



SOUTH CENTRAL CHAPTER
AAAE 2013 CONFERENCE

2013 SCC-AAAE Exhibitor Registration Form

You are cordially invited to showcase and highlight your company's services and products to airport and aviation professionals from around the region! Exhibitors will have direct access to conference attendees, as they will be co-located in the Houston Airport Marriot at George Bush Intercontinental Airport during each conference session.

Please complete and return this form in order to reserve your space. Space is limited and on a first-come first-served basis. Exhibit space assignments will be made by the Conference Committee. Any preferences or special considerations should be noted on this form.

In order to secure your space, payment must accompany this form. Faxed or e-mailed forms will only be accepted once payment is received.

Exhibitor Information

Company Name: _____

Contact: _____ Email: _____

Mailing Address: _____ Telephone: _____

City: _____ State: _____ Zip: _____

REQUIREMENTS

- Exhibit Space - \$550.00 (includes skirted table and two (2) chairs)
- Internet Access (complimentary wireless access available)
- Other (please note below under Special Considerations)

What type of exhibit do you have? Table Top Free Standing

PAYMENT METHOD

- Enclosed is my check payable to SCC-AAAE
- Credit Card: VISA MasterCard AMEX

Name on card: _____

Billing Address: _____

Card Number: _____

Expiration Date: _____ Security Code: _____

PREFERENCES OR SPECIAL CONSIDERATIONS:

For more information, contact Irasema Celis at (281) 230-3070 or Irasema.Celis@houstontx.gov

PLEASE COMPLETE THIS FORM AND RETURN TO:
Houston Airport System, Attn: Irasema Celis, IAH Management
P.O. Box 60106, Houston, TX 77205-0106
or fax or e-mail to (281) 230-3108; Irasema.Celis@houstontx.gov

HOUSTON



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2013 SCC-AAAE Exhibitor Information and Rules

**March 3rd – March 6th, 2013
Houston Airport Marriott, Houston, Texas**

EXHIBIT SPACE

Exhibits are arranged in space adjacent to the conference sessions at the Houston Airport Marriott George Bush Intercontinental Airport. The arrangement is designed to ensure maximum visibility and high traffic access for each exhibit space. The standard exhibit space size is 6' x 10'. Each space will have pipe and drape enclosed area, one skirted table, two chairs and a wastebasket. Electricity is provided at no additional charge and is readily available at every exhibit space. The Conference Committee reserves the right to alter the exhibit area floor plan as it deems necessary. **The Committee shall be the final approval authority on all questions relating to booth design and layout. All questions regarding exhibits shall be directed to the Banquet Manager prior to set up for a final determination.**

EXHIBIT HEIGHT AND SIZE

Maximum height in the designated exhibit area is 12'. Additionally, no display, advertising sign or materials, etc. shall restrict a reasonable view of any other exhibit or extend beyond the perimeter of the assigned space without Conference Committee approval.

EXHIBIT SPACE ASSIGNMENT

Exhibit space will be assigned to best maximize the available area. Exhibit area preference may be indicated on the reservation form, but is not guaranteed. The Conference Committee will attempt to honor preference requests to the greatest extent possible. The earlier the registration payment is made, the more likely it is that the preference request can be honored.

CONFERENCE REGISTRATION FOR EXHIBITORS

Cost of exhibit space rental includes conference registration for one (1) person. Please complete the enclosed Conference Registration Form and return it with your Exhibitor Registration. This will ensure that your company representative is registered at the conference and for all conference events that he/she wishes to attend. Additional exhibitor personnel desiring to attend all conference functions must submit a conference registration form with appropriate fees.

EXHIBIT HOURS

Exhibit set-up times are from 8:00 AM to 5:00 PM on Sunday, March 3, 2013 at Houston Airport Marriott. The exhibit area will formally open on Monday morning, March 4th at 7:00 a.m. during the Breakfast with Exhibitors and remain open until 5:00 p.m. The exhibit area will re-open on Tuesday morning, March 5th at 7:30 a.m. and remain open until 4:00 p.m. Exhibit tear-down may begin on Tuesday, March 5th no earlier than 4:00 p.m. Early tear-down arrangements can be made in advance with the conference host.

SERVICES

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EXHIBITOR CONTACTS

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ACCEPTANCE, REJECTION, REFUND AND CANCELLATION

The Conference Committee will refund all money received if assignment of exhibit space is not possible. In the event of cancellation by an Exhibitor prior to **February 24, 2013**, fifty percent of the Exhibitors total paid exhibit space fees will be refunded. **In the event of cancellation by an Exhibitor after February 24, 2013, NO REFUNDS WILL BE MADE.** The Conference Committee reserves the right to reject any applicant, to restrict exhibits, and to prohibit or remove any objectionable exhibit.

SHARED EXHIBIT SPACES

Exhibitors may not assign, transfer, or sublet any of the space contracted or assigned.

FIRE PROTECTION

All exhibit materials must be nonflammable and meet all requirements of the City of Houston Fire Department and the Houston Airport Marriott.

LIABILITY

Exhibitor assumes entire responsibility, and by submitting a completed **Exhibitor Registration Form** with payment, agrees to protect, indemnify, defend and hold the SCC-AAAE, City of Houston, the Houston Airport System and Houston Airport Marriott harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorneys fees arising out of or caused by exhibitors installations, maintenance, occupancy or use of the exhibition premises or any part thereof.

PROTECTION OF PROPERTY

The conference host and hotel property will attempt to provide reasonable security in the exhibit area. The conference host and the Houston Airport Marriott, however, are not responsible for the safety and security of individual exhibits. In all cases, exhibitors should provide their own insurance if such insurance is desired. Valuables, including purses, pocket books, cell phones, laptops and other valuable property should not be left unattended or overnight in the exhibit area.

THE HOUSTON AIRPORT MARRIOTT EXHIBITOR INFORMATION

A copy of The Houston Airport Marriott Exhibitor Rules is included for your references. You should review them for all regulations that will be enforced during the conference.

**EXHIBITOR CONTACTS**

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