



**MAINTAIN COPY FOR YOUR RECORDS.**

**EXHIBITOR AGREEMENT**

1. Exhibitor agrees that there will be a maximum of **two** company representatives for each exhibit space present at any given time.
2. Exhibitor understands and agrees that the exhibit space will be assigned at the sole discretion of AAMA. The Academy will take into consideration the priority point system when assigning space. This system gives consideration to a company's past exhibit participation, level of current participation and support, date application is received, among other considerations. Applications received after February 15, 2019, will be assigned on a first-come, first-served, space-available basis.
3. Exhibitor agrees to accept relocation in other exhibit space of comparable area should such relocation become necessary for causes beyond the Academy's control or advisable at the discretion of AAMA.
4. Complete shipping instructions and information regarding additional furniture, audio visual rental, telephone and electrical services will be forwarded to exhibitors in the Exhibitor Service Manual. Exhibitor will be solely responsible for arranging these services with the appropriate contractor and for payment of all fees due these contractors for services rendered.
5. The exhibit fee for each table space is \$1,650 if requested, and paid for, by February 15, 2019. After February 15th, the exhibit fee is \$1,750. Fee for each exhibit table for member physicians, registered for the Symposium, is \$1,050 if requested, and paid for, by February 15, 2019. After February 15th, the member physician exhibit fee is \$1,200. The member physician **MUST** be a principal in the business and name and title should be provided on the Agreement form. The required fee is to be paid at the time of submission of this Agreement, and mailed to the American Academy of Medical Acupuncture, 2512 Artesia Blvd, Suite 200, Redondo Beach, CA 90278. Credit card payments can be faxed to (310)379-8283. No booth space will be assigned without accompanying payment. No exhibits will be allowed to set-up unless paid in full two weeks prior to the meeting.
6. Any cancellations must be in writing. Booth fees, less an administrative fee of \$150 will be refunded if received in writing prior to March 22, 2019. No refunds will be given for cancellations received after March 22, 2019.
7. All exhibits must be in place by 10:00 am on Friday, April 12, 2019. Exhibits will close at 1:00 pm on Sunday, April 14<sup>th</sup>. Exhibits and all materials must be removed by 3:00 pm Sunday, April 14<sup>th</sup>.
8. All commercial, exhibit activity must be confined to the prescribed exhibit area and must not interfere with the educational components of the Symposium. Collateral materials, brochures cannot be placed on any tables outside of the exhibit area.
9. Exhibitor assumes responsibility and agrees to indemnify, defend and hold harmless the Sheraton / Starwood Hotels & Resorts, and the Hotel's Owner, and their respective owners, managers, subsidiaries, affiliates, employees and agents (collectively, "Hotel Parties"), and Group from and against any claims or expenses arising out of the use of the exhibition premises.
10. Exhibitor agrees to obtain and maintain during the use of the exhibition premises, Comprehensive General Liability Insurance, including contractual liability covering the Exhibitor's indemnity in this Responsibility Clause. Such insurance shall be in the amount of not less than \$1,000,000 combined single limit for personal injury and property damage. The Starwood Hotels & Resorts Worldwide, LLC (a subsidiary of Marriott International, Inc.), the Hotel's Owner, and each of such entities' owners, subsidiaries and affiliates (collectively, "Hotel Parties") and Group shall be named as additional insureds on such policy, and Exhibitor shall supply the Hotel with Certificates of Insurance at least 30 days prior to the use of the exhibition premises.  
  
The Exhibitor understands that neither the Group nor the Hotel Parties maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.
11. Exhibitors agree to abide by the **RULES AND REGULATIONS** for exhibits set forth in the Prospectus for the 2019 Symposium, which **RULES AND REGULATIONS** are made a part of this Agreement. This Agreement will be effective upon acceptance by AAMA.