



## EXHIBIT SPACE APPLICATION

Please complete all sections of this application and either type or print in each section. Sign and return both sides either with a check payable to New England, AUA, 500 Cummings Center, Suite 4400 Beverly, MA 01915 or fax both sides with a credit card number to 978-524-0461. Applications received prior to June 23, 2017 must include at least a 50% deposit. After June 23<sup>rd</sup> payment is due in full.

<p><b><u>CONTACT INFORMATION</u></b></p> <p>_____</p> <p>Contact Person will receive all correspondence pertaining to this meeting.</p> <p>_____</p> <p>Title</p> <p>_____</p> <p>Telephone number                      Fax number</p> <p>_____</p> <p>Email address</p> <p>_____</p> <p>Company Name and Web Address</p> <p>_____</p> <p>Street Address</p> <p>_____</p> <p>City/State/Zip</p> <hr/> <p><b><u>EXHIBIT SPACE:</u></b></p> <p><input type="checkbox"/> 8 x 10 Booth space      \$3,350</p> <p><input type="checkbox"/> 6' x 30" Tabletop          \$3,200</p> <p>Location preferences: (List Booth or Table Numbers)</p> <p>1<sup>st</sup>Choice _____ 2<sup>nd</sup> _____ 3<sup>rd</sup> _____ 4<sup>th</sup> _____</p> <p># of Tabletop(s) _____ x \$3,200= Total Amount \$ _____</p> <p># of Booth(s) _____ x \$3,350 = Total Amount \$ _____</p> <p>Applications received without payment will not be processed. 50% deposit is due on or before June 27, 2017. After June 27<sup>th</sup> applications must be accompanied by payment in full.</p> <hr/> <p>We would <u>like</u> to be near _____</p> <p>We would <u>not</u> like to be near _____</p> <p><i>*NEUA will make every effort to honor your location requests.</i></p> <hr/> <p><b><u>COMPANY DESCRIPTION:</u></b> Describe products and services to be exhibited in 10 words or less. This will allow us to determine your company's eligibility to exhibit.</p> <p>_____</p> <p>_____</p> <hr/> <p><b><u>PROGRAM LISTING:</u></b> Please email a 50 word description to industry@neua.org by July 28, 2017 to be included in the Final Program Book. Please include:</p> <ol style="list-style-type: none"> <li>1. Company Name</li> <li>2. Mailing Address</li> <li>3. Company website address</li> <li>4. 50 word description</li> </ol> <p>If your description is substantially over 50 words we reserve the right to edit your submission.</p>	<p><b><u>PAYMENT METHOD:</u></b> Please note that as part of our compliance we can no longer accept credit card numbers via e-mail. This policy is designed to increase data security for cardholders and merchants. Emails received containing credit card information will be blocked. Please use the following methods of payment:</p> <p><input type="checkbox"/> Check amount enclosed: \$ _____</p> <p><input type="checkbox"/> <b>Secure Fax:</b> + 978.524.0461 This form must be faxed if credit card number is showing. <b><u>DO NOT EMAIL.</u></b></p> <p><b><u>CREDIT CARD</u></b></p> <p><input type="checkbox"/> American Express   <input type="checkbox"/> MasterCard   <input type="checkbox"/> Visa</p> <p>Amount to be charged: \$ _____</p> <p>_____</p> <p>Credit Card Number</p> <p>_____</p> <p>Expiration Date      Security Code (3-4 numbers on front or back of card)</p> <p>_____</p> <p>Name as it appears on credit card</p> <p>_____</p> <p>Cardholder's Signature</p> <p>_____</p> <hr/> <p><input type="checkbox"/> Please check if credit card billing address is same as contact information at the top of the form.</p> <p><input type="checkbox"/> If billing address is not the same please enter below.</p> <p>_____</p> <p><b><u><input type="checkbox"/> WIRE TRANSFER – Please call our offices at +978.927.8330 for wiring information.</u></b></p> <hr/> <p><i>WE AGREE TO ABIDE BY ALL RULES AND REGULATIONS SET FORTH IN THE PROSPECTUS AND THIS APPLICATION (FRONT AND BACK). ACCEPTANCE OF THIS APPLICATION BY SHOW MANAGEMENT CONSTITUTES A CONTRACT. CONFIRMATION WILL BE SENT ON OR AFTER June 23, 2017.</i></p> <hr/> <p><b><u>AUTHORIZED SIGNATURE</u></b></p> <p>_____</p> <p><b><u>PRINT NAME</u></b></p> <p>_____</p> <p><b><u>TITLE</u></b></p> <p>_____</p> <div style="background-color: #e0e0e0; padding: 5px;"> <p><b><u>NEUA USE ONLY:</u></b></p> <p>Date received: _____</p> <p>Amount received: _____ Accepted by: _____</p> <p>ID #: _____</p> <p>Space Assignment: _____ Date Assigned: _____</p> <p>New space assignment: _____ Date assigned: _____</p> </div>
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## EXHIBIT SPACE APPLICATION (Page 2)

