



## CONTRACT APPLICATION FOR EXHIBIT SPACE

To reserve your booth, complete this contract and submit to [acnc@naylor.com](mailto:acnc@naylor.com) by **July 10, 2024**. \*Note: The Amputee Coalition may not be able to guarantee your company's listing on the conference signage if your contract is received after **July 10, 2024**. For questions, please email [acnc@naylor.com](mailto:acnc@naylor.com).

### CONTACT INFORMATION

The information provided is used for your company listing in the online floor plan. The person listed as the exhibit contact will receive all mailings/billings related to exhibiting. It is the responsibility of the exhibiting company to notify Amputee Coalition of any changes that impact the accuracy of this information.

_____ Company Name			_____ Website		
_____ Street Address			_____ Exhibitor Contact Name		
_____ City	_____ State	_____ Zip Code	_____ Contact Telephone Number		
_____ Telephone Number			_____ Contact Email Address		

### EXHIBIT BOOTH RESERVATION

Desired Exhibit Size:

- 10' x 10' = 100 sq. ft.     
  10' x 20' = 200 sq. ft.     
  10' x 30' = 300 sq. ft.     
  20' x 20' = 400 sq. ft.  
 Other \_\_\_\_\_     
  Nonprofit Table

Booth selection preferred in order of preference below. Booths and nonprofit tables are assigned on a first-come-first-served basis.

#1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_ #4 \_\_\_\_\_

If possible, please do not position my booth/table next to: \_\_\_\_\_

### RATES

RATE OPTIONS	RATE PER 10' x 10'	PRICE PER SQ. FT.
Renewal Rate (prior to November 30, 2023) *	\$2,600	\$26
Early Bird Rate (prior to April 15, 2024)	\$3,200	\$32
Regular Rate (begins April 16, 2024)	\$4,000	\$40
Nonprofit Table	\$500	

*\*Renewal Rate is only applicable to 2023 ACNC Exhibitors.*

Cost Calculation:

\_\_\_\_\_ sq. ft. x \$ \_\_\_\_\_ per sq. ft. = \$ \_\_\_\_\_ Booth Cost x 50% = \$ \_\_\_\_\_ Deposit (due now)

### EXHIBITOR PACKAGES

**Exhibitor Renewal Rate (Expires November 30, 2023)**

\$2,600.00 Includes a drape package, signage, receipt of attendee/exhibitor list (\$1,000 value), and ACNC24 Digital Marketing inclusion with your logo on the Amputee Coalition's website and an insert in the virtual tote bag in the conference app.

+\$1,000.00 Product Theater presentation 30 minutes (\$2,500.00 value).

**Early Bird Rate (Expires April 15, 2024)**

\$3,200.00 Includes a drape package, signage, receipt of attendee/exhibitor list (\$1,000 value), and ACNC24 Digital Marketing inclusion with your logo on the Amputee Coalition's website and an insert in the virtual tote bag in the conference app.

+\$1,250.00 Product Theater presentation 30 minutes (\$2,500.00 value).

**Standard Exhibitor Package:**

\$4,000.00 Includes a drape package, signage, receipt of attendee/exhibitor list (\$1,000 value), and ACNC24 Digital Marketing inclusion with your logo on the Amputee Coalition's website and an insert in the virtual tote bag in the conference app.

+\$1,500.00 Product Theater presentation 30 minutes (\$2,500.00 value).

Product Theater available to non-exhibitors at \$2,500.00

**NOTE:** Tables and chairs are NOT included with a booth purchase.

**ACCEPTANCE AS BINDING CONTRACT FOR EXHIBITOR**

Please read the included Exhibitor Contract Rules & Regulations regarding payment for space. A 50% DEPOSIT MUST ACCOMPANY ALL APPLICATIONS SUBMITTED ON OR BEFORE June 10, 2024. Beginning June 11, 2024, all applications must be accompanied by full payment. All payments must be submitted in U.S. funds payable to Amputee Coalition.

The exhibitor expressly agrees to be bound by the terms and conditions and specifications set forth in this document along with any forthcoming guideline, and expressly agree that this contract and such rules and regulations contain the entire agreement between parties hereto and supersede any prior agreement written or oral. This contract for exhibiting at the 2024 Amputee Coalition National Conference shall be interpreted under the law of the United States and the District of Columbia. **No refunds.** I have read and agree to all terms and conditions listed in the rules and regulations:

Name (printed): \_\_\_\_\_ Signature: \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**PAYMENT**

Card Type:  VISA  MASTERCARD  AMEX  DISCOVER |  Check/ACH payment within 10 days of submission

Card Name: \_\_\_\_\_

Subtotal: \_\_\_\_\_

Card Number: \_\_\_\_\_

Credit Card Fee (3%): \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Total Payment: \_\_\_\_\_

*Please remember to sign that the Rules and Regulations on page 3 have been read and understood.*

**PAYMENT:** A 50% deposit must accompany this request or full payment after June 10, 2024. Accepted payment methods: credit card, below, or ACH or check within 10 days. A 3% processing fee is applied for credit card payments. Check and ACH payment instructions are included on the invoice. Exhibit space is confirmed only after receipt of signed contract, payment, and review by the Amputee Coalition.



