

Credit cards are accepted through the ALEAN website at www.alean.com. The ALEAN Sponsor/Vendor Policy is listed on the website. All logo items will include both the ALEAN and the sponsor's logos, equally-sized. Sponsor will order logo items unless other arrangements are agreed to prior to confirming the sponsorship.

For questions please contact: Duane P. McGray
Executive Director, ALEAN
133 Shute Circle
Old Hickory, TN 37138
(615) 598-2344
executivedirector@alean.com

We agree to abide by all Rules and Regulations governing the exhibition or sponsorship as stated in the Rules and Regulations section of this contract. Acknowledged and accepted by:

COMPANY NAME _____

AUTHORIZED SIGNATURE _____

TITLE _____

DATE _____

Exhibitor Space Rules and Regulations

1. SPACE RENTAL CHARGES

The exhibit space rental for each 3m x 3m (approx 10' x 10') exhibit, or multiple thereof, is \$3,000 USD.

2. PAYMENT

Applications will not be processed without the required payment and a duly authorized signed acknowledgement of the Application & Contract for Sponsorship and/or Exhibit Space..

3. CANCELLATION OF EXHIBIT SPACE

Exhibit space may be cancelled up to ninety-one (91) days prior to the opening date of the exhibition without penalty. A cancellation fee equal to one-third of the fee for the space will be paid to ALEAN for space cancelled from ninety (90) days to sixty-one (61) days prior to the opening of the exhibition; two-thirds of the fee for space is cancelled from sixty (60) to thirty-one (31) days prior to the opening of the exhibition; and the full fee for the space reserved if cancelled within thirty (30) days prior to the opening date of the exhibition. All cancellations must be made in writing to ALEAN Attention: Duane P, McGray, Executive Director 133 Shute Circle, Old Hickory, TN 37138. The above cancellation fees will be in effect even though the exhibit space no longer required by the withdrawing company may be subsequently rented by ALEAN to another company. In addition, the exhibitor loses the right to use the complimentary exhibitor registrations granted by this contract.

4. ELIGIBLE EXHIBITS

ALEAN reserves the right to determine the eligibility of any company or product to participate in the exposition. No exhibitor is permitted to show goods or services other than those manufactured or handled by the exhibitor in the regular course of business. No firm or organization not assigned space in the exhibition hall will be permitted to solicit business in any manner during the ALEAN event. ALEAN can refuse rental of exhibit space to any company whose display of goods or services is not, in the opinion of ALEAN, compatible with the educational character and objectives of the event

5. ASSIGNMENT OF EXHIBIT SPACE

Space will be assigned by ALEAN in accordance with the policy announced at the time exhibit space is offered for reservation. Notwithstanding this policy, ALEAN reserves the right, in its sole discretion, to relocate exhibitor display areas in the best interests of the exhibition.

6. SUBLET OF EXHIBIT SPACE

No exhibitor shall assign, sublet or share their exhibit space with another business or firm unless approval has been obtained in writing from ALEAN. Exhibitors are not permitted to feature in advertisements names of non-exhibiting manufacturers, distributors, or agents in the exhibitor's display, with the exception of parent or subsidiary companies.

7. LIABILITY

Neither ALEAN, its members, nor the representatives and employees thereof, nor the hotel or convention center will be responsible for injury, loss or damage that may occur to the exhibitor or to the exhibitor's employees or property from any cause

whatsoever, prior, during or subsequent to the period covered by the exhibitor's contract. It is agreed by the parties that the nature of the facilities available, the presence and circulation of large numbers of people, the difficulty of effective supervision over the protection of large numbers of removable articles in numerous booths, and various other factors make it reasonable that each exhibitor shall assume their own risk of any injury, loss or damage, and the exhibitor, by signing this contract, hereby assumes such risk and expressly releases the organizations and individuals referred to above from any and all claims for any such loss, damage or injury. Protection against unauthorized removal of property from the booth occupied by the exhibitor shall be the exhibitor's responsibility.

