



Exhibitor Showcase Application—Contract

aacsb.edu/events/conferences
2021-22 Exhibitor Showcases are produced by AACSB International

This is the official application and contract for in-person exhibitor showcases. Upon acceptance of the application and contract by AACSB International, the undersigned agrees to be bound by the Terms and Conditions as set forth within the application. Acceptance of the application is at the sole discretion of AACSB International. In order to be assigned exhibit space, all applications/contracts must be signed, and payment provided.

Each in-person exhibit space includes a six-foot draped table, two chairs, a trash can, and standard ID signage. Please communicate to your logistics colleagues: **exhibits must be confined to the tabletop**. A standard pull-up banner (36" wide x 90" high) may be placed behind the table—**do not ship stand-alone exhibit booths or banners that are wider than 36"**.

Mailing Address *(Please type or print):*

Primary Exhibit Contact Name _____

Title _____ Email _____

Company/School Name _____

Address _____

City _____ State/Prov _____

Zip/Postal Code _____ Country _____

Phone _____ Fax _____

Website _____

Exhibit and Conference Registration: Included in the exhibit fee is one complimentary full conference registration and two expo-only passes. Any additional registrations will need to be purchased at the full rate.

Event Name	Date	Location	Fee
			USD
Total submitted:			USD

I hereby authorize the above reservation and agree to abide by the terms and conditions set forth herein by AACSB International.

Authorized by *(print)* _____ Title _____

Signature *(form must be signed)* _____ Date _____

AACSB International
Tel: +1 813 769 6500
www.aacsb.edu
brittany.papendorf@aacsb.edu

Terms and Conditions: AACSB International is not liable for any related financial loss, theft, property damage, or personal injury sustained by an exhibitor, exhibitor's agents, or any other person caused by fire, theft, water, accidents, or in any other manner, whether cause is an act or failure to act, either intentionally or negligently caused by conduct of AACSB International, its officers, agents, or employees, or by a party or parties other than AACSB International, its agents, and employees. AACSB International is not liable for any loss sustained by the participant as a result of the participant's or any third party's failure to access the virtual conference platform, or as a result of any breakdowns, software errors, incomplete or inaccurate transfer of information. Exhibitors will only display facilities, products, and services regularly sold by them. No products and/or services will be sold from the display table. No space may be shared or sublet without prior written permission of AACSB International. Failure to comply is deemed cause for cancellation of the space. The exhibitor is responsible for creating and providing booth content. If the exhibitor fails to respond in a timely manner for content or otherwise fails to deliver virtual content, AACSB shall be under no obligation to change the dates of the event or provide a refund. AACSB reserves the right to prohibit, limit or discontinue the distribution of gifts, giveaways or similar promotions. There will be no announcements of exhibitors' contests, drawings or winners during the exhibition. AACSB is grateful to the organizations whose generous support enables us to develop and expand our mission. Please note that exhibiting does not imply endorsement of any product or service.

The parties agree that this agreement (and any other agreement referred to herein) contains the complete agreement between the parties and supersedes any prior understandings, agreements, or representations by or between the parties, written or oral, which may have related to the subject matter hereof in any way. The person signing the application on the exhibitor's behalf shall be deemed to have authority to do so and shall have no right to claim against AACSB that such person/persons did not have authority.

The exhibitor hereby agrees to indemnify and hold forever harmless AACSB International, its officers, agents, and employees against all costs, claims, demands, proceedings, liability, losses and expenses (including reasonable legal fees) whatsoever made against or incurred by AACSB as a result of, related to or arising in connection with (i) a breach of these terms by exhibitor, and/or (ii) any acts or defaults of exhibitor, exhibitor's employees or agents in connection with the event and/or (iii) any claim brought against AACSB that the content or any services or software supplied by exhibitor infringe, violate, or trespass or constitute the unauthorized use or misappropriation of any intellectual property of any third party.

Cancellation of exhibit space will be accepted up to 60 days prior to event start, with a cancellation fee of \$175 applied. Cancellation of exhibit space 31 – 59 days prior to event start, will result in a cancellation fee equal to 50% of the exhibit fee paid. Cancellations at 30 days or less before event start will not be eligible for refund. If AACSB should be prevented from holding the exhibition for any reason beyond AACSB's control (such as, but not limited to damage to building, riots, acts of government or acts of God), then AACSB has the right to cancel the exhibition or any part thereof, with no further liability to the exhibitor other than a refund of exhibit fees.

Exhibitor Names *(Please print name as it should appear during the conference)*

This is an in-person event. If you or your representatives are attending in-person, you agree that you have reviewed the [Health & Safety Commitment and Guidelines](#). You agree and understand the specific risks and nonetheless accept them in order to utilize AACSB's services and attend an event.

Full Conference Registration Name (No Charge) _____

Title _____ Email _____

EXPO Only Name _____

Title _____ Email _____

EXPO Only Name _____

Title _____ Email _____

Exhibitor name and address to appear in the Exhibitor Directory *(If different from mailing name/address on page one):*

Company/School Name _____

Address _____

City _____ State/Prov _____

Postal Code _____ Country _____

Phone _____ Fax _____

Website _____ Email _____

Email your organization description in 50 words or less to brittany.papendor@aacsb.edu for the Exhibitor Directory. AACSB reserves the right to edit the description as needed.

2021-22 Exhibitor Showcase Payment *(due with application)*

Pay online by credit card – AACSB staff will send you an invoice with payment instructions; for your safety **DO NOT** email your card information

Individual remitting payment (only if different from contact listed on previous page)

Name: _____

Email: _____

Company Check payable to **AACSB International** (U.S. currency) in the amount of _____ USD

We will only process your request if check number and/or purchase order number is listed below

Check Number: _____

PO Number: _____