

# AWHONN 2020 Expo Space Contract

## June 13-17, 2020, Phoenix Convention Center

Company Name: \_\_\_\_\_  
 Primary Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**BOOTH PRICING**

<b>In-line booths maximum 300 sq. ft.</b>	Non-Profit/Hospital In-Line	Commercial In-Line	Commercial Corner	Commercial Island
Standard – 100 sq. ft.	\$ 2,150.00	\$ 2,950.00	\$ 3,050.00	\$ 3,150.00
Premium – 100 sq. ft.	N/A	\$ 3,150.00	\$ 3,250.00	\$ 3,350.00

**BOOTH PREFERENCES**

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_ 4) \_\_\_\_\_

If all of your requests (1-4) are unavailable, AWHONN will choose a location as close as possible to those you requested.

DO NOT place near (if possible): \_\_\_\_\_

**PRICING TOTALS**

Square Feet Needed	Type	Fee (per sq. ft.) Standard/Premium	Totals
sq.ft.	Non-Profit/School/Hospital	\$21.50	
sq.ft.	Commercial In-line	\$29.50/31.50	
sq.ft.	Commercial Corner	\$30.50/32.50	
sq.ft.	Commercial Island	\$31.50/33.50	
<b>TOTAL</b>		<b>TOTAL DUE:</b>	<b>\$</b>

**BOOTH STANDARDS**

- 8' back drape / 3' side drape in show colors
- 7" x 44" Booth Identification Sign
- 3 Exhibitor badges (access to show floor only)
- 1 8 week out Pre Registration Attendee List (upon request)
- Use of AWHONN 2020 Convention logo for marketing
- Listing and company description in Official Final Program
- **Booths are not carpeted and carpeting at the exhibitors expense is required**

**METHOD OF PAYMENT**

Check (payable in U.S. dollars to AWHONN)  
 Credit Card:  American Express  MasterCard  VISA

AWHONN Tax ID #: 52-1788738

CARD NUMBER \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_

**ACCEPTANCE**

This contract will not be processed unless signed and accompanied by a 50% deposit of the total space rental fee. After February 1, 2020 this contract will not be processed unless signed and accompanied by a 100% deposit of the total space rental fee.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
*By signing above, I verify that I am authorized to execute this binding contract*

**Return this Application and/or payment to:**

**CREDIT CARDS PAYMENTS:**  
 Email: [kleon@awhonn.org](mailto:kleon@awhonn.org)

Mail Checks to:  
 AWHONN 2020 Convention Exhibits  
 1800 M Street NW, Suite 740 South  
 Washington, DC 20036

**FOR AWHONN USE ONLY:**

SHOW MANAGEMENT SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

# AWHONN 2020 Expo Space Contract

## June 13-17, 2020, Phoenix Convention Center

### EXPO RULES AND REGULATIONS

The following provisions are incorporated by reference in the Application and Contract for Space and become binding between the applicant, employees, and agents; and the Association of Women's Health, Obstetric & Neonatal Nurses (AWHONN) upon acceptance of the Contract. The decisions of AWHONN shall, in all instances be final with regard to the use of any Space.

#### 1. LOCATION, DATES, SCHEDULE

AWHONN will host the 2020 Annual Convention at the Phoenix Convention Center from June 13 – June 17.

The Expo Schedule\* is as follows:

Sat, June 13	Expo Set-up	10:00 a.m. – 5:00p.m.
Sun, June 14	Expo Set-up	8:00 a.m. – 4:00 p.m.
Sun, June 14	Expos Open	6:00 p.m. – 8:00 p.m.
Mon, June 15	Expos Open	11:00 a.m. – 3:00p.m.
Tues, June 16	Expos Open	9:00 a.m. – 3:00 p.m.
Tues, June 16	Expos Dismantle	3:00 p.m. – 8:00 p.m.

The Expo Hall officially opens at 6:00 p.m. on Sunday, June 14, 2020 for the Opening Reception and officially closes at 3:00 p.m. on Tuesday, June 16, 2020. Your booth should be staffed at the "Expos Open" times listed above as the hall is open to all attendees.