ANNUAL MEETING New England Section, AUA ♦ September 7 - 9, 2017 ♦ Hotel Bonaventure ♦ Montreal, Canada

The New England Section of the American Urological Association and its authorized representatives are hereinafter referred to as "Show Management"

**1. PAYMENT AND REFUNDS.** Applications submitted prior to June 23, 2017 must be accompanied by a deposit in the amount of 50% of the total booth fee. Applications received without such payment will not be processed nor will space assignments be made. The balance of the space rental charge will become due and payable on June 23, 2017.

Applications submitted after June 23, 2017 must be accompanied by payment IN FULL of the space rental charges. Applications received without such payment will be processed but space assignments will not be made.

If Show Management receives a written request for cancellation or reduction of space on or before June 23, 2017, the exhibitor will be liable for a 25% processing fee for the amount of space cancelled or reduced. For cancellations or reduction of space received after June 23, 2017, no refunds will be issued.

It is expressly agreed by the exhibitor that in the event he fails to pay the space rental at the times specified, or fails to comply with any other provisions contained in these rules and regulations concerning his use of exhibit space, Show Management shall have the right to reassign the booth location shown on the face of the contract or to take possession of said space and lease same, or any part thereof, to such parties and upon such terms and conditions as it may deem proper. In the event of a default by the exhibitor, as set forth in the previous sentence, the exhibitor shall forfeit as liquidated damages, the amount paid by him for his space reservation, regardless of whether or not the Show Management enters into a further lease for the space involved.

In case the exposition shall not be held for any reason whatsoever, then and thereupon the rental and lease of space to the exhibitor shall be terminated. In such case the limit claim for damage and/or compensation by the exhibitor shall be the return to the exhibitor of the pro rata amount already paid for space for this specific event.

**2. SPACE RENTAL AND ASSIGNMENT OF LOCATION.** Whenever possible, space assignments will be made by Show Management in keeping with the preferences as to location requested by the exhibitor. **SHOW MANAGEMENT, HOWEVER, RESERVES THE RIGHT TO MAKE THE FINAL DETERMINATION OF ALL SPACE ASSIGNMENTS IN THE BEST INTERESTS OF THE EXPOSITION.**

**3. USE OF SPACE, SUBLETTING OF SPACE.** No exhibitor shall assign, sublet, or share the space allotted with another business or firm unless it is a wholly owned entity or approval has been obtained in writing from Show Management. Exhibitors are not permitted to feature names or advertisements of non-exhibiting manufacturers, distributors or agents in the exhibitor's display, parent or subsidiary companies excepted.

Exhibitors must show only goods manufactured or dealt by them in the regular course of business. Should an article of non-exhibiting firm be required for operation or demonstration in an exhibitor's display, identification of such article shall be limited to the usual and regular nameplate, imprint or trademark under which same is sold in the general course of business. No firm or organization not assigned exhibit space will be permitted to solicit business within the Exhibit Areas.