# Amputee Coalition 2024 National Conference Exhibitor Contract Rules and Regulations

The Amputee Coalition National Conference is sponsored by the Amputee Coalition. These contract terms and conditions have been established for the mutual benefit and protection of exhibitors, attendees, the venue, and the Amputee Coalition with such additions or changes as may be made in the Exhibitor Services Kit or official correspondence or other communications being an integral part of the contract to which the exhibitor agrees.

### Assignment of Booth Space

Exhibit booths will be available on a first-come, first-served basis.

### Payment for Space

Applications for exhibit space submitted prior to June 10, 2024, must be accompanied by a 50% deposit for the total space rental charge with the balance due on June 10, 2024. Space applications submitted on or after June 11, 2024, must be accompanied by full payment. All payments must be submitted in U.S. funds payable to Amputee Coalition. Government agencies must provide properly executed purchase orders. Full refunds will be issued by Amputee Coalition to any applicant who is not issued an exhibit space due to circumstances out of the applicant's control.

### Cancellation Policy

Requests for cancellations and/or refunds will be accepted up to July 24, 2024, and a 20% administrative fee will be deducted. Please note that this fee will be incurred for all cancellation/refund requests regardless of when they are received. Once a registration has been charged to a credit card, Amputee Coalition is not able to change the credit card used for payment. Refunds will be credited using the original method of payment less the cancellation fee. Cancellations received after the cutoff date will not be refunded for any reason. Refunds will not be issued for no-shows. Please remember that canceling your registration does not automatically cancel your hotel and travel arrangements. Attendees are responsible for canceling their own hotel and travel reservations.

### Installation and Dismantling

Exhibit installation in the facility depends on the location of the Exhibitor's exhibit space. Scheduled move-in and move-out dates are published in the Exhibitor Services Manual for the Show. All exhibit displays must be set up and ready by Wednesday, August 7, 2024. After that time, any unattended booths will be set-up at the discretion of Show Management, and all expenses will be charged to the Exhibitor. In the best interest of the Show, Show Management reserves the right to reassign any unset exhibit space after Wednesday, August 7, 2024.

### Additional Exhibitor Services

All confirmed exhibitors will receive an exhibitor services kit from the official contractor in the Spring. All questions, shipping arrangements and furnishings may be arranged through the official contractor online exhibitor portal when available.

### Special Visual and Sound Effects

Audiovisual and other sound and attention-getting devices and effects are permitted in only those locations and in such intensity as, in the sole opinion of the Amputee Coalition does not interfere with the activities of neighboring exhibitors or sessions. Operation of equipment being demonstrated may not create noise levels objectionable to neighboring exhibitors. Order forms for AV equipment will be included in your Exhibitor Services Kit.

### Hotel Information

The Hyatt Regency Atlanta hotel in Atlanta, GA is the host hotel for Amputee Coalition 2024 National Conference. The Amputee Coalition will reserve a room block and registrations can be made with a link from our conference website in the Fall.

### Insurance

Exhibitors are responsible for their exhibits, merchandise and display materials related to theft, fire, etc., at their own expense. Exhibitor shall be fully responsible to pay for any and all damages to property owned by the Hyatt Regency Atlanta, its owners or managers which result from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, Amputee Coalition, Naylor Association Solutions, the show contractor, the Hyatt Regency Atlanta its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor's use of the property. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from, out of, or by reason of any accident or bodily injury or the occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use the exhibition premises, the Hotel or any part thereof. Exhibitors are recommended to carry Comprehensive General Liability Coverage including premises, operations and contractual liability coverage of at least \$1,000,000 or Property Damage Liability. Exhibitor shall deliver to Amputee Coalition, if deemed necessary, certificates of insurance evidencing such coverage, naming Amputee Coalition as coinsured (or additionally insured). Exhibitors must secure exhibits in the Ballroom during non-exhibit hours.

### Exhibits

Minimum booth is 10'x10'; booth standard backgrounds are eight feet in height, and divider rails are three feet in height. Display material including showcase displays or storage cabinets, electrical fixtures, wire, conduits, etc. must adhere to the Exhibit Construction Guidelines outlined in the Exhibitor Services Kit. Any deviation must be submitted in writing to Amputee Coalition for prior approval. All demonstrations and exhibits must be confined to the exhibit booths responsible for such demonstrations or exhibits. All unfurnished surfaces must be finished to the satisfaction of the Amputee Coalition. In the case of an island or peninsula space, a rendering may be required by Amputee Coalition staff prior to space assignment. From time to time, it may be necessary for Amputee Coalition to amend or modify the physical configuration of exhibit booths including all rules pertaining hereto. Also, please note that tables and chairs are NOT included with a booth purchase.