AWHONN reserves the right to assign labor to set up any display that is not in the process of being erected by 4:00pm on Sunday, June 14, 2020. Exhibitors will be charged for all labor provided. Dismantling before 3:00 p.m. on Tuesday, June 16, 2020 is not permitted. To do so may result in exclusion from future shows and/or priority point deductions.

#### 2. PAYMENT, EXECUTION AND CANCELLATION

##### (A) Payment:

Contracts for space received by June 1, 2019 through February 1, 2020 must be accompanied by a 50% deposit. Contracts received between February 1 and June 13, 2020, must be accompanied by a 100% deposit. Contracts submitted without the required payment will be rejected and will not be processed. No company is permitted to exhibit or participate in the convention or gain access to the expo facility unless fees are paid in full and Certificates of Insurance have been provided by their assigned deadline.

Payment in full for space is due by February 1, 2020. Exhibitors failing to make required payments as scheduled shall lose their right to Exhibit and forfeit their entire space fee. In the event of space size reduction, any refundable amount will first apply to the outstanding balance due for the new Space.

##### (B) Acceptance:

The execution of the contract, the timely payment of space fees, or show Management's deposit of Exhibitor's Space Fee payments does not guarantee that an Exhibitor will be (i) permitted to Exhibit or participate as an Exhibitor at the Convention; (ii) assigned to a particular hall, section or location within the Facility; or (iii) provided with the actual amount of Space requested.

##### (C) Space Assignment:

Space assigned by show management shall be deemed accepted by an Exhibitor unless reflected in writing to show management within ten (10) days from the date of show management's letter of confirmation. After space has been confirmed and accepted, a reduction in space is considered a cancellation and will be governed by the same policies as stated herein. If a reduction in space is requested by an Exhibitor and consented to by show management, Exhibitor's space location on the Expo floor may be reassigned by show management in its sole discretion.

##### (D) Cancellation or Reduction:

Exhibitor acknowledges that the damages suffered by show management from cancellation, withdrawal or reduction in Space described in the preceding sentences will be substantial and that the parties may not be capable of determining the extent of such damages with mathematical precision. For that reason, the following provisions for liquidated and agreed upon damages have been incorporated into this contract and agreed upon by the parties as a valid and reasonable pre-estimate of such damages and not as a penalty. Therefore, should an Exhibitor cancel the agreement, withdraw from the convention or reduce the amount of space contracted for after date of acceptance of the space assignment, the following shall apply:

1. If an Exhibitor cancels between the dates of execution through December 1, 2019, 25% of the deposit will be refunded.
2. If an Exhibitor cancels between December 1, 2019 and February 1, 2020 only amounts paid in excess of the 50% deposit will be refunded.
3. If an Exhibitor cancels the agreement any time after February 2, 2020 the entire fee shall be forfeited by the Exhibitor and 100% of the space fee shall be immediately due and payable.
4. Exhibitor will remain obligated to pay show management all amounts due for any booth packages originally ordered by an Exhibitor (stated on the front side of the Expo contract).

#### 3. EXHIBITOR INFORMATION/DESCRIPTION SUBMISSION

Please provide information describing your exhibiting company or organization's products/services to be included in the Final Program. Information will be printed exactly as provided. Submit by April 1, 2020 for inclusion in Final Program.

#### 4. EXPO STANDARDS, INSTALLATION/DISMANTLE

##### A. General

- i. All Expos shall be germane to the industry and of interest or educational value to the profession.
  - ii. A standard booth is 10'x10' (or multiples thereof) and includes the following: 8' back drape / 3' side drape in show colors  
7" x 44" ID sign  
3 Exhibitor badges (access to show floor only) per 10'x10'
    - 1 Pre-registration Attendee list (upon request)
    - Use of AWHONN 2020 Annual Convention logo in marketing materials
    - Listing in official program (preliminary & final)
- 1 Priority Point for first 100 sq. ft.; 1 Priority Point for every 100 sq. ft. additional.
- iii. AWHONN will carpet all aisles and public areas. **ALL BOOTHS MUST BE CARPETED.** Any booths that do not have carpet ordered by 2:00pm on June 14, 2020 will have carpet ordered and placed at the expense of the Exhibitor.