8. DISABILITY PROVISIONS

Exhibitor shall have sole responsibility for ensuring that its exhibit is fully accessible to individuals with disabilities, as required by the Americans with Disabilities Act.

9. DAMAGE TO PROPERTY

The exhibitor is liable for any damage caused to building floors, walls or columns, or to standard booth equipment, or to another exhibitor's property. The exhibitor may not apply paint, lacquer, adhesives, stickers or other coating to building columns and floors or to standard booth equipment.

10. LABOR

Exhibitors are required to observe all contracts in effect between service contractors, the hotel or convention center, and various labor organizations. Tipping is strictly prohibited for any personnel providing services to exhibitors.

11. INSTALLATION

All displays must be fully set up and ready by 8 am on the first day of the event. After that time, any unattended booths will be set up at the discretion of ALEAN and all expenses will be charged to the exhibitor.

12. DELIVERY AND REMOVAL DURING SHOW

Under no circumstances will the delivery or removal of any portion of an exhibit be permitted during open hours of the event without written permission from ALEAN. All arrangements for delivery, during non-event hours, of supplies, such as flexible materials, cartons and products to be packaged will be the responsibility of the exhibitor. No deliveries may be made during event hours.

13. INSTALLATION AND DISMANTLING PERSONNEL

Each exhibitor may provide their own exhibit furnishings, and may specify their own independent contractor for the installation and dismantling of the exhibit. Exhibitors must notify ALEAN in writing of their intent to use the services of contractors for installation and dismantling. If outside contractors are utilized, exhibitor will be responsible for and will hold harmless ALEAN and the hotel for any and all damage caused by such outside contractors.

14. CONFLICTING EVENTS DURING SHOW HOURS

The exhibitor agrees not to extend invitations, call meetings, hospitality events or otherwise encourage the absence of ALEAN event attendees from the meeting rooms during the hours of all event activities. All requests for meeting rooms, hotel suites and special function rooms must be approved by ALEAN

15. BADGES

ALEAN issued badges will be required at all times during event activities. Badges are not transferable and those worn by other than the person to whom issued will be confiscated. Business cards are not to be used in badge holders.

16. CHARACTER OF EXHIBITS

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. All exhibit personnel are required to confine their activities to the exhibitor's space. This includes physical incursions, as well as sound or light. Distribution of any printed material, souvenirs or other articles must be confined to the space assigned. Apart from the specific display space for which an exhibiting company has contracted with ALEAN, no part of event center and its grounds may be used by any organization other than ALEAN for display purposed of any kind or nature. Within the event center property, exhibitor brand or company logos, signs and trademark displays will be limited to the official exhibit area only.

A. Attire. Representatives should be conservatively attired to maintain the professional and business-like climate of the exposition.

B. Sound. Sound videos or movies will be permitted only if the sound does not interfere with neighboring exhibits. Sound systems will be tuned to a level and not objectionable to neighboring exhibitors.

C. Lighting. In the best interest of the exposition, ALEAN reserves the right to restrict the use of glaring lights or objectionable light effects.

D. Exhibit Exteriors. The exterior of any display cabinet or structure facing an aisle, or adjacent exhibit, must be suitably finished and decorated at the exhibitor's expense.

E. Noise. In fairness to all exhibitors, no noisy or obstructive activity will be permitted during show hours, nor will noisily operating displays be allowed. Loud machinery should only be run for reasonable periodic demonstrations.

17. MUSIC LICENSING

Exhibitor represents and warrants that it shall comply with all copyright restrictions applicable to exhibitors.

18. DIRECT SELLING

In the event that an exhibit engages in on-location transactions, the exhibitor will be responsible for complying with all applicable federal, state and local tax and other laws including but not limited to those pertaining to the collection of sales taxes.