### Conflicting Events During Show Hours

The exhibitor shall not extend invitations, call meetings, hold hospitality events, or otherwise encourage absence from the exhibit hall and program sessions without prior permission from the Amputee Coalition.

### Advertising Material

Amputee Coalition will not endorse, support, or be liable for the claims made by exhibitors as to the qualities or merits of their products or services. No advertising, presentation, or mention will indicate,

claim or suggest endorsement or support. All handouts must be distributed within the exhibit booths or to the Amputee Coalition via the tote bag insert sponsorship.

### Food and Beverage

No food or beverage may be brought into the facility without the express written consent of the facility and the Amputee Coalition.

### Conduct of Exhibits

No entertainment may be scheduled to conflict with the Amputee Coalition's program hours or exhibit hours. The advertisement of display of goods or services other than those manufactured, distributed or sold by the exhibitor in the regular course of business and identified in the contract is prohibited. Fundraising in the exhibit hall or at National Conference is prohibited. An exhibitor may not assign, sublet or apportion all or any part of the contracted booth space nor may an exhibitor permit the display, promotion, sales, or marketing of non-exhibitor products or services. Interviews, demonstrations and distribution of literature or samples must be conducted within the booth area assigned to the exhibitor. Canvassing or distributing or advertising outside the exhibitor's own booth will not be permitted. Products and furnishings should be arranged with the safety of the exhibitors and attendees in mind. The character of the exhibits is subject to the approval of the Amputee Coalition. The right is reserved to refuse the applications of companies not meeting the standards required or expected, as is the right to curtail exhibitor or parts of exhibits that are not in accord with the character of the meeting or that fall within the unacceptable exhibits paragraph below. This applies to displays, literature, advertising novelties, souvenirs, conduct of persons, etc. All booths must be manned during open exhibit hours. The general rule of the exhibit floor is to be a good neighbor. No exhibits will be permitted which interfere with the use of other exhibits or impede access to them or impede the free use of the aisle. Booth personnel, including demonstrators are required to confine their activities within the exhibitor's booth space. Apart from the specific display space for which an exhibitor company has contracted with the Amputee Coalition, no part of the Hyatt Regency Atlanta Hotel and its grounds may be used by any organization other than the Amputee Coalition for display purposes of any kind or nature. Within the hotel property, exhibitor brand or company logos, signs, and trademark displays will be limited to the official exhibit area only or as outlined in the Amputee Coalition's National Sponsor Program or Exhibitor Prospectus. Only the name of the exhibiting company will be listed on exhibitor badges. No company name substitutions will be allowed. No exhibitor may call or invite a visitor out of one exhibit and into their own. Exhibitors must remain within their own exhibit space in demonstrating products, distributing literature, product samples, or other materials; other areas of the Hotel or the aisles may not be used for this purpose. More than one company per exhibit booth will not be tolerated. The exhibit floor is designed to be informational in nature and not to be used for delivery or assessment of care.

### Exhibit Staff Registration

Each 10' x 10' booth includes two (2) full conference passes. Each subsequent 10' x 10' booth includes one (1) full conference pass. Nonprofit booths receive one (1) full conference pass. Additional passes are available for purchase online at the applicable rates. All exhibit personnel must complete a registration form online for each attendee. Exhibitors must wear badge at all times, including during setup and dismantling. Badges are nontransferable.

### Unacceptable Exhibits

The exhibitor agrees not to use any displays that the Amputee Coalition determines, in its absolute and sole discretion, will unreasonably endanger the person or property of the attendees or of the exhibitors, are in bad taste, are liable to discredit or subject the Amputee Coalition to criticism or legal liability, are inconsistent with the stated purpose of the Amputee Coalition and the interest and welfare of its attendees. Additionally, exhibits that are determined in the Amputee Coalition's sole discretion to be inimical to the Amputee Coalition and the Amputee Coalition's ability to perform its mission, or that are inimical to the Amputee Coalition's property rights and/or copyrights, or violate this contract and the exhibitor is unable or unwilling to cure or correct such violations, the Amputee Coalition may terminate this agreement immediately, forbid erection of the exhibitor or may remove or cause the exhibitor to be removed at the exhibitor's expense, and the exhibitor hereby waives any claim for refund of the exhibitor booth fee or other damages arising out of such termination and/or exhibit removal. Any exhibitor who is uncertain as to whether an exhibit is in compliance with all applicable regulations and requirements should contact the Amputee Coalition.

### Failure to Occupy Space

The exhibitor shall forfeit any space not occupied without approval, and space may be resold, reassigned or used by the Amputee Coalition without notice and without refund.

### Fire Regulations

No exhibitor shall use any flammable decorations or coverings, and all fabrics or other materials used must be flameproof.

### Authorization

I have read and agree to the terms described above.

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Exhibitor Authorized Representative (print)

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Exhibitor Authorized Representative (signature) Date

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Amputee Coalition Representative (print)

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Amputee Coalition Authorized Representative (signature) Date