

2024 Army Aviation Mission Solutions Summit

April 24-26, 2024

Gaylord Rockies Hotel & Convention Center, Denver, CO

Exhibitor and Sponsorship Rules and Regulations

SPACE ASSIGNMENT:

Industry exhibit space is assigned to current [AAAA Industry Members Only](#). Paid booth assignments are made in the order in which the contract is received, and exhibitors who advertise will receive prime locations. If you are NOT a current Industry Member of AAAA or your Membership has lapsed, please contact IndustryM@quad-a.org. Co-Exhibitors that are sharing your booth and are not a subsidiary are required to establish an Industry Membership as well.

*Contracts submitted for Military/Government are FREE. Exhibit space should be considered as requests and not final until confirmed by the AAAA National Office. You must contact the AAAA National Office to secure your free booth, exhibits@quad-a.org or (203) 268-2450.

STATIC DISPLAY:

If you plan on bringing aircraft to the AAAA Summit, please provide the type of aircraft and POC information prior to September 2023 for coordination with the Airboss.

CERTIFICATE OF INSURANCE: *

Upon signing the contract, the Exhibiting firm must provide AAAA with a Certificate of Commercial General Liability Insurance (COI). This should include contractual liability with limits of liability of at least \$1,000,000 per occurrence bodily injury and property damage combined and \$1,000,000 annual aggregate. Exhibiting firms that do not provide a certificate that is valid through the dates of the event, April 24-26, 2024, will NOT be allowed to set up their exhibits in the exhibit hall. Deadline for insurance submission is March 13, 2024. **(NOT APPLICABLE TO MILITARY OR GOVERNMENT EXHIBITORS)** [Sample certificate](#).

INSTALLATION AND BREAKDOWN:

Installation of exhibits may commence at 8:00 a.m. on Monday, April 22, 2024. All exhibits must be carpeted*, assembled and fully operational by 12 noon Wednesday, April 24, 2024. In the event an exhibit is not fully assembled and operational by 12 NOON Wednesday, April 24, 2024, the AAAA reserves the right to remove all exhibit material and repossess all rights to the exhibit area. The Exhibitor will be considered in default of the signed contract and will not be entitled to any refund for such exhibit space. Dismantling of exhibits may start after the hall closes on Friday, April 26, 2024, and should be completed by 12:00pm Sunday, April 28, 2024. Exhibits may not be dismantled prior to the posted Exhibit Hall Hours Friday, April 26, 2024. **Any Exhibitor that starts to break-down before the hall is closed will receive the last booth space assignment at their next AAAA Event.**

Move in Dates:

Monday 4/22
Tuesday 4/23
Wednesday 4/24 until Noon

Show Dates:

Wednesday 4/24
Thursday 4/25
Friday 4/26

Move out Dates:

Friday 4/26 after the Exhibit Hall Closes
Saturday 4/27
Sunday 4/28 by 12:00 pm

Times subject to change. Please check the Agenda for current schedules. www.quad-a.org

BOOTH SPECIFICATIONS AND HEIGHT RESTRICTIONS:

For exhibits that are a 20x20 or larger - No booth construction may be placed in such a way as to completely obstruct the view of neighboring exhibits. Booth diagrams must be submitted for approval prior to 13 March 2024.

The ceiling height in the Aurora Hall is 30 feet, Adams Hall is 36 feet.

HOURS AND MANNING OF EXHIBITS: (This is tentative, and may change)*

Show hours for the Army Aviation Mission Solutions Summit are anticipated to be at least 15 hours of exhibit time during the course of the Summit from the grand opening to the closing. Booths must be manned during posted exhibit hall hours. Please go to www.quad-a.org for the current show agenda.

FAULT OF OCCUPANCY:

Any exhibiting company that fails to have occupied their booth space by noon on Wednesday, April 24 shall forfeit their exhibit space without reimbursement. AAAA has the right to resell the space after 7:00pm on April 24 unless we have heard from the exhibitor beforehand, such as in the event of an unforeseen late arrival. Please contact Bob Lachowski or Erika Burgess, exhibits@quad-a.org (203) 268-2450.

DISPLAY RULES AND REGULATIONS:

Standard In-line and Linear Booths:

(10x10 – 10x40)

Your display will come with:

- 8 ft. high Blue/Gold Draped Back Wall
- 3 ft. high Blue Draped Side Dividers
- 7 in. by 44 in. Booth Identification Sign displaying the exhibiting company's name and booth number.

Note: Corner booths only come with one side drape (unless requested) Your booth height may not exceed 8 feet and your display may not obstruct the sight line of other exhibitors.

Island Booth: (20x20 and larger) – All diagrams must be submitted by 13 March 2024 to exhibits@quad-a.org for approval. Island booths do not come with backwall, sidewall or ID Sign (unless ordered at exhibitors' expense). Max Ceiling Height in the Aurora Hall is 30 feet, Max Ceiling Height in the Adams Hall is 36 feet.

Multi-Level booths: Are allowed and the diagrams must be approved by AAAA and cannot interfere with other exhibitor sight lines. Multi-level booth are priced at the current rate for the first floor and half price for the 2nd.

