



2010 MID-YEAR MEETING - Virginia Beach, VA
EXHIBIT REGISTRATION & AGREEMENT

In 2010, tabletop exhibits will be offered at the AZA Mid-Year Meeting in Virginia Beach, VA. Rates are indicated. Exhibiting is only open to current AZA Members (2010 dues paid in full by start of the meeting).

Exhibit Schedule (times subject to change)

Table with 3 columns: Monday, March 1st; Tuesday, March 2nd; Wednesday, March 3rd. Rows include times and activities like Exhibitor Set-up, Icebreaker, Breakfast, Lunch, and Aquarium Day.

Floor plans will be faxed out in exhibitor priority order starting January 25, 2010. Booth assignments will be made at that time. Electricity and Internet Service may be ordered from the Convention Center after space assignments are complete.

- One Tabletop Display - includes 1 each: six-foot skirted table, chair, sign, full individual meeting registration, Icebreaker ticket, and Aquarium Day ticket. \$575
Space Upgrade - includes second six-foot skirted table or 10' wide total space allocation. Required if exhibitor to utilize pop-up back drop or other apparatus that is greater than 6' wide. Limited Availability. \$200
Additional Full Individual Registration\* - includes Icebreaker and Aquarium Day. \$200
One-Day Individual Registration\* - \$100
Additional Social Event Tickets\* - Icebreaker: \$40 each / Aquarium Day: \$25 each
Advertising order (please also complete separate agreement, provided upon request)
Sponsorship contribution (please also complete separate agreement, provided upon request)

\*Complete Exhibitor Registration Addendum form.

TOTAL

Payment by check must be received within 30 days of reserving exhibit space and no later than January 22, 2010. If payment is not received by the deadline, booth space will be released and any priority status in space selection will be revoked. Exhibit Booth Registration has been extended until February 12, 2010 and payment must be made in full by February 20, 2010. (revised 1.28.2010)

Company
Contact Person Title
Address
Phone Fax E-mail
Booth Representative Title

CANCELLATIONS: Written cancellations received prior to February 5, 2010 shall be subject to a \$50.00 service charge. No refunds will be made for cancellations after February 5, 2010.

# AZA 2010 Mid-Year Meeting EXHIBITOR REGISTRATION ADDENDUM

## Additional Full Individual Registration

Includes Icebreaker ticket and Aquarium Day ticket. **\$200** per person.

COMPANY \_\_\_\_\_

Registrant \_\_\_\_\_ Title \_\_\_\_\_

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

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

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

## One-Day Individual Registration

Includes any social events or meals scheduled that day. **\$100** per person per day

COMPANY \_\_\_\_\_

Registrant \_\_\_\_\_ Title \_\_\_\_\_

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

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Check Day: \_\_\_\_\_ Mon, March 1, 2010 \_\_\_\_\_ Tues, March 2, 2010 \_\_\_\_\_ Wed, March 3, 2010

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

## Additional Social Event Tickets

COMPANY \_\_\_\_\_

*Tickets will be distributed to primary booth representative during Setup, Monday, March 1, 2010.*

Event (Indicate number of tickets): \_\_\_\_\_ Icebreaker: \$40 each \_\_\_\_\_ Aquarium Day: \$25 each

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

# TERMS & CONDITIONS

## FOR EXHIBITING AT THE AZA 2010 MID-YEAR MEETING

*The following terms and conditions shall be part of the vendor's agreement to exhibit at the AZA 2010 Mid-Year Meeting in Virginia Beach, VA.*

*These conditions are not negotiable. All vendors are required to sign the agreement and accept these terms and conditions before a booth is assigned. Violation of the terms and conditions of this policy will result in review and action by the AZA that may include revocation of current or future exhibit space or removal of exhibit.*