**4. EXHIBITORS AUTHORIZED REPRESENTATIVE.** Each exhibitor must name one person to be his representative in connection with installation, operation and removal of the firm's exhibit. Such representative shall be authorized to enter into such service contracts as may be necessary and for which the exhibitor shall be responsible. The exhibitor shall assume responsibility for such representative being in attendance throughout all exposition periods; and this representative shall be responsible for keeping the exhibit neat, manned and orderly at all times. For their own safety and protection, children sixteen (16) years of age and under will not be admitted to the exhibit halls at any time.

**5. INSTALLATION AND REMOVAL.** Show Management reserves the right to fix the time for the installation of a booth prior to the Show opening and for its removal after the conclusion of the Show. Installation of all exhibits must be fully completed by the opening time of the exposition. Any space not claimed and occupied one hour prior to opening, may be resold or reassigned without refund. No exhibitor will be allowed to dismantle or repack any part of his exhibit until after the closing of the Show.

**6. ARRANGEMENT OF EXHIBITS.** The Official Exhibitor Kit is made available to everyone online. The Exhibitor Kit describes the type and arrangement of exhibit space and the standard equipment provided by Show Management for booth construction. All booth space must be arranged and constructed in accordance with the guidelines, provisions and limitations contained in the Exhibitor Kit. If, in the sole opinion of Show Management, any exhibit fails to conform to the Exhibitor Kit guidelines, or the provisions set forth herein, such exhibit will be prohibited from functioning at any time during the exposition.

**Exhibitor Plan Review.** Booth construction plans and layout arrangements for first-time exhibitors or involving other unusual construction features, must be submitted for approval at least sixty (60) days prior to the opening of the exposition.

**7. EXHIBITS & PUBLIC POLICY.** Each exhibitor is charged with knowledge of all laws, ordinances and regulations pertaining to health, fire prevention and public safety, while participating in this exposition. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor. Show Management and service contractors have no responsibility pertaining to the compliance with laws as to public policy as far as individual exhibitor's space, materials and operation is concerned. Should an exhibitor have any questions as to the application of such laws, ordinances and regulations to his exhibit or display, Show Management will endeavor to answer them. All booth decorations including carpeting must be flame-proofed and all hangings must clear the floor. Electrical wiring must conform to the National Electrical Code Safety Rules. If inspection indicates any exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazard, the right is reserved to cancel all or such part of that exhibit as may be irregular, and effect the removal of same at exhibitor's expense.

Exhibitors will not be permitted to store behind their booth background any excess material such as cardboard cartons, literature, etc. Excess supplies must be stored in areas which will be made available for such purpose. If unusual equipment or machinery is to be installed or if appliances that might come under fire codes are to be used the exhibitor should communicate with Show Management for information concerning facilities or regulations. Exhibitors must comply with City and State fire regulations.

Independent contractors must conform to IAEE, ESCA and ED&PA guidelines. All exhibitor labor must comply with established labor jurisdictions.

**8. STORAGE OF PACKING CRATES AND BOXES.** Exhibitors will not be permitted to store packing crates and boxes in their booths during the exhibit period, but these, when properly marked, will be stored and returned to the booth by service contractors. It is the exhibitor's responsibility to mark and identify his crates. Crates not properly marked or identified may be destroyed. Show Management assumes no responsibility for the contents of crates or boxes improperly labeled as "empty". In the event of the lack of storage facilities, it may be necessary to store empty crates and cartons outside the building. Every effort will be made to protect the crates from the elements, but neither Show Management nor its service contractors will assume any responsibility for damage to them. The removal and return of large crates that cannot be handled by hand trucks will be charged at prevailing rates. Crates, boxes or other exhibit materials unclaimed by the exhibitor after the Show will be removed at the exhibitor's expense. Exhibitors will be billed by Show Contractors for removal time and materials at prevailing rates.

