# Application and Contract for Exhibit Space

**AFCEA Army Signal Conference**  
March 24 - 26, 2020  
Waterford at Springfield  
Springfield, VA

## Contact Information

<table>
<thead>
<tr>
<th>Company Name</th>
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</thead>
<tbody>
<tr>
<td>Contact</td>
</tr>
<tr>
<td>Tel</td>
</tr>
<tr>
<td>Email</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>City</td>
</tr>
</tbody>
</table>

## Tabletop Exhibit Rates

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td><strong>AFCEA Corporate Member Exhibit</strong></td>
</tr>
<tr>
<td><strong>Non-Member Exhibit</strong></td>
</tr>
<tr>
<td><strong>Small Business AFCEA Corporate Member Exhibit</strong></td>
</tr>
</tbody>
</table>

*Company must be a current AFCEA Corporate Member in good standing  
**Company must be a current AFCEA Corporate Member in good standing at the time of the event with 49 or less employees to qualify for this rate.

Please provide your top 3 tabletop locations:  
1st choice: ______  
2nd choice: ______  
3rd choice: ______

## Payment Information

<table>
<thead>
<tr>
<th>Initials</th>
<th>Deposit and Payment Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Due with Application...........100%</td>
</tr>
</tbody>
</table>

Exhibit space/ advertising upgrades will not be held or confirmed without deposit. Failure to make payments does not release the contracted or financial obligation.

## Cancellation Penalties

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Cancellation Penalties</td>
</tr>
<tr>
<td>Through February 14, 2020...........50%</td>
</tr>
<tr>
<td>After February 14, 2020...........100%</td>
</tr>
</tbody>
</table>

## Payment

- Visa  
- MasterCard  
- American Express  
- Check

<table>
<thead>
<tr>
<th>Card Number</th>
<th>Amount: $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exp. Date</td>
<td>Name on Card</td>
</tr>
<tr>
<td>Signature</td>
<td></td>
</tr>
</tbody>
</table>

Make checks payable to:  
AFCEA International  
ATTN: Jessica Seise  
4114 Legato Road  
Suite 1000  
Fairfax, VA  22033

For questions/concerns please contact Jessica Seise  
Tel: 703-631-6162  
Email: jsese@afcea.org

Please address mailed payments to:

This application will become a contract upon acceptance with authorized company signature and is based upon the offerings, fees, rules governing the exposition and general information that is included with this document.

Authorized Company Signature.................................................. Date..............................................

Printed Name............................................................. Telephone..............................................

By signature above, the individual executing this Contract represents and warrants that he/she is duly authorized to execute this binding contract on behalf of the Company.
AFCEA Army Signal Conference 2020 Rules

1. Purpose
The objective of the AFCEA Army Signal Conference is to further AFCEA's objectives by providing a forum through exhibits and technical panels. Exhibitors are limited to firms, organizations, and agencies in accordance with the purpose of this Exposition. Active setting or order taking is NOT permitted.

2. Location of Exhibits
The Exposition will be held at the Waterford at Springfield in Springfield, VA.

3. Subleasing
Exhibitor may not sublet his exhibit space, nor any part thereof, nor exhibit, offer for sale, or advertise articles not manufactured or sold by the exhibiting company, except where such articles are necessary for proper demonstration or operation of the exhibitor’s display, in which case identification shall be limited to the manufacturer’s name. Exhibitor may not permit non-exhibiting company representatives to operate from his booth. Rules of AFCEA shall, in all instances, be final with regard to use of exhibit space.

4. Occupancy Default
Any exhibitor failing to occupy space contracted for shall not be released of the obligation of paying the full rental charge of such space. If not occupied by the time set for completion of the installation of the displays, such space shall be taken by AFCEA, and re-allocated or reassigned for such purposes or use AFCEA may see fit.

5. Eligibility
AFCEA has the sole right to determine the eligibility of any company or product for inclusion in the Exposition.

