

EXHIBIT APPLICATION AND CONTRACT

CONTACT INFORMATION

List company name, address, telephone, fax and email as you wish them to appear in the exhibit directory.

If exhibit materials should be sent to a separate address, please indicate that in a separate cover letter.

Company Name: _____

Exhibit Coordinator Contact: _____

Title: _____

Address: _____

City: _____ State: _____ ZIP: _____

Telephone: _____ Fax: _____ Email: _____



EXHIBITOR FEE = \$1,900

EXHIBITOR ADD-ONS

Passport to Prizes Contest Participation (\$150)
(plus mandatory \$100 minimum prize donation)*

Pre-registration mailing labels (\$450)
 Alpha order ZIP code order

Post-assembly mailing labels (\$450)
 Alpha order ZIP code order

I understand that the information given through use of the Scientific Assembly delegate mailing labels is intended for one-time use only. The list will not be duplicated in any fashion. All names and addresses are property of AAEM.

Signature: _____ Date: _____

Total payment must accompany this application. Make checks payable to AAEM or complete credit card information below.

If payment is not received, AAEM will not hold booth space.

Method of Payment (check one): Check enclosed
 VISA MasterCard Discover American Express

Card Number: _____

Expiration Date: _____

Cardholder Name: _____

Signature: _____

Return completed application with payment to:

AAEM, Attn: Exhibitor Manager
555 East Wells Street, Suite 1100, Milwaukee, WI 53202
Tel: (800) 884-2236 Fax: (414) 276-3349
info@aaem.org

BOOTH CHOICES

AAEM will do its best to accommodate your choice in the order received. If a booth number has already been allocated, AAEM reserves the right to assign booth space. Please list your top three choices below.

1. _____ 2. _____ 3. _____

RESPONSIBILITY CLAUSE

Exhibitor assumes responsibility and agrees to indemnify and defend the American Academy of Emergency Medicine and Caesars Palace, and the Hotel's Owner, and their respective owners, managers, subsidiaries, affiliates, employees and agents against any claims or expenses arising out of the use of the exhibition premises, arising out of the negligence, gross negligence or intentional misconduct of Exhibitors.

The Exhibitor understands that neither the American Academy of Emergency Medicine nor the Hotel Parties maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

Signature: _____ Date: _____

RECRUITING

If your company will be actively recruiting physicians on site, please read and indicate below that your organization is able to adhere to one of the following criteria:

____ I certify that the advertised positions support fair working practices for emergency physicians, one that provides a democratic and equitable work environment including provisions for due process, the absence of restrictive covenants and is not owned directly or indirectly in part or in whole by a lay entity or individual.

____ I certify that the advertised positions are for 1) a hospital, non-profit or medical school employed position, 2) a military/government position, or 3) an independent contractor position rather than owner-partner or employee position, and therefore is not able to be in compliance with the above standards.

I certify that I am eligible to sign this form, having knowledge on all points listed above. I agree to notify AAEM, within 30 days, of any changes to our status as listed above which would affect our eligibility to exhibit at the AAEM Scientific Assembly.

Signature: _____ Date: _____

CANCELLATIONS

Exhibitor booth cancellations should be made in writing and sent to AAEM by **January 14, 2019**. A full refund minus a processing charge of \$100 will apply. No refunds are given for cancellations made after **January 14, 2019**.

INTERRUPTION OR PREVENTION OF EXHIBITION

Each exhibiting company is responsible for obtaining business interruption and property damage insurance in such amounts as deemed appropriate to comply with its obligations hereunder and for its own protection.

LIABILITY

It is the responsibility of the exhibitor to have all licenses, permits, and/or registrations required by the venue, city, municipality and/or state. The exhibitor is responsible for compliance with all applicable tax laws.

*The prize donation does not constitute a 501(c)(3) charitable donation.

AAEM18 EXHIBIT RULES AND REGULATIONS

ADA Compliance

Each exhibitor is responsible for compliance with the Americans with Disabilities Act (ADA) within its booth and assigned space.

Appearance/Badges

Attire of exhibit personnel should be consistent with the professional atmosphere of the conference. Because of AAEM's effort to recycle plastic name badge holders, only AAEM-sponsored decals, pins and ribbons may be affixed to attendee or exhibitor badge holders.

Advertising

AAEM does not endorse or promote any products or services related to an exhibit. The use of the AAEM logo, name, annual conference/exhibition artwork, or any representations thereof shall be only at the express written consent of show management. Canvassing or distribution of advertising material by an exhibitor is not permitted outside of the exhibitor's booth space. Third parties acting on behalf of or representing the exhibitor must adhere to and abide by AAEM rules and regulations.

Demonstrations

Demonstrations by exhibitors should contribute to an attendee's knowledge in a professional way. Adequate space should be available for demonstrations within the confines of the individual exhibitor's booth and should not interfere with normal traffic flow nor infringe in any way on neighboring exhibits.

Solicitation/Sales

Exhibitors must remain within their own exhibit spaces when demonstrating products and/or when distributing literature, product samples, or other materials. Exhibitors must not aggressively approach or call out to attendees in a manner not consistent with the professional environment of the conference. Direct selling is not allowed; however, order taking is permitted within the booth if business is conducted in a manner consistent with the professional nature of the exhibits.

