



# EXHIBIT CONTRACT

March 18-21, 2025 | Phoenix, Arizona

Please return the completed contract to:  
AEA—Debra McFarland  
3570 NE Ralph Powell Road  
Lee's Summit, MO 64064  
Tel: 816-347-8400  
Before submitting your contract – make a copy for your records.  
This contract is considered your invoice for payment.

## AIRCRAFT ELECTRONICS ASSOCIATION

68th Annual International Convention & Trade Show | Phoenix Convention Center

Application is hereby made for exhibit space at the 68th annual Aircraft Electronics Association International Convention & Trade Show to take place from March 18-21, 2025, at the Phoenix Convention Center. This application and contract for exhibit space is based upon the terms set forth below and in the 2025 Exhibitor Prospectus. The signing of this document constitutes a lawful and binding contract between the undersigned, the undersigned's firm, company or corporation and the Aircraft Electronics Association. The undersigned has read and understands the 2025 Exhibit Rules & Regulations and agrees to abide by them and any additional regulations deemed necessary by the Aircraft Electronics Association for the good of the 2025 AEA Trade Show. Actual trade show dates: March 19-20.

### EXHIBIT SPACE INFORMATION

Move-in Dates: **March 17-18, 2025**

Please reserve \_\_\_\_\_ 10' x 10' Exhibit Space(s) at:

#### AEA Member

- 10 x 10 Non-Corner \$2,395 per space (paid by check)
- \$2,470 per space (paid by credit card)
- 10 x 10 Corner \$2,820 per space (paid by check)
- \$2,895 per space (paid by credit card)

#### AEA Non-Member

- 10 x 10 Non-Corner \$4,100 per space (paid by check)
- \$4,250 per space (paid by credit card)

Location Preference: 1st choice \_\_\_\_\_ 2nd choice \_\_\_\_\_ 3rd choice \_\_\_\_\_ 4th choice \_\_\_\_\_ 5th choice \_\_\_\_\_

Exhibitor does not wish to be located adjacent to: \_\_\_\_\_

*Although the AEA's intent is to place exhibitors in their requested space, it may not always be possible due to high demand.*

### ADVERTISING OPPORTUNITY

**YES**, I would like to place a full-page, four-color advertisement in the **Show Guide**, distributed during the show, for an additional \*\$995.  
*(\*This discounted exhibitor rate, a \$200 savings, is only good when paid in full with this exhibitor contract.)*

### COMPANY INFORMATION

Company Name \_\_\_\_\_  
 Primary Contact Name for Exhibits \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Country \_\_\_\_\_  
 Contact's Email (required) \_\_\_\_\_ Mobile \_\_\_\_\_

We understand that no space will be confirmed without this signed contract and payment in full. We further understand in the event that none of the space requested is available, we may be assigned to other space comparable in location. Any breach of the 2025 Rules & Regulations constitutes a breach of this contract.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### PAYMENT METHOD

- Enclosed is a check in the amount of \$ \_\_\_\_\_ (\*Including additional Show Guide fee, if applicable)
- Charge my credit card in the amount of \$ \_\_\_\_\_ (\*Including additional Show Guide fee, if applicable)

Card Type:  American Express  MasterCard  Visa  Discover Cardholder's name \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_ Signature (for credit card) \_\_\_\_\_

Once your booth space is confirmed, you will receive information on registering your exhibit booth personnel.

**• TOTAL PAYMENT MUST ACCOMPANY CONTRACT FOR SPACE •**

**Make check payable to: Aircraft Electronics Association**

▼ ..... ▼ **FOR AEA USE** ..... ▼

### Exhibit Space Assigned

Authorized by **Debra McFarland**, AEA Executive Vice President, [debbiem@aea.net](mailto:debbiem@aea.net)

Date Recd. _____	Amount \$ _____
Payment _____	Confirmation Sent: _____

**EXHIBITION LOCATION**

Phoenix Convention Center  
100 N. Third Street  
Phoenix, AZ 85004

**EXHIBITION DATES**

Wednesday March 19, 2025  
Thursday March 20, 2025

**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. 1, 2024**, for a full refund, less a \$200 service charge. Cancellations of contracted space received between Dec. 2, 2024, and Dec. 31, 2024, will receive a 50 percent refund. Understandably, after **Dec. 31, 2024**, no refunds will be made. Please plan accordingly.

**INSTALLATION AND DISMANTLING OF EXHIBITS****Installation**

Monday, March 17, 2025 8 a.m. – 5 p.m.  
Tuesday, March 18, 2025 8 a.m. – 5 p.m.  
Exhibits must be completely installed and ready for display to visitors by 8 a.m. Wednesday, March 19.

**Dismantling**

Thursday, March 20, 2025 5 p.m. – 11 p.m.  
Friday, March 21, 2025 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 20, 2025. All materials must be totally removed from the exhibit hall no later than noon on March 21, 2025. Your booth must be cleared of all trash. Booths may not be dismantled before 5 p.m. March 20, 2025, 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 Phoenix Convention Center.

**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 Phoenix Convention Center, 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 Phoenix Convention Center 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 68th 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 Phoenix Convention Center premises, and hereby waives any claim or demand it may have against Phoenix Convention Center 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 Phoenix Convention Center 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 Phoenix Convention Center 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 2025 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 2025 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.

**EXHIBITION ORGANIZER**

For more information regarding exhibit space, meetings or other general inquiries regarding the 68th annual AEA International Convention & Trade Show, please contact:

Debra McFarland  
Aircraft Electronics Association  
3570 NE Ralph Powell Road  
Lee's Summit, MO 64064  
Telephone: 816-347-8400  
Email: debbiem@aea.net  
aea.net

**OFFICIAL EXHIBITION DECORATOR**

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

SS&G Management, LLC — April Moody  
PO Box 954  
Poplarville, MS 39470  
Telephone: 985-377-8800  
Email: April.Moody@ssgmanagement.net