6. Cancellation or Change of Exposition
In the event that the premises in which the Exposition is conducted should become unfit for occupancy or substantially interfered with, the cancellation or change is reasonable within the control of AFCEA or its agents, the Exposition may be canceled or moved to another appropriate location, at the sole discretion of AFCEA. AFCEA shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by reason of cause or causes not reasonably within the control of AFCEA. Causes for such action beyond the control of AFCEA shall include, but are not limited to: fire, casualty, flood, epidemic, earthquake, explosion, accident, blockage, embargo, inclement weather, governmental restraint, and, where public safety or health, impairment of or lack of adequate transportation, inability to secure sufficient labor, technical or other personnel, labor union disputes, loss of lease or other termination by the NGA Campus East, municipal, state, or federal governments, or act of God. Should AFCEA be unable to continue the Exposition, the exhibitor is entitled to repayment of all monies paid by exhibitor to AFCEA in connection with the space, which monies are understood to remain the property of the exhibitor.

7. Cancellation by Exhibitor
In the event of cancellation by an exhibitor, AFCEA shall determine an assessment covering the reassignment of space, prior services performed, and other damages related to cancellation, according to the following schedule:

- After February 14, 2020, 100% cancellation penalty of total exhibit fees
- After March 1, 2020, 50% cancellation penalty of total exhibit fees
- After March 31, 2020, no refund of exhibit fees

AFCEA must receive written notice of the cancellation by registered or certified mail. Date cancellation notice is received by AFCEA will determine above assessment charges.

Subsequent reassignment of canceled space does not relieve the canceling exhibitor of the obligation to pay the cancellation assessment. Appropriate payment must be received within 15 days of cancellation.

8. Limitation of Liability
Exhibitor agrees to make no claim for any reason whatsoever against AFCEA, its employees, agents, or representatives for loss, theft, damage, or destruction of goods; nor for any injury, including death, to, himself, employees, agents or representatives, nor for any damage of any nature, including damage to his business for failure to provide exhibit space; nor for failure to hold the Exposition as scheduled; nor for any action or omission of AFCEA. The exhibitor is solely responsible for his own exhibit material and products, and should insure exhibit and products from loss or damage from any cause whatsoever. It is understood all property of an exhibitor is in his care, custody, and control in transit to, from, or within the confines of the exhibit hall. AFCEA shall bear no responsibility for the safety of the exhibitor, its personnel, employees, agents or representatives or personal property.

9. Exhibitor Insurance
The exhibitor shall, at its sole cost and expense, procure and maintain through the term of this contract, comprehensive general liability insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the premises leased. Such insurance shall include contractual liability and product liability coverage, with combined single limits of liability of not less than $1,000,000 per occurrence/$2,000,000 aggregate coverage. Such insurance shall name AFCEA International (4114 Legato Road, Suite 1000, Fairfax, VA 22033) and Waterford at Springfield (671 Commerce Street, Suite 202) as additional insureds.

During the term hereof, the exhibitor shall maintain Workers’ Compensation and Occupational Disease insurance in full compliance with all federal and state laws, covering all exhibitor’s employees engaged in the performance of any work for exhibitor. All property of the exhibitor is understood to remain under its custody and control in transit to and from the confines of the hall. Proof of such insurance, including a Certificate of Insurance, shall be provided to AFCEA International or its agents as required, as soon as practical but in no event more than three (3) calendar days after request, time being of the essence. Failure to remit such proof shall be a material breach of this agreement.

10. Union Labor
Exhibitor shall employ only union labor, as made available by official contractors in the setting up and dismantling of the exhibits and in the events when required by union agreements.

11. Installing, Exhibiting, Dismantling
Hours and dates for installing, exhibiting, and dismantling shall be those specified by AFCEA. Exhibitor shall be liable for all storage and handling charges resulting from failure to remove exhibit material from the Exposition before the specified conclusion of the dismantling period set by AFCEA.

12. Damage to Property
Exhibitor is liable for any damage caused by exhibitor, exhibitor’s agents, employees or representatives to building floors, walls, or columns, or to standard booth equipment, or to other exhibitors at the Exposition. Exhibitor may not apply paint, lacquer, adhesive or other coatings to building columns, floors, or walls, or to standard booth equipment.

13. Floor Loading
Under no circumstances may the weight of any equipment or exhibit material exceed the specified weight limits for exhibit hall. Exhibitor accepts full and sole responsibility for injury or damage to property or persons resulting from failure, knowingly or otherwise, to distribute the exhibit material and products in conformity with the maximum floor load specifications.

14. Alcoholic Beverages
The dispensing, distribution or use of alcoholic beverages in the Exposition hall is prohibited without the express prior approval of AFCEA.

15. Flammable Materials
No flammable fluids or materials of any nature, including decorative materials, use of which is prohibited by the national, state, or city fire regulations may be used in any booth.

