



EXHIBIT APPLICATION/CONTRACT

AUTM 2019 Annual Meeting

February 10 - 13, 2019

JW Marriott Austin

Austin, Texas

Exhibitor Correspondence

Space confirmation and other information should be mailed to:

Please print or type

CONTACT NAME

CONTACT TITLE

COMPANY NAME

STREET ADDRESS

CITY, STATE/PROVINCE

ZIP/POSTAL CODE, COUNTRY

PHONE

EMAIL ADDRESS

COMPANY WEBSITE ADDRESS

The undersigned hereby authorizes the Association of University Technology Managers to reserve exhibit space for use by the above company or organization. As an exhibitor, the undersigned hereby acknowledges receipt of and agrees to abide by the Exhibit Rules and Regulations printed on the reverse side of this contract, and to all conditions under which exhibit space is leased to AUTM. The undersigned acknowledges that space assignments shall be acceptable unless AUTM is notified in writing within fifteen (15) days of the date of assignment notification. The undersigned specifies that the products or services listed on this contract are those to be exhibited.

SIGNATURE

DATE

NAME (PRINT OR TYPE)

For U.S. citizens only: contributions, gifts, dues or other payments to the Association of University Technology Managers are not deductible for federal income tax purposes as charitable contributions. However, they may be deductible as ordinary and necessary business expenses. Please consult your tax advisor.

Association of University Technology Managers®, AUTM® and autm are registered trademarks of the Association of University Technology Managers.

Please indicate your organization type below: (Response mandatory)

- | | |
|---|---|
| <input type="checkbox"/> Accountant/accounting firm | <input type="checkbox"/> Medical device |
| <input type="checkbox"/> Consulting firm/consultant | <input type="checkbox"/> Nonprofit research institution |
| <input type="checkbox"/> Data systems management | <input type="checkbox"/> Pharmaceutical |
| <input type="checkbox"/> Foundation | <input type="checkbox"/> Professional org./association |
| <input type="checkbox"/> Government tech transfer program
and/or federal lab | <input type="checkbox"/> Publisher |
| <input type="checkbox"/> Information specialist | <input type="checkbox"/> Teaching hospital |
| <input type="checkbox"/> Law firm/attorney | <input type="checkbox"/> University |
| <input type="checkbox"/> Licensing agent | <input type="checkbox"/> Venture fund/financial group |
| | <input type="checkbox"/> Other _____ |

Exhibit Space

- PRICE PER BOOTH (10' x 10') **\$2,000.00**
 PRICE PER ADJACENT BOOTH (WITH COLUMN) **\$1,000.00**

NUMBER OF BOOTHS ORDERED _____

TOTAL EXHIBIT PAYMENT ENCLOSED

\$ _____

CHOICE OF EXHIBIT SPACE LOCATIONS (INDICATE 3 CHOICES)

1. _____ 2. _____ 3. _____

DO NOT ASSIGN BOOTH NEXT TO THE FOLLOWING COMPANIES:

Email a completed contract to mcarson@autm.net.
Payment can be mailed to the address below:

Association of University Technology Managers
P.O. Box 88615
Chicago, IL 60680-1615
Tel: +1-847-686-2362
mcarson@autm.net

Payment

AUTM's Taxpayer/ID number is 36-3011951.

CHECK NUMBER _____ (PAYABLE TO ASSOCIATION OF
UNIVERSITY TECHNOLOGY MANAGERS INC. IN U.S. FUNDS)

VISA MASTERCARD AMERICAN EXPRESS DISCOVER

NAME ON CREDIT CARD

SIGNATURE

ACCOUNT NUMBER

EXPIRATION DATE

Exhibit Rules and Regulations

ACCEPTABILITY OF EXHIBITS: All exhibits shall serve the interests of the members of AUTM and shall be operated in a way that will not detract from other exhibits or from the exhibition. Exhibit management determines acceptability of persons, things, conduct, and/or printed matter and reserves the right to require the immediate withdrawal of any exhibit, which is believed to be injurious to the purpose of the Association. In the event of such restriction or eviction, AUTM is not liable for any refund of exhibit fees, or any other exhibit-related expense.

APPLICATION FOR SPACE: Application for space shall be made in writing on the official application form.

ASSIGNMENT OF SPACE: Exhibit space is assigned on a first-come, first-served basis. AUTM will attempt to honor all requests for exhibit space. Notwithstanding the above, AUTM reserves the right to change location assignments at any time, as it may in its sole discrimination deem necessary.

\$2,000.00 U.S./\$1,000.00 U.S. PER 10' x 10' BOOTH FEE INCLUDES:

- Draped back and side rails
- Company identification sign
- General security
- One complimentary full meeting registration

PAYMENT: Full payment is required with the contract.

CANCELLATION: AUTM must be notified in writing in the event of cancellation or space reduction. If cancellation of exhibit booth occurs prior to Thursday, Dec. 6, 2018, the exhibitor will be refunded 50% of the payment received. After Thursday, Dec. 6, 2018, no refunds will be made.

CANCELLATION OF MEETING AND EXHIBITION: If AUTM should be prevented from holding the exhibition by reason of any cause beyond its control (such as, but not limited to damage to buildings, riots, labor disputes, acts of government or acts of God) or if it cannot permit the exhibitor to occupy the space due to causes beyond its control, then AUTM has the right to cancel the exhibition with no further liability to the exhibitor other than a refund of space rental less a proportionate share of exhibition expenses.

