



# Virtual Exhibitor Showcase Application—Contract

[aacsb.edu/events/conferences](http://aacsb.edu/events/conferences)

2021-22 Exhibitor Showcases are produced by AACSB International

This is the official application and contract for virtual 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 virtual exhibit space, all applications/contracts must be signed, and payment provided.

### Questions regarding the virtual exhibitor showcase?

Contact Jennie Robinson, Strategic Relationships Coordinator: [jennie.robinson@aacsb.edu](mailto:jennie.robinson@aacsb.edu).

### 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 \_\_\_\_\_

**Virtual Exhibit and Conference Registration:** One full conference registration is included in exhibit fee. Rate: 750 USD members/1,000 USD non-members

Event Name	Date	Location	Fee
		Virtual	USD
<b>Total submitted:</b>			<b>USD</b>

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](http://www.aacsb.edu)  
[jennie.robinson@aacsb.edu](mailto:jennie.robinson@aacsb.edu)

**Terms and Conditions:** 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 conference website, or as a result of any breakdowns, software errors, incomplete or inaccurate transfer of information. The parties agree that this agreement (and any other agreement referred to herein) contain 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 full authority to do so and shall have no right to claim against AACSB that such person or persons did not have such authority. The exhibitor is responsible for creating and providing booth content to AACSB. If the exhibitor fails to respond in a timely manner for content or otherwise fails to deliver content, AACSB with 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.

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. Exhibitors will only promote products and services regularly sold by them. No products and/or services will be directly sold from within the conference platform. No virtual booths may be shared or sublet without prior written permission of AACSB International. Failure to comply is deemed cause for cancellation of the space.

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 virtual conference)*

**Full Conference Registration Name** (No charge) \_\_\_\_\_

Title \_\_\_\_\_ Email \_\_\_\_\_

**EXPO Only Name** (No charge) \_\_\_\_\_

Title \_\_\_\_\_ Email \_\_\_\_\_

**EXPO Only Name** (No charge) \_\_\_\_\_

Title \_\_\_\_\_ Email \_\_\_\_\_

**Exhibitor name and address to appear in the virtual 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.papendorf@aacsb.edu](mailto:brittany.papendorf@aacsb.edu) for the Exhibitor Directory and the event app.** AACSB reserves the right to edit the description as needed.

**2021-22 Virtual 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: \_\_\_\_\_