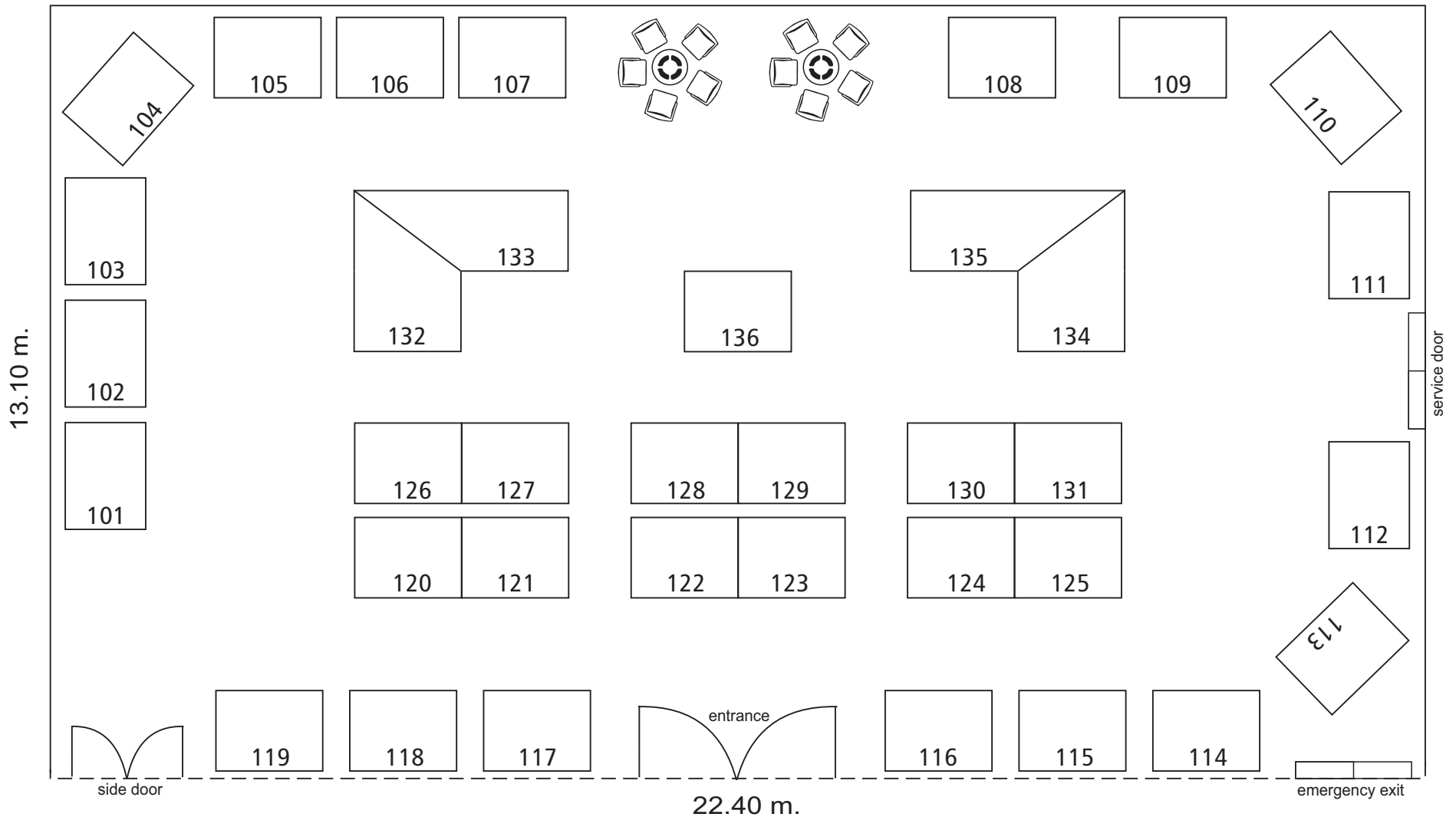


## 2014 Annual Meeting & Trade Fair



# 2014 Annual Meeting & Trade Fair

**Riu Plaza Guadalajara Hotel**  
**May 14-16, 2014**

## Trade Fair Application Rules and Regulations

### A. COMPANY AND CONTACT INFORMATION

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Website: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

E-mail: \_\_\_\_\_

Space Preferences:     1st \_\_\_\_\_     2nd \_\_\_\_\_     3rd \_\_\_\_\_

Name of the person who will be attending the Exhibit

\_\_\_\_\_

Additional Attendee(s) name(s):

\_\_\_\_\_

### B. PAYMENT INFORMATION

Please make checks payable to AICC. Payments must be made in U.S. funds and drawn on a U.S. Bank. Wire transfers acceptable in U.S. funds (bank fees apply). Call number below for information on making wire transfers.

Table Top Exhibitor     Additional Attendee

Payment by:     Check     Wire Transfer

Total \$: \_\_\_\_\_

Payment by Credit Card:     VISA     MasterCard     AMEX

Account Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ CSV# \_\_\_\_\_

Authorized Cardholder: \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_

### C. TABLE TOP TRADE FAIR INFORMATION

#### SPACE RENTAL CHARGE:

Table top 6' x 3', includes one (1) meeting registration

Member \$950 USD - Additional exhibitor participant - \$350 USD

Nonmember \$1350 USD - Additional exhibitor participant - \$700 USD

Includes:

- One (1) Full Meeting Registration
- One(1) 6'x3' skirted and draped table
- Two (2) side chairs
- One (1) wastebasket
- Electricity
- Internet Wi-Fi

#### PAYMENT

Full payment must accompany a completed application form

### D. TRADE FAIR SETUP & BREAK-DOWN AND EXHIBIT HOURS

#### SET UP:

Wednesday, May 14, 2014 from 5:00 PM – 6:30 PM

#### EXHIBIT:

Thursday, May 15, 2014 from 2:00 PM – 3:30 PM and 5:30 PM – 8:30 PM

#### Break down:

Thursday, May 15, 2014 from 8:30 PM – 10:00 PM

### E. TRADE FAIR RULES & REGULATIONS

Please review these rules and apply them when making your table top arrangements and marketing plans:

**ALLOWED:** Exhibitors may rent or bring additional AV equipment such as computers, laptops and computer monitors

**ALLOWED:** Prefabricated, table top or pop-up displays will be allowed so long as they fit within the confines of your table space and should not be taller than the 6' back wall

**ALLOWED:** Static Machines and Component Parts will be allowed so long as they fit within the confines of your table space and should not be taller than the 6' back wall

**ALLOWED:** Exhibitors may bring give-away items to hand out to attendees

**NOT ALLOWED:** No operating machinery of any kind can be accommodated

**NOT ALLOWED:** Fold up, theatre-style or projector screens and projectors of any type are not allowed

**Trade Fair Questions ?**    Contact Maria Frustaci at + 703-836-2422    •    Mfrustaci@aiccbox.org    •    Fax (703) 836-2795