



EXHIBIT CONTRACT

March 19-22, 2024 | Dallas, Texas

Please return the completed contract to:
AEA—Debra McFarland
3570 NE Ralph Powell Road
Lee's Summit, MO 64064
Tel: 816-347-8400
Before submitting your contract – make a copy for your records.
This contract is considered your invoice for payment.

AIRCRAFT ELECTRONICS ASSOCIATION

67th Annual International Convention & Trade Show | Gaylord Texan Resort & Convention Center

Application is hereby made for exhibit space at the 67th annual Aircraft Electronics Association International Convention & Trade Show to take place from March 19-22, 2024, at the Gaylord Texan Resort & Convention Center. This application and contract for exhibit space is based upon the terms set forth below and in the 2024 Exhibitor Prospectus. The signing of this document constitutes a lawful and binding contract between the undersigned, the undersigned's firm, company or corporation and the Aircraft Electronics Association. The undersigned has read and understands the 2024 Exhibit Rules & Regulations and agrees to abide by them and any additional regulations deemed necessary by the Aircraft Electronics Association for the good of the 2024 AEA Trade Show. Actual trade show dates: March 20-21.

EXHIBIT SPACE INFORMATION

Move-in Dates: **March 18-19, 2024**

Please reserve _____ 10' x 10' Exhibit Space(s) at:

AEA Member

- 10 x 10 Non-Corner \$2,325 per space (paid by check)
- \$2,400 per space (paid by credit card)
- 10 x 10 Corner \$2,750 per space (paid by check)
- \$2,825 per space (paid by credit card)

AEA Non-Member

- 10 x 10 Non-Corner \$4,050 per space (paid by check)
- \$4,200 per space (paid by credit card)

Location Preference: 1st choice _____ 2nd choice _____ 3rd choice _____ 4th choice _____ 5th choice _____

Exhibitor does not wish to be located adjacent to: _____

Although the AEA's intent is to place exhibitors in their requested space, it may not always be possible due to high demand.

COMPANY INFORMATION

Company Name _____
 Primary Contact Name for Exhibits _____
 Address _____ City _____ State _____ Zip _____
 Phone _____ Country _____
 Contact's Email (required) _____ Mobile _____

We understand that no space will be confirmed without this signed contract and payment in full. We further understand in the event that none of the space requested is available, we may be assigned to other space comparable in location. Any breach of the 2024 Rules & Regulations constitutes a breach of this contract.

Signature _____ Date _____

PAYMENT METHOD

- Enclosed is a check in the amount of \$ _____ (*Including additional Show Guide fee, if applicable)
- Charge my credit card in the amount of \$ _____ (*Including additional Show Guide fee, if applicable)

Card Type: American Express MasterCard Visa Discover Cardholder's name _____ Billing Zip Code _____

Credit Card Number _____ Expiration Date _____ Security Code _____ Signature (for credit card) _____

Once your booth space is confirmed, you will receive information on registering your exhibit booth personnel.

• TOTAL PAYMENT MUST ACCOMPANY CONTRACT FOR SPACE •

Make check payable to: Aircraft Electronics Association

▼ ▼ **FOR AEA USE** ▼

Exhibit Space Assigned

Authorized by **Debra McFarland**, AEA Executive Vice President, debbiem@aea.net

Date Recd. _____	Amount \$ _____
Payment _____	Confirmation Sent: _____

EXHIBITION LOCATION

Gaylord Texan Resort & Convention Center
1501 Gaylord Trail
Grapevine, Texas 76051

EXHIBITION DATES

Wednesday March 20, 2024
Thursday March 21, 2024

EXHIBIT HOURS

Wednesday 10:30 a.m. – 5 p.m.
Thursday 10:30 a.m. – 5 p.m.

EXHIBIT SPACE SPECIFICATIONS

All exhibit space for the AEA Trade Show is sold in 10' x 10' increments. The booth price in this agreement includes standard framing materials, a flameproof back-wall drape 8' in height and side rail drapes 3' in height, and a standard 7" x 44" identification sign bearing the exhibitor's name.

The exhibit hall is not carpeted; however, carpeting is a requirement for all booths and is the responsibility of the exhibitor. All decorations used by the exhibitor must be of nonflammable material or treated for fire protection by an approved method. Federal, state and local fire laws must be strictly observed. Wiring must comply with fire department and underwriters rules. No decoration of paper, pine boughs, leafy adornments or tree branches will be allowed. All muslin, velvets or other cloth decorations must withstand a flameproof test.

CANCELLATION AND REFUND

Exhibitors may reduce or cancel space by submission of written notice to the AEA International Headquarters no later than **Dec. 1, 2023**, for a full refund, less a \$200 service charge. Cancellations of contracted space received between Dec. 2, 2023, and Dec. 31, 2023, will receive a 50 percent refund. Understandably, after **Dec. 31, 2023**, no refunds will be made. Please plan accordingly.

INSTALLATION AND DISMANTLING OF EXHIBITS**Installation**

Monday, March 18, 2024 8 a.m. – 5 p.m.
Tuesday, March 19, 2024 8 a.m. – 5 p.m.
Exhibits must be completely installed and ready for display to visitors by 8 a.m. Wednesday, March 20.