16. Lotteries or Contests
The operation of games of chance or lottery devices, or the actual or simulated pursuit of any recreational past time is permitted only on written approval from AFCEA.

17. Noise and Odors
Noisy or obstructive work will not be permitted during open hours of the Exposition, nor will nosily operating displays, nor exhibits producing objectionable odors. AFCEA shall have sole discretion in determining what is noisy, obstructive or objectionable.

18. Music
Any exhibitor using music must ensure that licensing fees have been paid to the appropriate agency, i.e., ASCAP or BMI. AFCEA is not responsible for any licensing fees for music played in exhibitor’s booth.

19. Obstruction of Aisles or Booths
Any demonstration or activity that results in excessive obstruction of aisles or prevents ready access to nearby exhibitor’s booth shall be suspended for any periods specified by AFCEA.

20. Attendance
Admission policies shall remain, at all times, the prerogative of AFCEA, and may be revised or amended to suit unforeseen conditions.

21. Booth Personnel
Exhibitor representatives are restricted to personnel engaged in the display, demonstration, application or sale of the company’s product or services. Booth personnel shall wear "exhibitor" badges furnished by AFCEA at all times while they are in the exhibit area. All other employees and representatives of the exhibiting companies must register as Show Attendees. AFCEA reserves the right to restrict or limit the number of booth representatives present. All exhibits and all personnel present during show hours.

22. Height and Non-Blocking Regulations
All exhibit display construction design must conform to the regulations set forth in the “Display Rules and Regulations,” a copy of which is supplied to each exhibitor by AFCEA. Display and congestion rules and regulations details as to what is allowed in each exhibitor’s booth so as to enable the use of space without detriment to neighboring exhibitors or the Exposition.

23. Personal Safety
All wiring on booths or display fixtures must meet Underwriters’ rules and standard fire department inspection. This applies to booth construction only and not to pre-wired radio and electronic equipment.

24. Use of Space
Displays and demonstrations are limited to the confines of an exhibitor’s own booth, as is the distribution of literature or other items.

25. Display
AFCEA shall have full authority for approval or arrangement and appearance of items displayed. AFCEA may, at its discretion, require replacement, rearrangement, or redecoration of any item or any booth, and no liability shall attach to AFCEA for the costs therefore, due upon exhibitor’s obligation to comply. Exhibitors with special background in size, weight, or character of their exhibits must make certain that such material is furnished in such a manner as to not be unsightly to exhibitors in adjoining booths. If such surfaces remain unfinished at twelve noon of the day before the scheduled opening of the show, AFCEA shall authorize the official decorator to effect the necessary finish and the exhibitor must pay all charges involved thereby.

26. Exhibitor Representative’s Responsibility
Neither the conference/exhibition sponsor, nor its show management company or other agents or representatives, nor their shareholders, officers, directors, employees or contractors shall be responsible for any injury, loss, or damage that may occur to exhibitor or exhibitor’s agents, employees, affiliated personnel, officers, directors, shareholders, contractors or representatives or any of their property, businesses, or other activities from any cause whatsoever. Prior to, during or subsequent to the conference or exhibition event, this Agreement, exhibit space, provisions and expenditures, assume all such risk and expressly agrees, and hereby does, indemnify, defend and hold harmless the conference/exposition sponsor, its show management company and other agents and representatives, and their shareholders, officers, directors, employees and contractors, from and against all claims and liabilities arising out of, or in any way related to, the acts or negligence of exhibitor, exhibitor’s agents, employees or representatives.

27. Waiver of Rights
All rights of AFCEA under this contract shall not be deemed waived in any manner except as specifically waived in writing and signed by an authorized officer of AFCEA.

28. Relocation and Floor Plan Revisions
AFCEA retains the exclusive right to revise the exhibition hall floor plan and/or move assigned exhibitors as necessary.

29. Amendment and Addition Rules
Any matters not specifically covered by the preceding rules shall be subject solely to the decision of AFCEA. AFCEA may, at any time, amend or add further rules to these rules, and all amendments made shall be binding on exhibitor equally with the foregoing rules and regulations.

30. Agreement to Rules
Exhibitor, for himself or itself, his or its personnel, employees, agents or representatives, agrees to abide by the foregoing rules and those provided and contained in the Exhibitors Manual, and by any amendments/additional rules that may be put into effect by AFCEA.