**9. OPERATION OF DISPLAYS.** Show Management reserves the right to restrict the operation of, or evict completely, any exhibit which, in its sole opinion, detracts from the general character of the exposition as a whole. This includes, but is not limited to, an exhibit which, because of noise, flashing lights, method of operation, display of unsuitable material, are determined by Show Management to be objectionable to the successful conduct of the exposition as a whole. Use of so-called "barkers" or "pitchmen" is strictly prohibited. All demonstrations or other promotional activities must be confined to the limits of the exhibit space. Sufficient space must be provided within the exhibit space for the comfort and safety of persons watching demonstrations and other promotional activities. Each exhibitor is responsible for keeping the aisles near its exhibit space free of congestion caused by demonstrations or other promotions.

**Direct Sales.** No retail sales are permitted within the exhibit area at any time, but orders may be taken for future delivery.

**Contests, Drawings & Lotteries.** All unusual promotional activities must be approved in writing by Show Management no later than 60 days prior to the opening of the exposition.

**Literature Distribution.** All demonstrations or other activities must be confined to the limits of the exhibitor's booth space. Distribution of circulars may be made only within the space assigned to the exhibitor distributing such materials. No advertising circulars, catalogs, folders, or devices shall be distributed by exhibitors in the aisles, meeting rooms, registration areas, lounges, or grounds of the host facility. Trade publishers are prohibited from soliciting advertising during the Show. Trade publications may be distributed from their booth, but automatic distribution is prohibited.

**Live Animals.** Live animals are prohibited.

**Models.** Booth representatives, including models or demonstrators, must be properly and modestly clothed. Excessively revealing attire is prohibited.

**Sound.** Exhibits which include the operation of musical instruments, radios, sound projection equipment, public address systems or any noisemaking machines must be conducted or arranged so that the noise resulting from the demonstration will not annoy or disturb adjacent exhibitors and their patrons, nor cause the aisles to be blocked. Operators of noisemaking exhibits must secure approval of operating methods before the exhibit opens.

**10. SOCIAL ACTIVITIES.** Exhibitor agrees to withhold sponsoring hospitality suites/rooms or other functions during official show activities, including exhibit hours, social functions, educational seminars and any other related activity scheduled by Show Management.

**11. INSURANCE.** The exhibitor, the hotel and NE AUA agree to carry adequate liability insurance to protect against any claims arising from any activities conducted on the hotel premises during the convention, conference or meeting.

**12. INDEMNIFICATION.** The exhibitor, the Hotel and NE AUA agree to indemnify and hold each other and the other's officers, directors, agents and employees harmless against any and all claims, costs and expenses, including reasonable attorney's fees, arising out of or relating to the other's performance under this agreement.

**13. CARE OF BUILDING AND EQUIPMENT.** Exhibitors or their agents shall not injure or deface any part of the exhibit building, the booths, or booth contents or show equipment and décor. When such damage appears, the exhibitor is liable to the owner of the property so damaged.

**14. AMERICANS WITH DISABILITIES ACT.** Exhibitors shall be responsible for compliance with the requirements of the Americans with Disabilities Act as defined by law.

**15. OTHER REGULATIONS.** Any and all matters not specifically covered by the preceding rules and regulations shall be subject solely to the decision of Show Management.

**SHOW MANAGEMENT SHALL HAVE FULL POWER TO INTERPRET, AMEND, AND ENFORCE THESE RULES AND REGULATION, PROVIDED EXHIBITORS RECEIVE NOTICE OF ANY AMENDMENTS WHEN MADE. EACH EXHIBITOR AND ITS EMPLOYEES AGREES TO ABIDE BY THE FOREGOING RULES AND REGULATIONS AND BY ANY AMENDMENTS OR ADDITIONS THERETO IN CONFORMANCE WITH THE PRECEDING SENTENCE. EXHIBITORS OR THEIR REPRESENTATIVES WHO FAIL TO OBSERVE THESE CONDITIONS OF CONTRACT OR WHO, IN THE OPINION OF SHOW MANAGEMENT, CONDUCT THEMSELVES UNETHICALLY MAY IMMEDIATELY BE DISMISSED FROM THE EXHIBIT AREA WITHOUT REFUND OR OTHER APPEAL.**

DATE

AUTHORIZED SIGNATURE

TITLE