



EXHIBITION APPLICATION AND CONTRACT

APPLICANT INFORMATION (PLEASE PRINT)

Contact Name: _____
 Job Title: _____
 Organization Name for Exhibitor Directory: _____

 Address: _____
 City: _____
 State/Province: _____
 Postal Code: _____
 Country: _____
 Phone: _____ Fax: _____
 Email: _____
 Website: _____

Full Conference Registration Name: _____
 Title: _____
 Email: _____
 Expo-Only Name: _____
 Title: _____
 Email: _____
 Expo-Only Name: _____
 Title: _____
 Email: _____

If you have reserved a 10x20 booth, please email the additional registrant names when submitting your application.

PAYMENT INFORMATION (CHECK/CREDIT CARD)

Pay online by credit card in the amount of _____ USD.
 Note: AACSB staff will send an invoice with payment instructions; for your safety **DO NOT** email your card information.

Individual remitting payment (only if different from contact listed above)

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: _____

EXHIBIT BOOTH PRICING

BEFORE MARCH 1	MEMBER RATE	NON-MEMBER RATE
10' x 10'	2,800 USD	3,400 USD
10' x 20'	5,000 USD	5,800 USD
ON/AFTER MARCH 1		
10' x 10'	3,150 USD	3,700 USD
10' x 20'	5,300 USD	6,100 USD

Please Note: Each 10' x 10' booth includes one full conference registration and two expo-only registrations. Each 10' x 20' booth includes two full conference registrations and four expo-only registrations. Expo-only staff only have access to the exhibit hall, luncheons, and receptions and cannot attend sessions.

EXHIBITOR DIRECTORY

Address to appear in conference directory (if different than above).
 Address: _____
 City: _____ State/Province: _____
 Postal Code: _____
 Country: _____
 Phone: _____ Fax: _____
 Email: _____
 Website: _____

Email the following to engage@aacsb.edu no later than **March 1, 2022**.

- 1) Certificate of insurance (as per #10 in the Terms and Conditions)
- 2) Organization description in 50 words or less (AACSB reserves the right to edit if necessary).

CONTRACT AGREEMENT

We, the below-signed company, having read and agreed to the Terms and Conditions, hereby offer to contract for exhibit space and services for the ICAM 2022 Exhibition, produced by AACSB International, scheduled for April 24-26, 2022, at the Hyatt Regency New Orleans.

Authorized By: _____
 Print Name: _____
 Date: _____

Please submit application to brittany.papendorf@aacsb.edu.