- B. Please refer to the Expo Schedule above in section 1. The installation and dismantling of displays may be done by full-time Exhibitor personnel, Levy Exposition Services, or an Exhibitor Appointed Contractor (in accordance with any union regulations). The handling, placing or setting out of merchandise that is to be displayed must be done by the Exhibitor. Exhibitors who plan to have an exhibitor appointed contractor other than Levy install or dismantle their booth must abide by the following rules:
- The Exhibitor must notify AWHONN in writing by May 1, 2020 with the name of the exhibitor appointed contractor, address, phone number and supervisor in attendance, or by submitting the exhibitor appointed contractor notification included in the service manual. If AWHONN is not notified by this date, the Exhibitor MUST use Levy labor.
  - The exhibitor appointed contractor must furnish an original insurance certificate to AWHONN by May 1, 2020. general liability insurance is mandatory. Commercial general liability certificates of insurance must show the following: Combined Single Limit of liability in the amounts of \$1,000,000 per occurrence/\$2,000,000 general aggregate. The Additional Insureds should be listed as AWHONN and the Phoenix Convention Center. If an original certificate is not received by this date, the exhibitor appointed contractor will not be allowed to work on the show floor and the exhibitor MUST use Levy labor.
  - Upon arrival at the exposition site, exhibitor appointed contractors must check in with Levy and receive badges for each of their workers in order to be admitted on the exposition floor.

C. Exhibits should be installed according to IAEE (formerly IAEM), HCEA and ADA guidelines. They shall not project beyond the space allotted or obstruct the view of, or interfere with, other Expos.

D. Storage on the show floor is strictly prohibited. Storage services will be provided by LEVY at the exhibitor service desk.

#### 5. ARRANGEMENT OF EXPOS/SPECIAL REGULATIONS

The association reserves the right without recourse to absolutely control or prohibit any exhibit or any part of an exhibit which, in its opinion, is not suitable or in keeping with the character of the exposition. This reservation concerns persons, things, conduct, print matter, souvenirs, catalogs, etc. Advertisements not meeting the approval of AWHONN must be removed upon request. Aisle space may not be used for exhibit purposes, displays or signs, or solicitation of business. Distribution of cards, circulars, samples or exhibit material is expressly forbidden in areas outside of your assigned space. Unethical conduct or infraction of the rules on the part of the exhibitor or his representatives will subject the exhibitor, representatives or both to be dismissed from the Expo. In this event, it is agreed that no refund shall be made by AWHONN and no demand for redress will be made by the exhibitor or his/her representatives. Disregard for any rule stated here is considered just reason for AWHONN to prohibit an exhibitor from attending all future AWHONN activities. Questions regarding these policies should be directed to AWHONN's show management.

(a) **Exhibitor Eligibility, Assignment and Relocation**—All products and services exhibited at the AWHONN convention shall be directly related to the provision of women's health, obstetric, and neonatal nursing care and must be of professional or educational benefit or interest to convention participants. AWHONN reserves the right to determine the eligibility of prospective exhibitor for inclusion at its exposition. Eligibility will be determined following receipt of contract and prior to assignment. Acceptance of this contract shall in no way be construed as an endorsement by AWHONN of either an exhibiting company or its products or services.

(b) **Island Booths** – Exhibitors with island booth configurations must submit all layouts for AWHONN review prior to May 1, 2020. Exhibitors with an island or perimeter booth who wish to hang signage from the ceiling must complete the hanging sign authorization and submit to AWHONN show management for approval.

(c) **Seminars and Prize Contests**—No one shall sponsor any type of seminar presentation, event and reception, either in the hall or in connection with the AWHONN convention without approval from AWHONN. No CNE on the Expo floor. Failure to gain approval from AWHONN may result in loss of eligibility to Exhibit in the future. No personal promotions or disbursements of products or literature in the educational sessions. No cash, AWHONN convention registrations, lottery tickets, pocket knives, helium balloons, popcorn, peanuts, bags of any kind or noise makers are permitted as Expo hall giveaways. AWHONN Gift Certificates can be purchased as giveaways to be used for any AWHONN product, service or resource. Beverage give-a-ways must be ordered through the Phoenix Convention Center or designated vendor.

