

EXHIBITION LOCATION

MARRIOTT'S GAYLORD OPRYLAND HOTEL
2800 Opryland Drive
Nashville, TN 37214

EXHIBITION DATES

Wednesday March 25, 2020
Thursday March 26, 2020

EXHIBIT HOURS

Wednesday 10:30 a.m. – 5 p.m.
Thursday 10:30 a.m. – 5 p.m.

EXHIBIT SPACE SPECIFICATIONS

All exhibit space for the AEA Trade Show is sold in 10' x 10' increments. The booth price in this agreement includes standard framing materials, a flameproof back-wall drape 8' in height and side rail drapes 3' in height, and a standard 7" x 44" identification sign bearing the exhibitor's name.

The exhibit hall is not carpeted; however, carpeting is a requirement for all booths and is the responsibility of the exhibitor. All decorations used by the exhibitor must be of nonflammable material or treated for fire protection by an approved method. Federal, state and local fire laws must be strictly observed. Wiring must comply with fire department and underwriters rules. No decoration of paper, pine boughs, leafy adornments or tree branches will be allowed. All muslin, velvets or other cloth decorations must withstand a flameproof test.

CANCELLATION AND REFUND

Exhibitors may reduce or cancel space by submission of written notice to the AEA International Headquarters no later than **Dec. 2, 2019**, for a full refund, less a \$200 service charge. Cancellations of contracted space received between Dec. 2, 2019, and Jan. 2, 2020, will receive a 50 percent refund. Understandably, after **Jan. 2, 2020**, no refunds will be made. Please plan accordingly.

INSTALLATION AND DISMANTLING OF EXHIBITS**Installation**

Monday, March 23, 2020 9 a.m. – 6 p.m.
Tuesday, March 24, 2020 8 a.m. – 5 p.m.
Exhibits must be completely installed and ready for display to visitors by 8 a.m. Wednesday, March 25.

Dismantling

Thursday, March 26, 2020 5 p.m. – 11 p.m.
Friday, March 27, 2020 8 a.m. – Noon
Exhibitors will not be permitted to dismantle and/or remove any part of an exhibit, equipment or material prior to 5 p.m. Thursday, March 26, 2020. All materials must be totally removed from the exhibit hall no later than noon on March 27, 2020. Your booth must be cleared of all trash. Booths may not be dismantled before 5 p.m. March 26, 2020, without affecting participation in future AEA trade shows.

Loading and Unloading

Loading or unloading is permitted only through the designated loading dock. No loading or unloading is permitted through the front doors of the Gaylord Opryland.

SECURITY

The Aircraft Electronics Association will provide 24-hour guard service for the duration of the trade show. However, in doing so, the AEA assumes no liability for providing this service. It remains the ultimate responsibility of exhibitors to protect their property as noted under the liability section. Beyond this, the Aircraft Electronics Association and the Gaylord Opryland, its officers, employees, directors and membership, separately or collectively, cannot accept responsibility for any damage to or for the loss or destruction of an exhibit, or for the property of an exhibitor, the exhibitor's agents or employees from fire, theft, accidents or other causes for any such loss, damage or injury being expressly waived by the exhibitor.

While every precaution will be taken, the Aircraft Electronics Association and Gaylord Opryland do not assume any financial responsibility for damaged or stolen equipment. The ultimate and final responsibility for security and protection of persons, displays, equipment and materials shall be with the exhibitor, who should arrange for appropriate insurance protection.

Exhibitors are encouraged to secure any valuable exhibit material prior to leaving the show floor.

LIMITATION OF LIABILITY

The Aircraft Electronics Association, its officers, directors, members, agents, and all organizations and individuals employed by the Association in conjunction with its 63rd annual International Convention & Trade Show will not be responsible and shall be held harmless for any loss or injury resulting from accident, fire, theft or injury to exhibitors' property, their employees, guests or others during or subsequent to this convention and trade show.

The exhibitor assumes all responsibility for any and all loss, theft or damage to exhibitor's displays, equipment and other property while on Marriott's Gaylord Opryland premises, and hereby waives any claim or demand it may have against Gaylord Opryland or its affiliates arising from such loss, theft or damage. In addition, the exhibitor agrees to defend (if requested), indemnify and hold harmless the Aircraft Electronics Association and Marriott's Gaylord Opryland and their respective parent, subsidiary and other related or affiliated companies from and against any liabilities, obligations, claims, damages, suits, costs and expenses, including, without limitation, attorneys' fees and costs arising from or in connection with the exhibitor's occupancy and use of the exhibition premises or any part thereof or any negligent act, error or omission of the exhibitor or its employees, subcontractors or agents.

In addition, the exhibitor acknowledges the Aircraft Electronics Association, its officers, directors, agents and employees nor Marriott's Gaylord Opryland maintain insurance coverage for exhibitor property or person, nor will any of the above named be responsible for providing or arranging for such insurance. It is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by the exhibitor.

The rules outlined in the 2020 Exhibitor Prospectus and the Exhibit Space Contract, signed by both the AEA and the exhibitor representative, constitutes the complete agreement for the exhibitor's right to use the allocated space. In the event fire, flood, earthquake, strike or other circumstances beyond the control of the AEA prevent the use of the exhibitor's space inside the exhibit hall, the AEA is not liable for any resultant expenses or loss of revenue.

Upon acceptance by the AEA of the exhibitor's contract for space, the exhibitor agrees to be bound by the Rules & Regulations contained in this prospectus and subsequent exhibitor bulletins. Violations of the 2020 Rules & Regulations by the exhibitor may constitute a breach of this contract.

The AEA's remedy for any breach by an exhibitor may include termination of any and all rights to the exhibit space assigned by the AEA to the exhibitor and forfeiture of all fees paid.

EXHIBITION SERVICES AND MANAGEMENT

The AEA, at its discretion, may make amendments or additions to the Rules & Regulations of the contract between the AEA and the exhibitor. Any amendments or additions shall be binding on the exhibitor.

The ruling of the AEA shall be final in all instances with regard to use of any exhibit space. Upon receipt of an executed contract and payment in full, Exhibit Service Information will be mailed to the exhibitor at the address listed on the contract. This packet includes information regarding shipping, utility services, furniture, rental equipment and more.

CO-EXHIBITORS

The AEA must give prior approval for any company/companies sharing space. All companies must be members in good standing of the AEA. Fees apply.

SUITCASING

Any AEA International Convention & Trade Show attendee or exhibitor who is observed soliciting business in the aisles or other public places, including another company's booth, is in violation of the AEA's suitcasing policy and will be asked to leave immediately. Additional penalties may be applied.

OFFICIAL EXHIBITION DECORATOR

For more information regarding exhibit installation, dismantling, services, freight, etc., contact:

SS&G Management, LLC — April B. Moody
PO Box 8587
Mandeville, LA 70471
Telephone: 985-377-8800
Fax: 888-722-3067
Email: April.Moody@ssgmanagement.net

EXHIBITION ORGANIZER

For more information regarding exhibit space, meetings or other general inquiries regarding the 63rd annual AEA International Convention & Trade Show, please contact:

Debra McFarland
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