

2019 BOOTH RESERVATION FORM



CONTRACT FOR EXHIBIT SPACE
Hot Springs Convention Center
Thursday, March 28, 2019



PLEASE PRINT FULL NAME, ADDRESS AND PHONE NUMBER

The exhibitor hereby names the following as his duly authorized representative/company contact of said exhibit and to receive all information submitted by the Arkansas Oil Marketers Association regarding said exhibit.

Exhibitor (Company Name) Street or Box Number

City State Zip Phone ( )

Web Site address Company Contact

Rep's Mobile phone ( ) Address (if different from company)

Email address Please write exactly how Booth Sign should read:

Four (4) word description of product or service (used in magazine)

1st Choice Booth # 2nd Choice Booth # 3rd Choice Booth #

Do you need water? Yes No (Information for booth placement only. You must order water from HS Convention Center.)

If your booth is an end cap or end of the isle booth, will you require sidewalls? Yes No

End caps & end of the isle booths will not have 3' sidewalls unless specifically ordered



Exhibitor will sign the contract and forward original to:

Arkansas Oil Marketers Association
P.O. Box 229 • Little Rock, AR 72203
Phone: (501) 374-6293 • Fax: (501) 374-7351
Email: Cindy@aoma.org • Web Site: www.aoma.org

A signed copy will be returned to Exhibitor.

By signing and dating this Exhibit Booth Contract, exhibitor agrees to all terms and conditions as stated herein and on back page for participating in the ACES Show including the receiving of communications by or on behalf of the Arkansas Oil Marketers Association and hereby authorizes third party communications via postal mail, fax, e-mail, and/or telephone. I also acknowledge that I am authorized to supply this consent.

Signed by (Authorized Signature) Date

Print Name Title

The Arkansas Oil Marketers Association agrees to furnish Booth Number(s) at a cost of \$ as per regulations governing exhibits which are made a part of this contract.

Signed Steve Ferren, Executive Vice President Date:

1/2 Booth Rental Amount

PAYMENT INSTRUCTIONS

Full Booth Rental Amount

(Due now and paid in full by February 1, 2019)

Check Enclosed Check # Amount \$

Credit Card Amount to charge \$

Please charge my: AMEX Discover Master Card Visa

AOMA Use Only

QB DB Date

Account # Expiration Date

QB DB Date

Name on Card Security Code

Signature

SEE BACK FOR IMPORTANT EXHIBIT REGULATIONS

## PLEASE READ ALL EXHIBIT RULES & REGULATIONS

In accordance with rules and regulations governing the exhibits of the Arkansas Oil Marketers Association's Annual Trade Show to be held in Hot Springs, Arkansas, March 28, 2019, we hereby request space and assignment for exhibiting, demonstrating and otherwise displaying our products at the Hot Springs Convention Center in conjunction with the Annual ACES Trade Show of the Arkansas Oil Marketers Association.

Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save the Arkansas Oil Marketers Association, the Hot Springs Convention Center and its employees and agents harmless against all claims, losses 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 Hot Springs Convention Center, its employees or agents.

In addition, Exhibitor acknowledges that Arkansas Oil Marketers Association and the Hot Springs Convention Center do not maintain insurance covering Exhibitor's property or injury to persons, and that it is the sole responsibility of the Exhibitor to obtain business interruption, property damage, and other necessary insurance covering such losses by exhibitor.

It is further understood and agreed by and between the parties hereto that other rules and regulations established by Arkansas Oil Marketers Association for the conduct of the Meeting as set forth on the reverse side of this contract are in force throughout the show and exhibiting company, its agents, employees and representatives agree to abide by the rules as set forth herein.

For and in consideration of this lease exhibitor hereby agrees to pay to the order of the Arkansas Oil Marketers Association the rental price as set forth in the Rules & Regulations. The exhibitor is obligated to pay the full amount of the space contracted for unless cancellation is made in accordance with the Rules and Regulations. Exhibitor understands that no cancellation will be accepted by telephone. Exhibiting company will not be allowed to set up booth unless rental amount is paid in full. Make all checks payable to: Arkansas Oil Marketers Association. It is understood by the exhibitor that the space for the exhibit will be assigned by the Arkansas Oil Marketers Association.