OFFICIAL CONTRACTOR: All decorating and exhibit furniture will be handled by the official contractor, Freeman Decorating Co. The exhibitor services kit outlines prices and instructions for securing additional items for your exhibit, shipping and material handling, etc. The exhibitor services kit will be mailed a few months prior to the conference.

INSTALLING EXHIBITS: The exhibit area will be available for set up on Sunday, February 10 from noon to 5 p.m. All exhibits must be set by 5 p.m. on Sunday, February 10. Assembly of exhibits during the regularly scheduled exhibit hours is not permitted.

DISMANTLING EXHIBITS: All exhibits must remain intact until the official closing time of Tuesday, February 12, at 11:30 a.m. and may not be dismantled or removed, in whole or in part, before that time. Any company that dismantles or packs up their display prior to 11:30 a.m. Tuesday, February 12, will not receive the final registration list. After the close of exhibits, all material must be removed no later than 1:30 p.m. Tuesday, February 12.

FLOOR PLAN: All dimensions and locations shown on the official floor plans are believed to be accurate. Exhibit management reserves the right to make such modifications as may be necessary to meet the needs of the exhibitors and the exhibit program.

FAILURE TO OCCUPY SPACE: The exhibitor will forfeit space not occupied by the close of the exhibit installation period and this space may be resold, reassigned, or used by exhibit management. Exhibit management reserves the right to assign labor to set up any display that is not in the process of being erected by the given deadline. The exhibitor will be billed for all charges incurred.

CARE OF EXHIBITS: Nothing shall be posted on, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. Any property destroyed or damaged by an exhibitor must be replaced or restored to its original condition by the exhibitor or at the exhibitor's expense.

CONSTRUCTION OF EXHIBITS: Exhibits shall be constructed and arranged so that they do not obstruct the general view of any other exhibit.

RESTRICTIONS ON USE OF SPACE: No exhibitor shall sublet, assign or share any part of the space allocated without the written consent of AUTM. Solicitations or demonstrations by exhibitors must be confined within the bounds of their assigned space. Aisle space shall not be used for exhibit purposes, display signs, solicitation or distribution of promotional material. Exhibits, signs and displays are also prohibited in any of the public areas or elsewhere on the premises of the meeting facilities or in the guest rooms or hallways of the hotel. Operation of sound devices is allowed if the exhibitor complies with exhibit management discretion on volume. Any firm or organization not assigned exhibit space will be prohibited from soliciting business at the exhibition.

FIRE REGULATIONS: All fabrics and other materials used for decorative purposes must be flameproof. Each exhibitor must have a certificate showing that display material has been treated by a fireproofing compound approved by the appropriate city agency. All packing and decorating material must not be packed in paper, straw or excelsior. Any merchandise packed in flammable material cannot be brought into the show. All electrical equipment must be U.L.-approved and must be wired in accordance with the rules of the local Board of Fire Underwriters. All empty cartons and/or crates must be removed from the exhibit hall. Local fire department regulations relating to exhibits and supplied to each exhibitor will be strictly enforced and are part of the exhibit contract.

SECURITY: Exhibit management provides peripheral security guard service. However, it is the responsibility of each exhibitor to protect display material from loss or damage. Please be certain that all small display and personal items are secure before leaving the display—even temporarily.

INSURANCE: All outside suppliers and/or companies providing services relative to any event are required to provide proof of commercial general liability insurance (no less than \$1,000,000 per occurrence and \$2,000,000 general aggregate) and worker's compensation insurance as required by Texas state statute. A certificate of insurance evidencing the required insurance must be received by the conference services/catering manager before load-in for any event and must name the JW Marriott Austin and Marriott International Inc. as additional insured. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify and defend Kellen, the Association of University Technology Managers®, the JW Marriott Austin and its employees and agents harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorneys' fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of the Association of University Technology Managers®, Kellen, the JW Marriott Austin and its employees and agents. In addition, exhibitor acknowledges that the Association of University Technology Managers®, Kellen, the JW Marriott Austin do not maintain insurance covering exhibitor's property and that it is the sole responsibility of exhibitor to obtain business interruption and property damage insurance covering such losses by exhibitor.

COMPLIANCE: The exhibitor agrees to abide by and comply with the rules and regulations including any amendments that exhibit management may make from time to time. Exhibitor further assumes all responsibility for compliance with all pertinent laws, ordinances, regulations and codes of duty, authorized local, state and federal governing bodies concerning fire, safety and health as well as the rules and regulations of the operators of and/or owners of the property where the exhibition is held.

RESPONSIBILITY: The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of exhibitor's activities on the hotel premises and will indemnify, defend and hold harmless the hotel, its owner, and its management company, as well as their respective agents, servants and employees from any and all such losses, damages and claims.

UNIONS AND CONTRACTORS: Exhibitors agree to abide by the rules and regulations concerning local unions having agreements with the exposition facility or with authorized service contractors employed by exhibit management. Only the official contractors designated by exhibit management will be permitted in exhibit areas unless authorized by exhibit managers.

CONFLICTING EVENTS: Exhibitors attending the AUTM 2019 Annual Meeting will be required, as a condition of their participation, not to sponsor conflicting events. Conflicting events include educational or social meetings of interest and relevance to attendees that are scheduled during the same time frame encompassed by the AUTM Annual Meeting. Exhibitors should review the meeting program for potential conflicts before scheduling their events.