Food and Beverage Distribution

AAEM must be notified of an exhibitor's intent to distribute food or beverage items in the Exhibit Hall. All such items must be approved by AAEM and ordered directly from the Caesars Palace. Exhibitors are not permitted to bring in outside food or beverages.

Subletting/Sharing of Space

Subletting of exhibit space is not permitted. Sharing of exhibit space is not permitted unless it is within divisions of the same company.

Security

Professional security guard service is provided throughout the exhibitor installation and dismantle periods. AAEM provides perimeter hall security after hours during the conference. However, AAEM, the security service, and the Caesars Palace are not responsible for any loss or damage to exhibitor property.

Non-Exhibiting Companies

Canvassing or marketing of any products or services in any part of the exhibit hall or meeting rooms by anyone representing a non-exhibiting firm is strictly prohibited.

Cancellations

Exhibitor booth cancellations should be made in writing and sent to AAEM by January 14, 2019. A full refund minus a processing charge of \$100 will apply. No refunds are given for cancellations made after January 14, 2019.

Interruption or Prevention of Exhibition

Each exhibiting company is responsible for obtaining business interruption and property damage insurance in such amounts as deemed appropriate to comply with its obligations hereunder and for its own protection.

Liability

It is the responsibility of the exhibitor to have all licenses, permits, and/or registrations required by the venue, city, municipality and/or state. The exhibitor is responsible for compliance with all applicable tax laws.

FACILITY AND LABOR REGULATIONS

Exhibitors will not affix, nail or otherwise attach anything to the walls, doors, floors or columns, except where a nail strip is provided.

Electrical

All illuminated displays and other equipment requiring electrical current must conform to local electrical codes. Extension cords must be 3-wire grounded and U.L. approved.

Labor

Exhibitors shall be bound by all contracts in effect between service contractors, the Caesars Palace and any labor organizations when applicable. More information on the specific labor regulations in effect will be included in the exhibitor service kit.

AAEM POLICIES

Sanctions for Violations

AAEM reserves the right to reject for any reason any exhibit application submitted; to reject, prohibit or otherwise require modification of any exhibit for any reason that in its opinion is objectionable, may detract from the general character of the conference, and is not in keeping with the policies of AAEM. This reservation refers to companies, persons, products, and/or printed matter. AAEM may impose appropriate sanctions regarding current or future participation in AAEM exhibit programs. In the event of such restrictions or eviction, AAEM will not be liable for any refunds, rentals, or exhibit expenses.

Privacy Information

The American Academy of Emergency Medicine (AAEM) takes your privacy seriously. AAEM will only use your personal information to administer your exhibit booth at the 2019 AAEM Annual Meeting, to provide services that you have requested from AAEM and otherwise as you may expressly consent. A complete copy of AAEM's Privacy and Data Protection Policy, the terms of which are incorporated herein, can be found at www.aaem.org/about-us/privacy-policy.

By providing consent, you are allowing AAEM to process your personal data. AAEM will collect and store information you provide in the Exhibit Application for the purposes of reserving an exhibit booth at the Meeting, to assist with administrative planning and marketing purposes, and to allow the compilation and analysis of statistics relevant to AAEM.

AAEM18 EXHIBIT RULES AND REGULATIONS

The information you provided in the Exhibit Application and information provided at any other time during the Meeting, including without limitation any feedback obtained during the Meeting, will be used by AAEM to offer, provide and continue to improve its Annual Meeting and other services. With your permission, AAEM will disclose information that is collected in the Exhibit Application such as your name, organization, address, telephone and fax numbers, and email address for marketing purposes. AAEM will also use your email address to communicate important information regarding this event and for marketing purposes for future events.

AAEM will not otherwise, without your consent, use or disclose your personal information for any purpose unless it would reasonably be expected that such a purpose is related to the offer, provision and improvement of the Annual Meeting or where such purpose is permitted or required by law.

Do you agree to receive emails from AAEM for future meetings and offerings?*

Yes No

You can revoke this consent at any time by updating your preferences at <https://aaem.execinc.com/edibo/Profile/>

Do you consent to being contacted by the 2019 AAEM Annual Meeting's service contractors to coordinate logistical setup and provide information on additional services offered?

Yes No

NOTE: AAEM is photographing this Annual Meeting. These photographs, along with your name and/or likeness, may be used in AAEM publications or on the AAEM or AAEM Annual Meeting websites. If you do not want your photo used, please inform the staff photographer at the time the photograph is taken.

As the exhibitor representative, I have shared the consent requests acknowledged in this privacy policy with all company representatives participating in this event and have the authority to consent for such representatives.

Yes No

Note – yes is required in order to do a group registration.

Safe Environment Policy

AAEM is committed to providing a safe, productive, and welcoming environment for all meeting participants and AAEM/EDI staff. All participants, including, but not limited to, attendees, speakers, volunteers, exhibitors, AAEM/EDI staff, service providers, and others are expected to abide by this Meeting Safety & Responsibility Policy. To view the full Safe Environment Policy please visit www.aaem.org/about-us/our-values/safe-environment-policy.

*** I have read and agree to the terms of this contract:
INITIAL: _____.**



AMERICAN ACADEMY OF EMERGENCY MEDICINE

25TH ANNUAL SCIENTIFIC ASSEMBLY

MARCH 9–13, 2019 • CAESARS PALACE • LAS VEGAS, NV