Openings: Island booths must have a minimum of 10' wide entrance/opening every 30' to not obstruct the view of neighboring exhibits. Some exceptions may apply. All island booths may have hanging signs or canopies. They may not extend out to the aisle ways or over another exhibitor's space.

If for any reason your display violates these rules or extends beyond your designated booth space, you will be asked to immediately modify the display. **All displays/structures must be structurally sound.**

Booth Carpeting is Mandatory at this event.

Carpet: The Exhibit floor is NOT Carpeted. The Aisle Carpet will be Blue Jay. BOOTH CARPET IS MANDATORY!!

Columns: Any columns that border the outside line of an exhibitor's booth may be incorporated into the design of their booth. Column wraps are available through RPMXPO, info@rpmxpo.com .

REGISTRATION:

All exhibitors and booth staff are required to register for the Army Aviation Mission Solutions Summit. Purchase of an exhibit booth does NOT automatically register you for any type of access badge.

aaaa_registration@goeshow.com

EXHIBITOR BADGES:

Exhibit Hall Only badges will be provided free of charge to all Exhibiting Companies and give you access to the Exhibit Hall and Professional Sessions.

In addition, all booths must be fully staffed during open exhibit hours. Badged exhibitors will have access during set-up and tear-down and will be allowed access to the exhibit hall 2 hours before and 2 hours after official open exhibit hall hours. Already badged non-exhibitor registrants will have access to the exhibit hall when the hall is closed only if accompanied by a badged exhibitor, and the non-exhibitor registrant has been cleared for exhibit hall access during open show hours at the AAAA Security Desk, or by emailing in advance to contact@covertresults.com .

SECURITY:

The Association will provide reputable security to patrol the exhibit area during the hours the Exhibit Hall is closed, however the AAAA assumes no liability for providing this service. It is the responsibility of the Exhibitors to protect their own exhibits and property. If Exhibitors want additional unarmed security measures you MUST coordinate all efforts through the AAAA security staff in advance of the Army Aviation Mission Solutions Summit before signing any outside security contracts. Please contact contact@covertresults.com .

LIABILITY:

The AAAA, its officers, directors, agents, contractors and all organizations and individuals who are employed by the AAAA in connection with the Army Aviation Mission Solutions Summit, shall not be responsible for any loss resulting from accident, fire, act of God, theft, or any cause whatsoever of any exhibit or part of an exhibit, including accident or injury to exhibitors, their employees, agents, the public and others, during or subsequent to the period covered by the exhibit space contract.

The Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and hold harmless the Army Aviation Association of America (AAAA) and their employees and agents, against all claims, losses, and damages to persons and property, governmental charges, or fines and attorney's fees arising out of or caused by the Exhibitor's installation, removal, and maintenance of its exhibit, or occupancy, or use of exhibition premises or a part thereof.

The Exhibitor further agrees to pay the Gaylord Rockies Hotel and Convention Center for any or all damages to the building or its equipment, incurred through carelessness or otherwise by the Exhibitor or its agents. In addition, the Exhibitor acknowledges that the AAAA and the Gaylord Rockies Hotel and Convention Center, do not maintain insurance covering an Exhibitor's property.

FIRE REGULATIONS:

All city, state, and Federal fire laws must be strictly observed. Wiring must comply with Fire Department and Underwriter rules. Aisles and fire exits cannot be blocked by exhibits. No decorations of paper, pine bough, leafy decorations, or tree branches are allowed. All muslin, velvet, or any other cloth decorations must stand a flameproof test as described by the local Fire Ordinances.

RESTRICTIONS:

In the event of fire, strike, act of God, or other circumstances beyond the control of the AAAA which prevents the use of the Exhibitor's space, the contract will not be binding. The Exhibitor, by virtue of accepting the allocated space, accepts and agrees to the rules, regulations and exhibit hours contained within these rules and regulations and exhibitor bulletins. Any violation of the AAAA rules and regulations constitutes a breach of this contract. The AAAA reserves the right to cancel any contract with any Exhibitor at any time prior to or during the Army Aviation Mission Solutions Summit.

No Exhibitor shall assign, sublet, or share the whole or part of the space assigned without the knowledge and written consent of the AAAA. All demonstrations, sounds, advertising material, publications, etc., must be contained within the exhibit space utilized by the Exhibitor. Aisles must be kept clear. Booth signs, listings, programs, etc. will carry only the name of the contracting firm unless other arrangements have been given prior written approval by the AAAA. **If not a military unit or Government entity, exhibiting companies MUST be an AAAA Industry Member.**

For questions or to become an industry member please contact IndustryM@quad-a.org.

FEES:

Exhibiting Industry companies must be an AAAA Industry Member, THERE ARE NO EXCEPTIONS.

