American Meteorological Society

37th Conference on Radar Meteorology

14-18 September 2015 — Embassy Suites Norman Hotel & Conference Center
Norman, Oklahoma

Application & Contract for Exhibit Space

Please Note: Applications without deposit will not be accepted. Incomplete applications will be returned to sender. This application will not become a binding contract until approved by AMS. All exhibits are subject to review and approval by AMS. Please type or print clearly. Make deposit check payable to AMS.

CONTACT INFORMATION

Company: _____

(exactly as it should appear in all published material)

Address: _____

City: _____ State/Prov.: _____ Zip/Postal Code: _____

Telephone: _____ FAX: _____

Contact Person: _____

Title: _____ E-Mail: _____

Company Web site Address: _____

Billing/Invoice goes to:
☐ Same as above

_____
_____
_____

Exhibitor Service Manual goes to (email only):
☐ Same as above

_____

SPACE SELECTION AND FEES

	Before 1 Julyl 2015	After 1 July 2015
AMS Corporate Member Rate	$21.25/sq. ft.	$22.00/sq. ft
Non-Corporate Member Rate	$25.35/sq. ft.	$26.25/sq. ft

Booth Rate (see table above) **X** Space Request * = Total Booth Space Fee

$ _____ **X** _____ Sq. Ft. = $ _____

* 100 square foot minium (10 ft.= 3.05 m.; 100 sq. ft.= 9.30 sq.m.)

Booth Space Fee Includes:

- 8ft. back drape, 3 ft. side drape
- Booth Identification Sign
- Booth Staff Badges (Pre-registered)
- Listing with description in the Official Program Guide
- Listing on the AMS Website
- 1 Full-Week Conference Pass per company
- 24 Hour Exhibit Hall Perimeter Security

Location Request on Show Floor: 1st _____ 2nd _____ 3rd _____

Please try to locate us NEAR the following company: _____

Please try to locate us AWAY from the following company: _____

BILLING AND DEPOSIT *(A deposit of 50% must accompany this application. After 1 July, full payment is due with application)*

☐ Check Enclosed+ # _____ ☐ Credit Card # _____

☐ Purchase Order # _____ CVV # _____ Exp. Dt: _____

☐ Bank Transfer Name on Card: _____

+ Checks must be drawn from a US bank & made payable to AMS Billing Zipcode for Card: _____

Signature: _____ Title: _____ Date: _____

By signing above, I verify that I am an authorized representative of the named company with the full authority to sign and deliver this application. The company listed on the application agrees to comply with all of the policies, rules, terms and regulations contained in this contract.

For AMS Office use only

AMS Signature: _____ Date: _____

AMS EXHIBIT RULES & REGULATIONS

The following provisions are incorporated by reference in the Application and Contract for Exhibit Space and become binding between the applicant, his/her employees, and agents; and the American Meteorological Society (AMS) upon acceptance of the Contract. The decisions of AMS shall in all instances be final with regard to the use of any exhibit space.

1. LOCATION, DATES, SCHEDULE

The AMS 37th Conference on Radar Meteorology will be held at the Embassy Suites Norman Hotel & Conference Center, Breckenridge, Colorado, 14–18 September 2015.

Move-In*

Mon., 14 Sept. 8:00 A.M.–1:00 P.M.

Installation must be complete by Sunday, 21 June at 6:00 P.M.

Exhibit Hours*

Tues., 15 Sept. 8:00 A.M.–5:00 P.M.

Wed., 16 Sept. 9:00 A.M.– 3:00 P.M.

Mon, 17 Sept. 9:00 A.M.–5:00 P.M.

Move Out*

Thurs., 17 Sept. 5:00–7:30 P.M.

Dismantling is NOT allowed before 5:00 p.m. Thursday, 17 Sept. All materials must be removed from the exhibit facility by 7:30 P.M. on Thursday, 17 Sept. 2015.

All hours are subject to change, as the Conference Program has not been finalized.

2. PAYMENT, EXECUTION OF CONTRACT, CANCELLATION

A. Payment: A check payable to AMS for one-half the total cost of the assigned exhibit space is due with the submission of the Application/Contract. Bank wire transfers, Purchase orders, Company Checks, MasterCard, VISA and AmericanExpress are accepted.

Payment in full is due 1 July 2015. Failure to remit payment in full by 1 July 2015, may result in cancellation of exhibit space and forfeiture of the paid deposit per the cancellation policy (Sec. C). If application is received after 1 July 2015, 100% of the exhibit fee is due with submission of Application/Contract.