1. No alcohol is to be distributed by exhibitors in the Exhibit area.
2. Exhibits are to stay within the designated booth area.
3. Booths are not to have solid sides that would impede or restrict the vision of neighboring booths.
4. Exhibits are not to infringe on other vendors' space. This includes, but is not limited to, noise level, hanging props, laser equipment, and/or flashing lights.
5. Exhibitors are not to arrange, plan, or otherwise involve attendees, themselves or their company in any activities on the same day as or in conflict with any scheduled AZA event during the meeting.
6. Exhibitors and vendors that want to arrange, plan, or host their own special event must notify AZA Headquarters at least thirty (30) days prior to the meeting and obtain written approval.
7. Vendors and their personnel are to treat all meeting attendees, other exhibitors, meeting facility staff, and AZA personnel involved with the meeting in a professional and courteous manner. Argumentative and disruptive behavior is unacceptable and will not be tolerated.
8. Within the Exhibit Hall, all promotional materials are to be distributed or handed out at the vendor's booth only. Vendors are not allowed to have employees stationed at any other location in the exhibit hall distributing their material or handouts.
9. An exhibitor's booth(s) shall be occupied at all times when the exhibit room/space is open. Exhibitors are not to close down their booth(s) prior to the designated time.
10. Exhibitors shall follow all rules and adhere to all restrictions communicated by AZA or the facility management group.
11. In the event of cancellation of the Mid-Year Meeting due to an Act of God, war, government regulations, disaster, strikes, civil disorder, or curtailment of transportation facilities, AZA's cancellation policy will be in effect. AZA's cancellation policy will be posted on the AZA website.

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### Space Selection Priorities

- Exhibitors who participated in the 2009 Mid-Year Meeting will have first selection of tables if their contract and payment is received by January 22, 2010.
- Within the group of exhibitors who exhibited at 2010 Mid-Year Meeting, selection priority will be established by the number of regional meetings the Commercial Member has exhibited at from 2006 through 2008.
- For exhibitors who did not participate in 2009, selection priority will be established by the date the contract is received.
- Floor Plans will be distributed in exhibitor priority order starting January 25, 2010. Booth assignments will start at that time.
- Exhibitors must be current members in good standing. AZA will not assign space if 2010 dues have not been paid.

# AZA 2010 Mid-Year Meeting

## EXHIBIT SPACE AGREEMENT

In reserving exhibit space for our organization, I understand that AZA reserves the right, in its sole discretion, to decline or to accept a request for exhibit space, and also reserves the right to make all booth assignments. I understand that **Exhibit fees must be received within thirty days of submitting this agreement or no later than January 22, 2010** in order to finalize booth assignment. I have read and agree to abide by the Terms & Conditions.

**BOOTH ASSIGNMENTS:** Booths are assigned based on many factors including seniority and the order in which payments *and* completed applications are received at AZA Headquarters.

**AZA WILL PROVIDE:** One six-foot draped table, 1 chairs and a tabletop sign. The exhibit area is fully carpeted.

**LIABILITY:** It is agreed that AZA and the hotel will not be responsible for any loss, damage, or injury that may occur to the exhibitor, exhibitors' employees, or the exhibitors' property, from any cause whatsoever, prior to, during, or subsequent to the period covered by this agreement. AZA will **not** be providing 24-hour security service in the exhibit area. It is advisable not to leave valuables in the exhibit area unattended.

**IT IS THE ENTIRE RESPONSIBILITY OF THE EXHIBITOR** to protect, indemnify, defend and hold harmless AZA, the hotel and all related parties from all damages and claims resulting from the use of the exhibition premises except where the claim results from the negligence of AZA, the hotel and all related parties. Exhibitors acknowledge that the Exhibitor carries general liability insurance and that Exhibitor will issue a certificate of insurance naming AZA as additionally insured for the duration of the convention and three days before and after set up and breakdown.

**REMOVAL:** No part of the exhibit shall be removed (other than valuables removed for security reasons) during or prior to the end of the exhibit session of the meeting without specific written permission of AZA. **Dismantling a booth and/or vacating the Exhibit Hall before the end of the exhibit session will result in a booth surcharge for subsequent conventions.**

**DAMAGE:** No signs or articles may be affixed, nailed or otherwise attached to walls, doors, or other hotel property. No attachments may be made to the floor by nails, screws, or other devices that would cause damage. All space is leased subject to these restrictions. Violations could result in voiding this contract.

**SAMPLES:** Food/drink samples may only be distributed to attendees within the exhibit areas. "Samples" are defined as "bite" or "drink" sized portions. The management reserves the right to revoke these privileges if these guidelines are violated. No alcohol is to be distributed by exhibitors.

**EXHIBIT SALES:** Sale of items from an exhibit booth is governed under the laws of the State and is discouraged. State officials strictly enforce taxation.

Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**SEND COMPLETED ORDER FORM, PAYMENT, AND SIGNED AGREEMENT TO:**

Association of Zoos and Aquariums  
Attn: Muri Dueppen  
8403 Colesville Road, Suite 710  
Silver Spring, MD 20910  
Phone - 301-562-0777 x254  
Fax - 301-562-0888  
Email - [mdueppen@aza.org](mailto:mdueppen@aza.org)