

**ALASKA AIR CARRIERS ASSOCIATION**

2301 Merrill Field Drive, Suite A-3

Anchorage, Alaska 99501

P 907 277-0071

email: events@alaskaaircarriers.org



**2018 AACAA CONVENTION CONTRACT FOR EXHIBIT SPACE**

**May 2-3, 2018**

**ANCHORAGE INTERNATIONAL AIRPORT – CONCOURSE A UPPER LEVEL**

**EXHIBITOR FEE:** includes **one full registration** for an exhibitor who may attend all sessions, lunches, receptions and the banquet. **Three additional booth attendants** may manage the booth at no additional charge, but they must purchase tickets to attend meals & sessions (see prices below).

<b>MEMBER</b>		<b>NON-MEMBER</b>	
[ ] 8'x10' BOOTH	<b>\$1200</b>	[ ] 8'x10' BOOTH	<b>\$1500</b>
[ ] 8'x8' BOOTH	<b>\$1000</b>	[ ] 8'x8' BOOTH	<b>\$1300</b>

**SELECT BOOTH from Floor Plan:** First Choice: # \_\_\_\_\_ Second Choice: # \_\_\_\_\_

**ADDITIONAL FULL REGISTRATION:** includes ALL meals, receptions, sessions and the banquet.  
Member \$475 x \_\_\_\_\_ Non-Member \$650 x \_\_\_\_\_ Spouse \$325 x \_\_\_\_\_

**COMPANY REGISTRATION:** includes **one full registration**, plus an unlimited number of employees may attend all classes or sessions. Meals for additional employees may be purchased individually (see prices below).  
Member Company \$1250 x \_\_\_\_\_ Non-Member Company \$1750 x \_\_\_\_\_

**ONE-DAY REGISTRATION:** includes lunch and reception \$250 x \_\_\_\_\_

**MEALS:**

Lunch:	\$ 35 x _____
Reception:	\$ 55 x _____
Thursday Evening Banquet:	\$ 95 x _____

Exhibiting Firm \_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Contact Person \_\_\_\_\_

Title \_\_\_\_\_

**BADGES:** Submit names for badges by email or list & submit w/ this form.

**AGREEMENT:** Undersigned Exhibitor agrees to lease exhibit space as indicated above, subject to availability confirmation, for the AACAA Annual Conference & Trade Show. Subject to receipt of payment by the deadline, the exhibit space is reserved. It is understood and agreed that AACAA reserves the authority to reassign exhibit space dimensions and location at the show if necessary. I understand that cancellations made prior to the 15<sup>th</sup> of April receive a 50% refund and no refunds are given thereafter. Undersigned Exhibitor has read and agrees to abide by the AACAA Guidelines for Exhibitors. I am authorized to enter into this agreement on behalf of Exhibitor.

**PAYMENT:**

Exhibitor Fee \$ \_\_\_\_\_

Additional Registration(s) \$ \_\_\_\_\_

Meals \$ \_\_\_\_\_

Sponsorship \_\_\_\_\_ \$ \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL DUE** \$ \_\_\_\_\_

[ ] Check [ ] Visa [ ] MC [ ] AMEX

**Credit Cards Add Additional 5% Handling Fee**

Card # \_\_\_\_\_

Verification # \_\_\_\_\_ Exp Date \_\_\_\_\_

Name on Card \_\_\_\_\_

Card Billing Address \_\_\_\_\_  
\_\_\_\_\_

Card Billing Zip Code \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name

Signature

Date

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## TRADE SHOW HOURS

### 2018 AACAA Annual Conference & Trade Show

#### EXHIBIT SPECIFICATIONS

BOOTH: 8' & 10' booth spaces 8' draped back wall / 3' side rails 6' or 8' table with two chairs

#### EXHIBIT HOURS

May 1 - Tuesday	SET UP	2:00pm – 5:00pm			
May 2 – Wednesday	Trade Show Open	11 – 1:00pm	4:00pm – 6pm	Happy Hour	4:00pm – 6pm
May 3 - Thursday	Trade Show Open	11 – 1:00pm	4:00pm – 6pm	Happy Hour	4:00pm – 6pm
May 4 – Friday	DISMANTLE	9:00am - Noon			