Two or more companies may share the same space provided that the booths total area is a minimum of one hundred square feet (100 sq. ft. or 9.30 sq. m.) per company. Individual applications and contracts must be submitted for each exhibiting company.

No exhibitor shall assign, sublet, or share the whole or any part of its space.

B. Execution of contract: The Application & Contract for Exhibit Space is not valid until approved by AMS.

C. Cancellation: In the event an exhibitor cancels all or part of their exhibit space contracted, the exhibitor must do so in writing and will be obligated to pay AMS fees based on the schedule below.

Before 1 July 2015: 50% space rental due

1 July–1 September 2015: 100% space rental due

AMS reserves the right to re-lease space vacated upon notice of cancellation with no obligation.

3. EXHIBITION STANDARDS

A. General:

1. All exhibits shall be germane to the industry and of interest or of educational value to the profession.

2. A standard booth is 10' x 10' or 3.048m x 3.048m (or multiples there of) and includes all items listed on front of this contract (see Space Selection and Fees)

3. Exhibitors are required to have, at their sole cost, wall to wall carpeting or other flooring in the booth.

4. Products of firms not exhibiting may not be displayed or advertised in any exhibit area or elsewhere in the Resort when, in the discretion of AMS, such products are competitive with the products of exhibiting firms. Complaints registered under this section must be made in writing to AMS.

B. Arrangement of Exhibits:

1. All standard booth displays will be confined to a maximum backwall height of 8'3"(2.5M) and all display fixtures over 4'(1.22M) in height and placed within 10' linear (3.05M) of an adjoining exhibit must be confined to that area of the exhibitor's space which is not more than 5' (1.52M) out from the aisle line. Island and peninsula displays are permitted to a maximum height of 16' (4.87M) when plans are submitted and approved by AMS at least 60 days prior to the opening of the show. All open or unfinished sides are to be covered at exhibitor's expense so as not to appear unsightly. The exhibit shall not obstruct the view of adjoining exhibits nor be operated in any manner objectionable to other exhibitors. No part of an exhibit may intrude into the public aisles as shown on the official floor plan. All lighting must remain within the confines of the exhibit and must be arranged and operated so as not to be distracting to adjacent exhibits.

The operation of radios or other sound devices operated in an objectionable manner in the opinion of AMS Show Management shall be prohibited. Exhibitors are required to construct displays that are accessible by the physically challenged and to comply with the Americans with Disabilities Act (ADA).

2. All boxes, crates and extraneous materials must be stored from sight during show hours.

3. Sound Amplifying, Reproducing Equipment: Exhibitors are required to operate such equipment in such a manner that a maximum 85 dB reading on the "A" scale of a sound level meter may be read at the aisle(s) space adjacent to their booth or measured at a neighboring booth in an area bordering that of the sound equipment user. Equipment or machinery producing excessive vibration of floor area may be subject to limited operation or elimination if in the judgement of AMS Show Management it interferes with neighboring exhibits.

4. AMS Show Management shall be the sole arbiter of acceptability of arramgments of exhibits including and without limitations to sound & lighting levels and exhibit operations. AMS may require reduction or elimination of sound or lighting level reproducing devices and rearrangment of exhibit in those instances where in violation of these standards or otherwise objectionable aspects of exhibits.

AMS may, at the exhibitor's expense, direct revisions of any exhibit that does not comply with the above Guidelines. Exhibits/Displays not conforming to these standards or which in design, operation or otherwise are objectionable, in the opinion of AMS, will be prohibited. AMS reserves the right to make such modifications and change exhibit booth space assignments as may be necessary to adjust each floor plan at any time to meet the needs of sposors, exhibitors, and exhibits.

C. Exhibit Management: The AMS Exhibit Program conforms to the rules and regulations of the International Association of Exhibition and Events and the Exposition Services Contractors Association. AMS will designate Official Contractors to provide various services to the exhibitors. Such contractors will provide exhibit services, except supervision. The Exhibitor shall provide only the material and equipment he/she owns to be used in his exhibit space. All other items used in the booth are to be provided by the Official Contractors.

D. Exhibit Services Manual: AMS will prepare and send via email, an Exhibitor Services Manual. This Manual contains information relevant to the Conference and to the ordering of all exhibit services including installation of telephones, electrical service, internet services; and the shipping, handling and receiving of freight.

E. Installing and Dismantling Exhibits: Exhibitor installation is Wedensday, 18 June from 10a.m. to 4 p.m. Exhibits must be installed by 4pm on Wednesday. Your booth must reamin staffed for all Exhibit Hours. No display may be dismantled earlier than Friday, 20 June at 12:30 p.m. If an Exhibitor chooses to dismantle earlier, AMS has the right not to allow said Exhibitor to participate in future shows and a $500 penalty will be assessed and must be paid prior to re-entry into future exhibits. Dismantling early will result in a loss of priority points for Annual Meeting Booth selection.