(d) **Expos or Function Space in Other Areas**—AWHONN forbids any

company from obtaining meeting space and displaying or demonstrating merchandise anywhere except in the Expo hall, unless prior written approval has been granted by AWHONN. AWHONN headquarter hotels will not assign space without prior AWHONN approval. Failure to adhere to this policy will result in loss of ability to Exhibit at the 2020 or future AWHONN Annual Conventions. AWHONN reserves the right to decline meeting space rental to exhibitors with products and/or services that AWHONN reasonably determines is in conflict with our core values or mission.

(e) **Use of Projection Equipment, etc.**—Projection of sound motion pictures and the use of loud speakers or megaphones must not interfere with other exhibiting companies or aisle space. Operation of such projectors is subject to union regulations and approval by AWHONN. Sound amplifying and reproducing equipment are required to operate at a maximum 85 dB reading on the "A" scale of a sound level meter from a space adjacent to the booth. AWHONN shall be the sole arbiter of acceptability of sound levels and may require the reduction of sound level or elimination of sound reproducing devices.

(f) **Fire Regulations**—Fire hose cabinets must be left accessible and in full view at all times. All display material must be flameproof or fire resistant and subject to inspection by a Phoenix Fire Marshall. No flammable fluids or substances may be used or displayed on tables.

(g) **Care of Property**—No signs or other articles are to be fastened to walls or electrical fixtures. The use of thumbtacks, scotch tape, nails, screws, bolts or any tool or material, which could mark the floor or walls, is prohibited. Any damage to the convention center property through carelessness of exhibitors or their employees or agents must be paid for by exhibitor causing such damage.

(h) **Pets/Animals**—Pets and animals are not permitted in the convention center, with the exception of guide dogs for persons with disabilities.

(i) **Performance of Music**—Copyrighted music, if published via ASCAP or BMI, may be played in the Expo hall at any time during the hours of the exposition. This applies whether the music is live or recorded. Unpublished original music, such as used in promotional video/audio tapes, is also acceptable. We do ask that you advise show management if you plan such performances.

(j) **Photography** – Attendance at or participation in the AWHONN Convention and Expo constitutes an agreement by the participant to AWHONN's use and distribution (both now and in the future) of the participant's image or likeness thereof, in any promotional/marketing materials.

(k) **Children** – Children under 16 years of age are not allowed in the Expo at any time. This AWHONN policy will be strictly enforced due to insurance regulations and requirements.

#### 6. FACILITIES RULES

Exhibitor agrees to comply with all rules and regulations prescribed by the management of the Phoenix Convention Center, meet the requirements of all local authorities and obtain, at their own expense, any necessary permits, licenses or equipment, should any be required for the particular individual displays.

#### 7. SECURITY AND LIABILITY

Each exhibitor must take provisions to safeguard their goods from the time they are placed on display until they are removed by the exhibitor. Space is leased with the understanding that AWHONN and the Phoenix Convention Center will act for the exhibitor and representatives only in the capacity of agent, and not as principal. Each party agrees to be responsible for their own property through insurance or self-insurance and shall hold harmless AWHONN and the Phoenix Convention Center for any and all damage caused by theft and those perils normally covered by a fire and extended coverage policies. These Rules and Regulations are to be construed as part of all space application agreements.

#### 8. INDEMNIFICATION AND WAIVER

Exhibitor agrees to indemnify, hold harmless and defend AWHONN, the Phoenix Convention Center and the City of Phoenix and their respective members, officers, directors, agents and employees (indemnities) from and against any and all liabilities, damages, actions, losses, claims and expenses on account of personal injury, death or damage to or loss of property or profits arising out of or contributed to by any act, omission, negligence, fault, or violation of a law or ordinance by the exhibitor or its employees, agents, contractors, patrons and invitees. Exhibitor hereby waives each and every claim that arises or may arise in its favor against any one or more of the indemnities for any and all losses of damage covered by valid and collectible insurance.

#### 9. INTERPRETATION, CHANGES

AWHONN reserves the right to interpret all rules and regulations as well as to make final decisions on all points not specifically covered. AWHONN reserves the right to make any reasonable changes in the rules necessary to ensure the health and safety of those in attendance, the significance of the expo hall and harmony of operation. Exhibitor will be advised of any such changes by bulletin.