#### RECEPTION & BANQUET HOURS

May 2 - Wednesday	Reception	7:00pm – 9:00 pm	Alaska Aviation Museum
May 3 - Thursday	Banquet	6:30pm – 9:00 pm	Anchorage International Airport Concourse A

## Guidelines for AACAA Exhibitors

#### Use of Space

- LIABILITY**—Exhibitor is responsible for space leased and shall not injure, mar or deface the premises. Exhibitor shall not drive nor permit to be driven any nails, hooks, tacks, or screws into any part of the building. Exhibitor shall not affix to the walls, doors or windows of building any item. Exhibitor agrees to reimburse the facility and/or show coordinator for any loss or damage to the premises or equipment. AACAA and sponsors shall not be liable to perform obligations under this contract as a result of any causes beyond its control.
- SPACE**—The space is to be used solely for Exhibitor and it is agreed that Exhibitor will not sublet or assign any portion without written consent of AACAA. In the event Exhibitor fails to occupy or use his space or to have exhibit completed and in place by show opening, he shall forfeit his right to the space and fees. Exhibitors arriving late agree to forfeit pre-assigned space.
- AISLES**—The aisles, passageways and overhead spaces remain strictly under the control of AACAA and no portion of the exhibit will be permitted except by special written permission of AACAA. All exhibits and personnel must remain within the confines of their assigned spaces and no Exhibitor will be permitted to erect signs or display products in such a manner as to obstruct the view, occasion injury, or disadvantageously affect the display, light, or space of another Exhibitor.
- DEMONSTRATIONS**—Promotional activities must be conducted within the limits of the purchases space. Noise resulting must not interfere with other Exhibitors or scheduled presentations taking place within the exhibit hall.
- RESTRICTIONS**—AACAA reserves the right to restrict or remove exhibits, without refund, that may have been falsely entered, or may be deemed by AACAA unsuitable or objectionable, at the sole discretion of AACAA.
- OFFENDERS**—will be asked to leave the area if any of the above are violated and, if an Exhibitor is the offender, no refund will be given.

#### RULES FOR EXHIBITS

- BADGES**—Badges may be picked up by an authorized representative at the Show Office during move-in. Names for badges must be submitted well in advance of show start date.
- BOOTH AND DECORATIONS** must concur with facility regulations, city ordinances and local fire codes. Violations may result in removal.
- SECURITY FOR RENTAL**—Failure on the part of the Exhibitor to pay the rent as specified under the contract shall entitle AACAA to exclude Exhibitor from the show.
- AMENDMENTS**—Exhibitor agrees to abide by decisions of AACAA concerning all matters pertaining to the administration and success of the show which are not specifically stated.
- ATTORNEY FEES**—In the event a suit or action is brought by any party under this agreement, it is agreed that the prevailing party shall be entitled to reasonable attorney fees to be fixed by the courts.
- EXHIBIT CANCELLATION**—Cancellation prior to April 15th receives a 50% refund; no refunds or credits are given thereafter.
- SHOW DELAY OR CANCELLATION**—AACAA shall not be liable for any damage or expense incurred by Exhibitors in the event the show is delayed, interrupted or not held as scheduled. If cancelled for any reason beyond the control of AACAA, AACAA may retain so much of the amount paid by Exhibitors as is necessary to defray expenses already incurred by AACAA.
- LIABILITY**—Neither the Alaska Air Carriers Association, subcontractors, the facility management or their representatives, nor any member of the above named will be responsible for any injury, loss or damage that may occur to the exhibitor or the exhibitor's employees or property from any cause whatsoever. The Exhibitor, on signing the contract, expressly releases the aforementioned from any and all claims for such loss, damage or injury.
- TERMS AND CONDITIONS**—This contract contains all the terms and conditions agreed on by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this contract shall be deemed to exist or to bind any of the parties hereto.

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**REGISTRANT BADGE INFORMATION**

Company Name \_\_\_\_\_

Name as it will appear on the badge \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Name as it will appear on the badge \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Name as it will appear on the badge \_\_\_\_\_

Title \_\_\_\_\_

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