2024 Summit Exhibit Rates:

- Early Bird Prior to 1 June 2023: \$48.00 a square foot (Early Birds are not refundable)
- 1 June 2023: \$50.00 a square foot
- 1 September 2023: \$53.00 a square foot
- 15 November 2023: \$54.00 a square foot (NO REFUNDS AFTER THIS DATE)

Postmarks/Email Date will govern. Checks should be made payable to the Army Aviation Association of America (AAAA) and mailed to, 593 Main Street, Monroe, CT 06468; the following credit cards are also accepted: MasterCard, VISA and American Express. Organizations paying with checks NOT drawn on a U.S. Bank will be subject to applicable bank charges. **Early Bird Exhibitor Contracts or Booth spaces contracted or cancelled after 15 November 2023 are NOT refundable.**

CANCELLATION:

Exhibitors may cancel or reduce the exhibit space rented without penalty by submitting written notice to the AAAA no later than 15 November 2023. Early Bird contracts are non-refundable. No refunds will be made whose written notice of cancellation or reduction is received by the AAAA after 15 November 2023. Postmarks/Email Date will govern.

Exhibitors should be reminded that increases in booth size after your initial space has been secured are always welcome. However, the ability to do this after September 1 and keep you in your original chosen location, may be an impossibility with the floor full or close to it. As would be decreases in size rendering the floor with an incompatible layout.

We would suggest that if a larger space is more beneficial to your product showcase that you contract for that size from the beginning and avoid disappointment later.

SHOW CONTRACTOR:

The Exhibitor Service Kit will be provided by the AAAA's Show Contractor:

RPMXPO
242 Westfork Court, Suite A

Lithia Springs, Georgia 30122
Telephone (770) 686-6512 FAX: (770) 679-8751
Email: Info@rpmxpo.com; Website: www.RPMXPO.com

Electrical:

Is contracted through the Gaylord Rockies Hotel and Convention Center. Please see your RPM Exhibitor Service Kit for information and forms.

Encore:

Is responsible for all hanging booth signs and all Audio-Visual orders. Please check the RPM Kit for forms and contact information.

Co-Exhibitors:

If you are sharing your booth with another company that is not a subsidiary, we do require that they establish an Industry Membership. Please contact industym@quad-a.org and cc exhibits@quad-a.org .

PROGRAM LISTING/Show Guide:

Exhibitors will be listed in the AAAA Exhibit Show Guide by the organization name(s) exactly as provided by the Exhibitor under "Company Info" of the online booth application. If a different listing is preferred, notification must be provided in writing to the AAAA.

MARKETING:

Any person who attends an AAAA event, grants AAAA permission to record his or her visual/audio images, including but not limited to, photographs, digital images, voices, sound or video recordings, audio clips, or accompanying written descriptions, and without notifying such person, to use his or her name and such images for any purpose of AAAA, including advertisements for our events.

PHOTOGRAPHING & VIDEO RECORDING OF EXHIBITS:

Each exhibitor has control over the space it has rented from Show Management. As such the taking of pictures, other than by the official photographer/videographer, is expressly prohibited during setup, dismantling and non-exhibit hours. Individual cameras will not be allowed on the exhibit floor. The use of a cell phone camera is prohibited during the above-mentioned hours. Only the exhibitor may grant permission to have its exhibit photographed, videotaped, or an audio presentation taped, during exhibit hours.

No exhibitor shall deny any reasonable request from Show Management or the official photographer/videographer to photograph or tape the exhibit from outside the perimeter of the booth.

SPONSORSHIP TERMS & CONDITIONS

1. Sponsor must be an exhibitor with a paid exhibit contract. Should an exhibitor cancel their space, their sponsorship will also be canceled. In such a case, the exhibitor will continue to be liable for 50% of the sponsorship fee.
2. Contracts will not be accepted or processed, and sponsorship will not be held or assigned without payment in full. If paying by check, payment must be received within 10 days.
3. The individual signing this Contract warrants that he/she has the authority to bind contractually the organization applying for the sponsorship item.
4. Any artwork required will be sent to AAAA by the AAAA-supplied deadline specific to each sponsorship item.
5. Sponsors are responsible for all materials being accurate, final, and legal for use. AAAA is not responsible for any misspellings and errors.

6. Sponsorship can be cancelled by the Sponsor or by AAAA within ten (10) days from the date of this contract. Table sponsorships can be cancelled up until February 1, 2024.
7. The Sponsor understands and agrees to abide by all terms and conditions governing this agreement.

PLEASE NOTE:

1. Immediate prior year Sponsors have already been given the first right of renewal. If you see a sponsorship available, it is available on a first come first serve basis.
2. Sponsorship details and artwork specifications will be sent to you by AAAA, after sponsorship contract is signed.

AAAA POINTS OF CONTACT:

- EXHIBIT SPACE or ADVERTISING - All questions related to exhibiting and advertising at the Army Aviation Mission Solutions Summit should be directed to Bob Lachowski (ext.131) or Erika Burgess (ext.125) exhibits@quad-a.org.
- AAAA NATIONAL OFFICE: AAAA@quad-a.org or (203) 268-2450
- SPONSORSHIP - Jenn Chittem(ext.124) jenn@quad-a.org
- EBOOTHs – Carmen Touhy – carmen@quad-a.org
- REGISTRATION - aaaa_registration@goeShow.com
- INDUSTRY MEMBERSHIP – IndustryM@quad-a.org
- MEETING ROOMS/CORPORATE RECEPTIONS – rebecca@quad-a.org