4. OFFICIAL CONTRACTORS, INDEPENDENT CONTRACTORS, EXHIBITOR SERVICES

A. Official Contractor: AMS has named Freeman the Official Service Contractor for the AMS. In that capacity, Freeman will provide drayage, labor, and decorating services to the Exhibit Program, except for services provided to individual exhibitors by their AMS-approved Independent Services Contractors.

B. Dock and Loading Facilities: Freeman will have complete control of all the dock and loading facilities. Freeman will receive all direct and advance shipments, van loads, handle all freight, and provide all rigging, labor and equipment. Exhibitors are requested to coordinate their shipments via Freeman. Freeman will designate an entrance to be used by booth personnel for hand carried shipments.

C. Exhibitor Service Desk: Freeman will staff a service desk throughout the exhibit installation, operation, and move-out period. All services not ordered in advance can be obtained through this desk.

D. Independent Contractors: An Independent Service Contractor is any company providing exhibit services other than the Official Service Contractor. An exhibitor may request the services of an independent service contractor to provide display installation & removal, photography; and audio visual support.

The request to use the services of an independent contractor must be made in writing and received by AMS sixty days (60) days prior to show move-in. The request must be made by the exhibiting company; notification by the independent contractor is not acceptable. AMS will require an independent contractor to submit certificates of insurance, comprehensive general liability, and automobile insurance with a minimum limit of one million dollars ($1,000,000); and meet the requirements established by the State of Colorado as well as the city of Breckenridge before allowing the independent contractor to service the exhibitor.

Permission to use the services of an independent contractor will be granted only if it will not interfere with or prejudice the orderly setup, operation or removal of the exhibit program. Permission to use an independent contractor will NOT be granted if that request is inconsistent with the commitments made and obligations assumed by AMS in any contract with any service contractor or in its lease with the exhibit facility. For electrical, plumbing telephone, internet, security, cleaning, drayage, and rigging services; no exceptions will be made and the Official Contractor must be used.

Exhibitors must furnish AMS a list of full-time employees of their firm who will be servicing the AMS exhibit program. AMS will provide AMS exhibitor badges to independent contractor personnel. Independent Service Contractor identification badges will not be recognized by AMS for entry to the exhibit hall.

5. BOOTH STAFFING

A. General: Exhibitors shall reflect their company's highest standards of professionalism while maintaining the booth during exhibit hours. The booth must be staffed by at least one company representative at all times during exhibit hours.

All employees, representatives, and agents representing the exhibitor must be fully identified by the official AMS exhibitor badge. All Exhibit Staff should be pre-registered on-line. Exhibitors can pick up their pre-registered Booth Staff badges on-site at the Exhibitor Check-in desk. Exhibitors will be charged $35 for all badges issued on-site by AMS Staff.

B. Admittance to the Exhibit Hall during Non-Show Hours: Exhibitors will be allowed 24 hour access to the Exhibit Hall and must obtain an Exhbit Booth Staff badge in advance. Badges may be obtained from the Exhibit Check-in Desk. Indepentent Service Contractors have 24 hour access to the Exhbit Hall and must obtain an Exhibit Booth Staff badge in advance.

6. RESTRICTION OF EXHIBITOR ACTIVITIES

The following rules are intended to enhance the general image of the Meeting, insure a quality exhibit program for all exhibitors, promote attendance at the exhibit; and prevent scheduling conflicts between Official Conference Functions—including exhibits and planned technical sessions and other exhibitor sponsored activities. These rules are included and acknowledged as part of this contract.

A. Demonstrations, Displays, AV Presentations: All demonstrations and exhibits must be confined to the contracted space. The exhibit shall not attract attendees into the booth area by use of live demonstrations not germane to the product or service of the exhibiting company. In the course of the exhibition, no audio-visual devices or sound system shall be operated in a manner that disturbs or interferes with other Exhibitors.

B. Scheduling of Non-Exhibit Activities: Exhibitors shall not schedule off-property entertainment, meetings, and/or other activities aimed at the General Attendees (all conference attendees except exhibitors and their personnel) during the exhibit hours, technical sessions, business sessions, AMS Banquet; or any other AMS sponsored function without prior approval of AMS. AMS is aware that there is a full schedule of events; and will work with exhibitors to achieve mutually beneficial schedules.

