



Exhibitor Showcase Application—Contract
aacsb.edu/events/conferences
2018-19 Exhibitor Showcases are produced by AACSB International

This is the official application and contract for Exhibitor Showcase space. Completed applications must be received six weeks before the start date of the conference for print recognition in the conference journal. 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.

Tabletop exhibit spaces will be available and assignments will be made on a first-come, first-served basis. Each 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".**

In order to be assigned exhibit space, all applications/contracts must be signed and payment provided.

Questions regarding Exhibitor Showcases?

Contact Brittany Schoenberg, Associate, Strategic Relationship Management: brittany.schoenberg@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 _____

Exhibit Table and Conference Registration One full conference registration is included in exhibit fee.

Event Name	Date	Location	Fee
			USD
2nd full registration <i>(If applicable)</i>			USD
Total submitted:			USD

I hereby authorize the above table top 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 _____

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.

The exhibitor hereby agrees to indemnify and hold forever harmless AACSB International, its officers, agents, and employees for any loss, damage, or injury sustained by an exhibitor or any other person caused by fire, theft, water, accidents, or in any other manner resulting from the act or failure to act of the undersigned exhibitor, exhibitor's agents, or employees or by any other party or parties.

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.

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.

With my attendance at this event, I realize that I and/or my company's products and employees may be included in publicity photos for use in future promotional materials. I hereby give my consent to the event's producers to use any such photos and/or comments. Mechanical or electrical devices, which produce sound, must be operated so as not to prove disturbing to other exhibitors. Management reserves the right to determine the acceptable sound level in all instances.

Showcase Badges (Please print name as it should appear on the badge)

Badge #1 Name (No charge) _____

Title _____ Email _____

Badge #2 Name (2nd full registrant—added charge) _____

Title _____ Email _____

EXPO Only Badge Name (No charge) _____

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 _____

Web site _____ Email _____

Email your company/school description in 50 words or less to brittany.schoenberg@aacsb.edu for the Exhibitor Directory in the conference journal and the event app. AACSB reserves the right to edit the description as needed.

2018-19 Exhibitor Showcase Payment

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: _____