19. EXHIBIT CONSTRUCTION GUIDELINES

Exhibit construction guidelines are set forth in the International Association for Exhibition Management (IAEM) display rules and regulations. These guidelines are incorporated by reference and made part of these Rules and Regulations. ALEAN does not permit any end-caps exhibits. All material used in the exhibits must be made of flame-proof materials and conform to all fire department regulations. Apart from the specific display for which an exhibiting company has a contract with ALEAN, no part of the hotel or convention center or hospitality suites may be used by any organization other than ALEAN for display purposes of any kind or nature.

20. FIRE REGULATIONS

To ensure the safety of all participants, exhibitors shall observe all state and local fire regulations.

21. PHOTOGRAPHY

Cameras may be carried in the exhibit area, but under no circumstances may photographs be taken without the expressed authority of the exhibitor concerned in each case.

22. CANCELLATION OF CONTRACT

In case the exhibition premises shall be damaged or destroyed, or if the exhibition fails to take place as scheduled, or is interrupted and/or discontinued, or access to the premises is prevented or interfered with by reason of any strike, lockout, injunction, act of war, act of God, emergency declared by any governmental agency or ALEAN, or for any other reason, this contract may be terminated by ALEAN. In the event of such termination, the exhibitor waives any and all damages and claims for damages and agrees that the sole liability of ALEAN shall be to return to each exhibiting company its payment less the pro rata share of all costs and expenses committed to and incurred by ALEAN. Further, ALEAN reserves the right to terminate this contract immediately if any exhibitor does not follow the Rules and Regulations. ALEAN reserves the right to withhold from any exhibitor possession of the exhibit space if the exhibitor fails to perform any material term of this contract or refuses to abide by these Rules and Regulations. In the event of a default by the exhibitor, the exhibitor shall forfeit as liquidated damages the amount paid for the space rental, regardless of whether or not ALEAN enters in to a future lease of the space involved.

23. INDEMNIFICATION

Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury to persons or damage to exhibitor's display, equipment, or other property brought upon the premises of the ALEAN event caused by the exhibitor, its employees, agents and contractors and agrees to indemnify, defend and hold harmless ALEAN and the hotel and their respective owners, servants, agents and employees against all claims or expense for such losses, including reasonable attorney's fees, except to the extent of any liability caused by the negligence of ALEAN or the hotel its owners, servants, agents and employees. Exhibitor understands that neither ALEAN nor the hotel maintains insurance covering the exhibitor's property nor lost revenue and it is the sole responsibility of the exhibitor to obtain such insurance. Exhibitor agrees to carry at least One Million Dollars in liability insurance to support its indemnification requirements, to provide ALEAN with evidence of such insurance on request, and to include ALEAN as an additional insured on such insurance.

24. AMENDMENT OF RULES

Any matters not specifically covered herein are subject to decision by ALEAN its sole discretion. ALEAN reserves the right to make changes, amendments and additions to these rules as considered advisable for the proper conduct of the exhibition, with the provision that all exhibitors will be advised of such changes. Exhibitors will then be bound by such changes.

Sponsor/Vendor Credit Card Payment



Item	Description	Qty	Taxable	Unit Price	Item Total
Basic Exhibitor Fee	Basic Exhibitor Fee	1	N	US \$3000.00	US \$
Event Sponsorship	Welcome Reception	1	N	US \$3000.00	US \$
	Continental Breakfast	1	N	US \$1000.00	US \$
	AM Break	1	N	US \$1000.00	US \$
	PM Break	1	N	US \$1000.00	US \$
				TOTAL	US\$

Payment Information



Credit Card Type (one of the above) _____

Credit Card Number (no spaces) _____

Expiration Date (mm/yyyy) _____

Billing Information

Customer ID:	
First Name:	Last Name:
Company:	
Address:	
City:	
State/Province:	Zip/Postal Code:
Country:	
Email:	
Phone:	
Fax:	

Please save this form and e-mail it to: LBrooker@dfwairport.com
for processing. An e-mail receipt will be forwarded upon completion of the transaction