Dismantling

Thursday, March 21, 2024 5 p.m. – 11 p.m.
Friday, March 22, 2024 8 a.m. – Noon
Exhibitors will not be permitted to dismantle and/or remove any part of an exhibit, equipment or material prior to 5 p.m. Thursday, March 21, 2024. All materials must be totally removed from the exhibit hall no later than noon on March 22, 2024. Your booth must be cleared of all trash. Booths may not be dismantled before 5 p.m. March 21, 2024, without affecting participation in future AEA trade shows.

Loading and Unloading

Loading or unloading is permitted only through the designated loading dock. No loading or unloading is permitted through the front doors of the Gaylord Texan Resort & Convention Center.

SECURITY

The Aircraft Electronics Association will provide 24-hour guard service for the duration of the trade show. However, in doing so, the AEA assumes no liability for providing this service. It remains the ultimate responsibility of exhibitors to protect their property as noted under the liability section. Beyond this, the Aircraft Electronics Association and the Gaylord Texan Resort & Convention Center, its officers, employees, directors and membership, separately or collectively, cannot accept responsibility for any damage to or for the loss or destruction of an exhibit, or for the property of an exhibitor, the exhibitor's agents or employees from fire, theft, accidents or other causes for any such loss, damage or injury being expressly waived by the exhibitor.

While every precaution will be taken, the Aircraft Electronics Association and Gaylord Texan Resort & Convention Center do not assume any financial responsibility for damaged or stolen equipment. The ultimate and final responsibility for security and protection of persons, displays, equipment and materials shall be with the exhibitor, who should arrange for appropriate insurance protection.

Exhibitors are encouraged to secure any valuable exhibit material prior to leaving the show floor.

LIMITATION OF LIABILITY

The Aircraft Electronics Association, its officers, directors, members, agents, and all organizations and individuals employed by the Association in conjunction with its 67th annual International Convention & Trade Show will not be responsible and shall be held harmless for any loss or injury resulting from accident, fire, theft or injury to exhibitors' property, their employees, guests or others during or subsequent to this convention and trade show.

The exhibitor assumes all responsibility for any and all loss, theft or damage to exhibitor's displays, equipment and other property while on Gaylord Texan Resort & Convention Center premises, and hereby waives any claim or demand it may have against Gaylord Texan Resort & Convention Center or its affiliates arising from such loss, theft or damage. In addition, the exhibitor agrees to defend (if requested), indemnify and hold harmless the Aircraft Electronics Association and Gaylord Texan Resort & Convention Center and their respective parent, subsidiary and other related or affiliated companies from and against any liabilities, obligations, claims, damages, suits, costs and expenses, including, without limitation, attorneys' fees and costs arising from or in connection with the exhibitor's occupancy and use of the exhibition premises or any part thereof or any negligent act, error or omission of the exhibitor or its employees, subcontractors or agents.

In addition, the exhibitor acknowledges the Aircraft Electronics Association, its officers, directors, agents and employees nor Gaylord Texan Resort & Convention Center maintain insurance coverage for exhibitor property or person, nor will any of the above named be responsible for providing or arranging for such insurance. It is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by the exhibitor.

The rules outlined in the 2024 Exhibitor Prospectus and the Exhibit Space Contract, signed by both the AEA and the exhibitor representative, constitutes the complete agreement for the exhibitor's right to use the allocated space. In the event fire, flood, earthquake, strike or other circumstances beyond the control of the AEA prevent the use of the exhibitor's space inside the exhibit hall, the AEA is not liable for any resultant expenses or loss of revenue.

Upon acceptance by the AEA of the exhibitor's contract for space, the exhibitor agrees to be bound by the Rules & Regulations contained in this prospectus and subsequent exhibitor bulletins. Violations of the 2024 Rules & Regulations by the exhibitor may constitute a breach of this contract.

The AEA's remedy for any breach by an exhibitor may include termination of any and all rights to the exhibit space assigned by the AEA to the exhibitor and forfeiture of all fees paid.

EXHIBITION SERVICES AND MANAGEMENT

The AEA, at its discretion, may make amendments or additions to the Rules & Regulations of the contract between the AEA and the exhibitor. Any amendments or additions shall be binding on the exhibitor.

The ruling of the AEA shall be final in all instances with regard to use of any exhibit space. Upon receipt of an executed contract and payment in full, Exhibit Service Information will be mailed to the exhibitor at the address listed on the contract. This packet includes information regarding shipping, utility services, furniture, rental equipment and more.

CO-EXHIBITORS

The AEA must give prior approval for any company/companies sharing space. All companies must be members in good standing of the AEA. Fees apply.

SUITCASING

Any AEA International Convention & Trade Show attendee or exhibitor who is observed soliciting business in the aisles or other public places, including another company's booth, is in violation of the AEA's suitcasing policy and will be asked to leave immediately. Additional penalties may be applied.

EXHIBITION ORGANIZER

For more information regarding exhibit space, meetings or other general inquiries regarding the 67th annual AEA International Convention & Trade Show, please contact:

Debra McFarland
Aircraft Electronics Association
3570 NE Ralph Powell Road
Lee's Summit, MO 64064
Telephone: 816-347-8400
Email: debbiem@aea.net
www.aea.net

OFFICIAL EXHIBITION DECORATOR

For more information regarding exhibit installation, dismantling, services, freight, etc., contact:

SS&G Management, LLC — April Moody
PO Box 954
Poplarville, MS 39470
Telephone: 985-377-8800
Email: April.Moody@ssgmanagement.net