C. Hospitality Suites: The term "Hospitality Suites" shall include any announced or advertised, open room with readily available food, drink, and/or entertainment. Hospitality suites may not operate during the conference sessions and/or exhibits and may be scheduled to begin at the close of the Conference Sessions or Exhibit Hours (whichever end last). Food, drink and/or entertainment must cease at 1:00 A.M., when Hospitality Suites are located in sleeping room areas. Exhibitors are required to inform AMS, in writing, of any planned events including the time and location of the event.

Please Note: hotels will not commit hospitality suites without prior approval by AMS. All Hospitality Suite and/or Press Conference signs must be located in the exhibitor's booth and are not permitted in the lobby or hallways of the Hotel.

7. SECURITY

AMS will provide perimater security in the Exhibit Hall on a twenty-four (24)hour basis beginning with exhibit move-in through final exhibit move-out.

The Exhibit Hall will be secured after the show closing. No exhibitor will be allowed access without an Exhibits Booth Staff badge. No Business invites will be allowed access without a Visitor Exhibits-Only badge or an After Hours Exhibits-Only badge. There will be no exceptions to this policy.

Although AMS will make every effort to secure the Exhibit Hall; AMS is not responsible for equipment or materials in exhibitor booths. Individual booth security is available for hire. It is recommended that exhibitors obtain insurance for their company's exhibit materials.

8. FIRE & SAFETY REGULATIONS

1. All booth decorations, signs, banners, and furnishings must be flameproof or fire resistant and must be able to pass a field flame test.

2. All electrical equipment, including signs and lights, shall be in good operating order and be able to pass inspection by the Fire Marshall.

3. Literature on display shall be limited to a one-day supply. Reserve supplies may not be kept in the booth; and shall be kept in closed containers and stored in a neat and compact manner.

4. No flammable liquids are allowed in the Hotel.

5. Smoking is prohibited throughout the Hotel

6. Aisles and exits must be kept clean, clear, and free of obstruction.

7. Electrical wiring, ropes, and mechanical rods laid on the floor in aisles and exit ways must be covered and taped.

8. Vehicles that remain in the exhibition hall as part of an exhibit shall have NO MORE than one quarter tank of fuel (1/4); caps for fuel tank or fill pipes shall be locked and sealed.

9. Hazardous Work Areas-During move-in and move-out, exhibition halls, loading docks, truck staging areas and service corridors are considered hazardous work areas. Alcoholic beverages, possession or use of controlled substances of any kind, horse-play, practical jokes, etc. are prohibited. Music or noise that may limit the audibility of back-up signals, fire alarms or emergency messages is prohibited.

10. Children under 16 years of age are not permitted in the exhibit area during move-in and move-out.

9. EMBASSY SUITES NORMAN HOTEL & CONFERNECE CENTER

1. No signs, banners, decorations, stickers, or materials of any nature are to be taped, tacked,screwed, secured, fastened, or anchored to any building part, wall, pillar, door, or window. Adhesive-backed decals (stick-on) or similar items (except name-tags) may not be distributed or used in the in the Hotel.

2. Exhibits or displays, equipment, stock or supplies will not be allowed to enter or leave by way of the front entrances of the Hotel.

3. No outside food or beverage is allowed inside the facility. Catering arrangements can be made through Hotel.

4. Holes may not be drilled, cored or punched into any surfaces of the Hotel.

5. Painting signs, exhibits, or other objects is not permitted in the Hotel.

6. When loading and unloading items, exhibitors must enter and exit through loading docks only. No carts, cases, or boxes will be allowed through public entrance doors.

10. LIABILITY

The Exhibitor agrees to protect, and save, and hold the AMS, and all employees, officers, agents, and members thereof (hereinafter collectively called indemnitees) forever harmless for any damages or charges imposed for violations of any law or ordinance (including ADA), whether occasioned by the negligence of the exhibitors or those holding under the exhibitor, and further, the exhibitor shall at all times protect, indemnify, save and hold harmless the indemnities against and from any and all loses, costs, damages, liability, or expenses (including attorney's fees) arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons or property damage, including the exhibitor, its agents, employees and business invites which arises from or out of or by reason of said exhibitor's occupancy and use of the Exhibition premises, the Convention Center/Hotel or any part thereof.

The American Meteorological Society will not be responsible for any theft, loss, or damage to property, or for personal injury that may occur prior to, during, or subsequent to the period covered by the terms of the application for exhibit space. The exhibitor expressly releases the AMS from liability and agrees to indemnify the same against any and all claims such as loss, damage or injury.

Please return signed contract to:
Jenn Rosen, Exhibits Manager, AMS, 45 Beacon St., Boston, MA 02108
Fax: 617-507-0472, EMail: jrosen@ametsoc.org