold or sublet by the contracted company. Only one company per exhibit space permitted.

### Force Majeure

Neither party to the Agreement shall be responsible for any losses resulting if the fulfillment of any terms or provisions is delayed or prevented by virtue of civil disorders, wars, acts of terrorism, strikes, acts of God, or by any other cause which is beyond the control of the party whose performance is hindered, and which that party could not have prevented through the exercise of reasonable diligence. In the event that any such occurrence may make it inadvisable, unsafe, illegal, or impossible to provide or to attend the Event, then either party to the Agreement may terminate the Agreement without penalty, obligation or liability of any type by providing written notice to the other party. Such right of termination shall not be unreasonably exercised.

### Drayage/Decorator Firm

Exhibitors will receive an Exhibitor Service Kit with information about storage, audiovisual equipment, internet/telecomm services, and shipment instructions.

### Local Ordinances

Exhibitors will be responsible for complying with all local health, fire, and safety ordinances and regulations.

### Registration/Exhibitor Badges

Conference name badges are required to attend programs and events. Each 6' table top display receives two (2) complimentary full conference registrations. Additional full conference registrations are available upon request for an additional fee.

The undersigned agrees to and will fully comply with the policies, terms, rules, and regulations shown in this document and any policies adopted by the AIA after publication. Persons signing below are authorized on behalf of their organization to enter into this agreement.

Initial Here \_\_\_\_\_



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### Security

Hotel security will be present during the conference. However, the AIA will not be responsible for the safety of the exhibitor's property from theft, damage, accident, or vandalism.

### Liability

In connection with the AAJ conference scheduled to be held at the US Grant Hotel please be advised that the Exhibitor shall be fully responsible to pay for any and all damages to property owned by the Hotel, its owners or managers, which results from any act or omission of the Exhibitor. The Exhibitor agrees to defend, indemnify, and hold harmless, the Hotel, the AIA, their owners, managers, officers or directors, members, agents, employees, subsidiaries, and affiliates, from any damages or charges resulting from the Exhibitor's use of the property. The Exhibitor's liability shall include all losses, costs, damages, or expenses arising from, out of, or by reason of any accident, bodily injury, or other occurrences to any person or persons, including the Exhibitor, its agents, employees, licensees, and business invitees who arise from or out of the Exhibitor's occupancy and use of the exhibition premises. Although hotel security may be provided for the orderly functioning of the event, you are responsible for the care and maintenance of anything you may bring onto the premises.

The Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of Exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.

The Exhibitor assumes all costs arising from the use of patented, trademarked, franchised, or copyrighted music, materials, devices, processes, or dramatic rights used on or incorporated in the exhibitor's table top display.

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of the exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.

### Printed Materials/Signage

Distribution of printed promotional materials by exhibitors is limited to the assigned table top display space. Materials are not to be distributed in the registration area, meeting rooms, or hotel guest rooms without written approval by the AIA.

### Hospitality/Entertainment Events

The AIA must be informed in writing in advance of any planned exhibitor/company-sponsored social or hospitality functions, including a date, time, location, and description of the event. Exhibitor-sponsored events must not conflict with the AIA official program schedule and may not take place without advance written approval from the AIA. The Exhibitor agrees to assume all liability arising out of or in connection with such functions and agrees to indemnify the AIA against any and all liability claims and demands arising from or in connection with such functions.

All matters and issues not covered in this document are subject to the decision of the AIA. The regulations may be amended by the AIA and all amendments will be binding. The AIA reserves the right to limit or remove exhibitors, table top display decoration, displays, activities, or materials that are deemed inappropriate, disruptive to other exhibitors, or unsafe.

### Past AIA/AAJ Exhibitors

Accurate Lock and Hardware - Acorn Engineering - APEX Industries - ARCONAS - BASWA Acoustic North America - CGL - CM Security Group Inc. - Cornerstone Detention Products - Correctional News - Cortech USA - FSR, Inc - Global Security Glazing - Graham Architectural Products - Habtech Communications Inc. - Hope's Windows - I-Con Systems - Infax, Inc. - Kane Innovations - Kane Screens - Kimball - LIFT-U, Division of Hogan Manufacturing - LTI Smart Glass/Allied Protective Glazing - M/Bed Block Systems - Marathon Engineering Corp. - Montgomery Technology - Moss and Associates - PSH Inc. - Norix Group, Inc. - Oldcastle Precast Modular/Security - Prime Coat Systems - Pyrok Inc. - R.R. Brink Locking Systems - SaftiFirst - Smiths Detection - Southern Folger Detention Equipment - Spacesaver Corporation - T.L. Shield & Associates Inc. - Thermomass Bldg. Insulation Systems - Time Keeping Systems, Inc. - Trussbilt, LLC - Tymetal Corp. - Wallace Perimeter Security - Willoughby Industries - WireWall by High Security Fence Systems

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Please return the completed application with *all three* signed pages to:

Lindsey Mullarkey at [lindseymullarkey@aia.org](mailto:lindseymullarkey@aia.org).

Questions? Contact Lindsey Mullarkey at 202-626-7387 and [lindseymullarkey@aia.org](mailto:lindseymullarkey@aia.org). RE: AAJ Conference

Instructions: Please type or print clearly. Complete all sections and make a photocopy for your records.

**Applications must be accompanied by full payment.**

\_\_\_\_\_  
Company name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Contact person

\_\_\_\_\_  
Title

The above contact information will be printed in the conference program. If another contact should receive all correspondence (i.e., confirmation letter, exhibit service manual), please complete the section below.

\_\_\_\_\_  
Name and title

\_\_\_\_\_  
Address/city/state/zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-mail

Table Top Display Selection

Table top displays will be assigned on a first-come-first-served basis once the contract and payment are received.

1st Choice \_\_\_\_\_ 2nd Choice \_\_\_\_\_ 3rd Choice \_\_\_\_\_

**I wish to be located AWAY from the following companies:**

\_\_\_\_\_  
\*While we will do our best to honor these requests, we do not guarantee placement away from those listed.

### Contract Agreement

The undersigned assumes the entire responsibility and liability for losses, damages, and claims arising out of Exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.

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\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Name and title

### Method of Payment

Total amount due equals number of 6' table top displays x \$1300

Amount enclosed: \$ \_\_\_\_\_

Check payable to the AIA Check # \_\_\_\_\_

VISA  MasterCard  AMEX

\_\_\_\_\_  
Account # Exp. date

\_\_\_\_\_  
Cardholder Signature

For AIA Use Only AIA

Date Received: \_\_\_\_\_ Time: \_\_\_\_\_

Signature \_\_\_\_\_

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