EXHIBITION TERMS AND CONDITIONS

- 1. Character of the Exhibition.** The Exhibition, produced by AACSB International, is a professional show dedicated to the advancement of management education. AACSB reserves the right to determine the eligibility of any company, product or service and the right to restrict, prohibit or evict any exhibitor or product that, in the opinion of AACSB, detracts from the character of the exhibition or any violation of the following Terms and Conditions. In the event of such restriction or eviction, AACSB is not liable for refunding exhibit fees or any other costs incurred by the exhibitor. In particular, and without limitation, excessive audio/visual attention-getting devices or effects or offensive odors are prohibited. No copyrighted recorded or live music may be placed or performed in connection with the exhibit.
- 2. Terms of Payment.** Full payment should accompany the application/contract. All cancellations and requests for refunds must be in writing. Cancellations received before February 1, 2022 will result in AACSB retaining 500 USD per 10' x 10' space rented. Cancellations received between February 1 and March 1, 2022, will result in AACSB retaining 50% of the total cost of the booth space. No requests for refunds will be granted after March 1, 2022. AACSB reserves the right to resell the exhibit space without notice or refund after March 1, 2022. AACSB reserves the right to deny exhibit space to companies that have overdue account balances with AACSB.
- 3. Display Regulations.** Exhibitor must comply with all the rules in the AACSB Exhibitor Manual (and should review that Manual), as the same may be amended by AACSB in reasonable fashion on reasonable notice to Exhibitor, including without limitation the following rules:
 - a. No exhibit may block or interfere with a neighboring exhibit as determined by AACSB
 - b. In-line exhibits: Maximum rear and dividing wall height permitted for any booth exhibit will be 8'.
 - c. No nails or screws may be driven into the floor. No damage of any nature may be done to the booth structures or to any part of the exhibit hall.
 - d. Exhibitors will be charged a fee for any skids, pallets or containers left behind.
- 4. Subleasing and Sharing of Exhibit Space is prohibited.** All signs, displays, and products in an exhibit space must be related to the exhibitor's company.
- 5. Exhibit Space Selection.** Exhibitors will select booth space on the basis of priority, availability, and need, with all assignments made in the best interest of the exhibition. AACSB reserves the right to alter an exhibitor's assigned space if it is deemed necessary in the best interest of the exhibition. Before exercising its discretion, AACSB will consult with the exhibitor.
- 6. Sales of Product or Samples.** Sales for cash, check or credit card are prohibited on the show floor. Contracts and orders may be written for future delivery of products or services.
- 7. Displays and Exhibits in Public View.** They are required to be appropriately finished on all sides and surfaces. If such surfaces remain unfinished at the start of the exhibition, AACSB may authorize the official contractor to effect the necessary finishing and the exhibitor will be required to pay all costs involved.
- 8. Damage to Property.** Any damage caused by an exhibitor will be paid for by that exhibitor. Do not paint, tape, nail, screw, drill or tack anything to the walls, columns, floor or ceiling of the building, adjoining displays or the official contractor's display material.
- 9. Fire Department Regulations and All Other Applicable Laws and Regulations.** Must be complied with by Exhibitor. Display and packing material must be flame-retardant. Electrical equipment must be UL approved and must be wired by a licensed electrician.
- 10. Proof of Insurance.** All exhibitors, their contractors and suppliers working in the exhibit hall are required to carry liability and property insurance in an amount of at least equal to 1,000,000 USD in the aggregate and 1,000,000 USD per claim, or, if greater, such amount as may be required by the conference facility, and shall supply AACSB with a certificate evidencing such coverage and naming AACSB as an additional insured with right to at least ten days advance written notice of termination. Exhibitors must operate and maintain their exhibit so that no injury will result to any person or property. Hazardous and nuisance-causing giveaways are prohibited. All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exhibit.
- 11. Cancellation of Exhibition.** 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, strikes breached by exhibition location, epidemics/pandemics, 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 less a proportionate share of the exhibition cost incurred.
- 12. Food and Beverages.** must be purchased from the official concessionaire. No outside food/ beverages may be distributed from a booth without prior permission obtained from AACSB.
- 13. Gifts and Contests.** 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.
- 14. Soliciting.** Prohibited outside the confines of the exhibitor's assigned space.
- 15. Labor and Contractors.** Exhibitors that plan to use outside contractors must notify AACSB in writing 60 days prior to the exhibition. Outside contractors are required to supply verification of liability insurance coverage. All labor must have local union clearance. An Exhibitor Appointed Contractor form must be completed.
- 16. Competitive Events,** which distract from the conference and exhibition, are prohibited. Exhibitor agrees not to schedule or conduct any outside activity including, but not limited to, receptions, seminars, symposiums and hospitality suites that are in conflict with the official program of AACSB International whether such activities are held at or away from the convention center, except without written approval of exhibit management.
- 17. Non-Exhibiting Companies.** Organizations and individuals that supply products and services to AACSB exhibitors or that supply products or services to AACSB attendees may not attend.
- 18. Exhibitor Registration.** Limited to sales, marketing, management and special booth personnel. AACSB reserves the right to limit the number of exhibitor personnel.
- 19. Installation, Show and Dismantling.** Hours and dates shall be those specified by AACSB. Packing of exhibits prior to the close of the exhibition is prohibited. Exhibitor shall be liable for all storage and handling charges for failure to remove exhibits by specified time and date.
- 20. Not Assignable by Exhibitor.** This Agreement may not be assigned by the Exhibitor absent the written consent of AACSB.
- 21. Governing Law and Jurisdiction.** This agreement shall be governed by the internal laws of Florida. The parties hereby submit to the exclusive jurisdiction of the state and federal courts in Florida governing any disputes concerning this Agreement and further agree that they are subject to personal jurisdiction in Florida in any such dispute.
- 22. Merger Clause.** 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.
- 23. Attorney's Fees.** In the event of any dispute concerning this Agreement, the prevailing parties shall be entitled to reasonable attorney's fees.
- 24. Amendments to Rules and Regulations.** AACSB will have the full power in the interpretation and enforcement of all contract regulations contained herein, or in the AACSB Exhibitor Manual. The ruling of AACSB shall be final in all instances with regard to use of any exhibit space.
- 25. Exposition Location Rules.** The exhibitor assumes all responsibility for any and all loss, theft or damage to exhibitor's displays, equipment and other property while on Colorado Convention Center premises, and hereby waives any claim or demand it may have against Colorado Convention Center or its affiliates arising from such loss, theft or damage. In addition, the exhibitor agrees to defend (if requested), indemnify and hold harmless AACSB International and Colorado Convention Center and their respective parent, subsidiary and other related or affiliated companies from and against any liabilities, obligations, claims, damages, suits, costs and expenses, including, without limitation, attorney's fees and costs, arising from or in connection with the exhibitor's occupancy and use of the exhibition premises or any part thereof or any negligent act, error or omission of the exhibitor or its employees, subcontractors or agents. However, this obligation to defend, indemnify and hold AACSB International and Colorado Convention Center harmless does not apply to claims arising out of the sole negligence or willful misconduct of AACSB International and/or Colorado Convention Center or their agents or representatives.