### RULES & REGULATIONS GOVERNING 2019 ARKANSAS OIL MARKETERS ASSOCIATION EXHIBIT SPACE AT THE ACES TRADE SHOW

**Contract for Space:** Reservations will be confirmed and a booth numbers assigned on the basis of when the original copy of the contract, properly signed with a check or payment information, for one-half of the total price of booth are received at the Arkansas Oil Marketers Association office. The final one-half of booth rental is due by February 1, 2019. If cancellation is necessary, it must be done in writing by March 1, 2019. The Arkansas Oil Marketers Association reserves the right to assign booths on the basis of when the original reservation was received at the Arkansas Oil Marketers Association office. It also reserves the right to screen products and equipment offered for display in keeping with the policies governing the meeting. The Arkansas Oil Marketers Association reserves the right to refuse an application for exhibit space if, in the opinion of the Trade Show Committee or Executive Committee, the items or services to be displayed are not in keeping with the overall purpose of the ACES Trade Show.

**Price of Booth:** See Coded Floor Layout.

**Booths:** Single Booths are draped with back 8' high and sidewalls 3' high (*except for the end of the aisle booths, end caps, and islands. There will be no 3' sidewalls unless requested prior to the show*). Displays cannot be higher than 8' unless approved in advance by the Executive Vice President of the Arkansas Oil Marketers Association. Cost includes one 6' draped display table, one sign of the exhibitor company name, and two chairs per booth. There is a difference between the Premium End-caps and the High Back Display End-caps. The Premium End-caps are 10' x 20'. The center 10' may contain a back 8' high with 5' on either side of center portion limited to 4' in height. High Back Display End-caps are designed for those exhibitors who have a booth display specifically designed to be 8' high the full 20' width of their booth. Such a display cannot be located in any other end-cap.

**Extra equipment** will be available from the decorator; forms will be mailed to you. The decorator is Sunbelt Convention Services, 409 Collins St., Little Rock, AR 72202; Phone 501-244-9955.

**Electricity, water, compressed air and telephones** are available and must be ordered from the Hot Springs Convention Center, 134 Convention Boulevard, Hot Springs National Park, AR 71901, and phone (800) 922-6478. Forms will be mailed to you.

**Registration:** Everyone must be registered and have a badge to enter the Exhibit Hall. For your own safety, there can be no exceptions. Advance registration for booth personnel should be received by Arkansas Oil Marketers Association by March 15, 2019. Registration forms will be mailed for that purpose. This contract is not used to register employees.

**Materials to be sent:** Sunbelt Convention Services, 409 Collins St., Little Rock, AR 72202 - Telephone 501-244-9955, will accept shipments at their warehouse, store and transport shipments to Hot Springs at exhibitor's expense. Include company name and booth number for all shipments. Shipments should be delivered to Sunbelt no later than March 22, 2019. It is the responsibility of the exhibitor to arrange for return shipment of exhibit material, properly labeled, before departure. Suitable arrangements for out-bound shipment of your material must be completed by 8 pm, March 28, 2019.

**Use of Space:** All activities and exhibit materials must be confined to the limits of the exhibit booth. No exhibit shall block or interfere with the direct visibility of an adjoining exhibit. No display shall be higher than 8 feet unless approved in advance by the Executive Vice President of the Arkansas Oil Marketers Association. Curtains, standards or rails, which frame a booth, may not be removed without the written permission of the Executive Vice President of the Arkansas Oil Marketers Association. All Exhibitors using sound equipment must tone down the sound in order to avoid confusion. No exhibitor shall assign, sublet, or share space without the written consent of the Executive Vice President of the Arkansas Oil Marketers Association. The Hot Springs Convention Center **DOES NOT allow helium balloons.** Neither exhibitors nor their agents shall injure or deface the walls or floors of the building or booths. Should such damage occur, the exhibitor is liable to the Arkansas Oil Marketers Association and the Hot Springs Convention Center for any and all repairs.

**Sales:** Sales of items from booths are prohibited. However, orders may be taken for shipment in the future and "show specials" are encouraged. It is understood and agreed that these regulations are part of the contract between exhibitor and the Arkansas Oil Marketers Association. Provisions not covered are subject to decision of the management.

**Installation and Dismantling:** Booths will be ready for exhibitors to set up from 12 pm to 5 pm on Tuesday, March 26, 2019 and from 8 am to 5 pm on Wednesday, March 27, 2019. AOMA will have a forklift available on Tuesday and Wednesday. Booths must be ready for viewing by 9 am on Thursday March 28, 2019 and only hand-carried items may be brought in on Thursday.

Booths may be dismantled from the time the show officially closes until 8 pm on Thursday March 28, 2019. These times are subject to change.

**Liability:** The Arkansas Oil Marketers Association will not be responsible for the safety of exhibits from theft, damage by fire or other losses. A security guard will be employed and all reasonable care will be taken to protect exhibits against losses.

**Insurance:** All Exhibitors must furnish AOMA with a certificate of liability insurance.