

# 2018 AOCS Annual Meeting & Expo

May 6–9 | Minneapolis, Minnesota, USA



## Application Contract for Exhibit Space

We, the undersigned, hereby apply for exhibit space at the 2018 AOCS Annual Meeting & Expo. We agree to abide by all terms and conditions outlined in the online Exhibit Prospectus, which we accept as part of the contract. We agree to all conditions under which the exhibit space at the Minneapolis Convention Center is leased to AOCS. This application becomes a contract when it is completed, signed, and returned to AOCS, and when an official notice of confirmation is received from AOCS.

### Company Information

List your company name as you would like it to appear on any promotions. Please print or type.

Firm Name \_\_\_\_\_

PO Box/Street Address \_\_\_\_\_

City, State, Zip/Province/Country \_\_\_\_\_

Web Address \_\_\_\_\_

### Exhibit Contact Person

Future Communications: To ensure that AOCS effectively communicates with the appropriate contact person(s) within your organization regarding the booth, please provide us with accurate contact information.

Name \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail Address \_\_\_\_\_

### Exhibit Fee

#### Select number of 10' x 10' unfurnished booths

# of booths required \_\_\_\_\_ × US \$1,950 (early bird rate) = \$ \_\_\_\_\_  
× US \$2,450 (after January 31, 2018)

Corner Premium \_\_\_\_\_ × US \$100 = \$ \_\_\_\_\_

**NEW** Featured Exhibitor \_\_\_\_\_ × US \$300 = \$ \_\_\_\_\_

**Total Due** \$ \_\_\_\_\_

**Please duplicate both sides of this contract for your files and return with the deposit to:**

AOCS  
P.O. Box 17190  
Urbana, IL 61803-7190 USA  
Tel: +1 217-693-4901  
Fax: +1 217-693-4864  
Email: christina.morley@aoacs.org

*For questions on the application contract or booth availability, contact:*  
Christina Morley, AOCS Sales Manager, by phone: +1 217-693-4901 or  
by email: christina.morley@aoacs.org.

*For other exhibition questions, contact Connie Hilson, Exhibits Manager, by phone: +1 217-693-4831 or by email: connieh@aoacs.org.*

### Presentations

Our company would be interested in doing an oral presentation during a Technology Showcase session.

Circle one: Yes No

### Booth Assignments

We understand that booth assignments will be made by AOCS on a first-come, first-served basis. If my preferred selections are not available at the time the application is received, we agree to accept space on a first-come, first-served basis according to the discretion of the Exhibits Manager, based on the information provided below.

#### Preferred locations:

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

Companies preferred not in proximity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## Application Contract for Exhibit Space

### Terms of Payment

An invoice for the entire rental fee will be emailed to the contact person. A minimum deposit of US \$1,000 per booth contracted is due within 30 days of invoice date. Any balance is due by March 31, 2018. Cancellation policy is noted in the Terms and Conditions found online (AnnualMeeting.aocs.org).

Cancellation Policy: If the exhibitor notifies AOCS to cancel contracted booth space by January 31, 2018, the deposit minus a cancellation fee, equal to 25% of the booth rental, will be returned. If space is cancelled between February 1 and March 31, 2018, the deposit will be forfeited. If space is cancelled on or after April 1, 2018, the exhibitor will be liable for the entire rental fee. All cancellations must be made in writing to AOCS Exhibits Manager.

As the authorized representative of the company named on page 1, I understand and accept the terms outlined in this application contract and in the online Exhibit Prospectus for the 2018 AOCS Annual Meeting & Expo (AnnualMeeting.aocs.org).

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Return the completed, signed contract via email to Christina Morley at christina.morley@aocs.org or fax to +1 217-693-4864.

### Advertise in the Official Annual Meeting Program

Book your advertisement in the Official Annual Meeting Program now and save!

Advertising will be billed in May 2018 separately from the exhibit rentals with a payment term of net 30 days.

\_\_\_\_ Full page, 4-color ad: US \$1,170

**Space Close Date:** March 1, 2018\* | **Materials Close Date:** March 15, 2018\*

\*Dates subject to change.

\_\_\_\_ Half page, 4-color ad: US \$1,020

Circle one:    Horizontal    Vertical

Other sizes/options are available by request.

#### For questions regarding this contract, advertising and sponsorships opportunities, or advertising specifications, contact:

Christina Morley  
Phone: +1 217-693-4901  
Fax: +1 217-693-4864  
christina.morley@aocs.org

#### For exhibitor services or logistical questions, contact:

Connie Hilson  
Phone: +1 217-693-4831  
Fax: +1 217-693-4875  
connieh@aocs.org

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## Exhibition Terms and Conditions

### RESTRICTIONS ON CONSTRUCTION AND OPERATION OF BOOTHS

The booths are limited to 10' x 10' or multiples thereof. A booth is unfurnished and uncarpeted.

All packing containers, excelsior, or wrapping paper must be flame proof, removed from the floor, and stored in a location designated by the service contractor. No combustible decoration, such as crepe paper, tissue paper, cardboard, or corrugated paper, shall be used at any time. All flammable materials and fluids are to be kept in safety containers. Open flames, butane gas, oxygen tanks, etc., are not permitted without the permission of AOCS and the Minneapolis Convention Center.

AOCS reserves the right to restrict displays which, because of noise, methods of operation, materials, or for any other reason, become objectionable and also to prohibit or to evict any display which, in the opinion of AOCS, may detract from the character of the Expo as a whole. This reservation includes persons, things, conduct, printed matter, or anything else of a character which management determines is objectionable to the event.

Nothing shall be posted, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Anything disrupting or interfering with the protection of the building, equipment, or furniture will be at the expense of the exhibitor.

### USE OF SPACE

(a) All demonstrations or other sales activities must be confined to the limits of the booth. No exhibitor shall assign, sublet, or share the space allotted without the knowledge and consent of AOCS. Exhibitors must show goods manufactured or dealt in by them in the regular course of business. Direct sale of goods and services on the floor of the Expo hall is not permitted. Any merchandising, advertising, or promotional scheme, which involves attracting visitors to an exhibitor's location by an inducement, which might be construed to be a lottery, is strictly prohibited. Under laws governing games of chance, lotteries and the like, every individual is charged with knowledge of national, state, and local legal restrictions on such operations.

(b) Distribution of circulars or promotional materials may be done only within the booth assigned to the exhibitor presenting such materials. No advertising circulars, catalogs, folders, or devices shall be distributed in the aisles, seating areas, meeting rooms, or registration area.

(c) Firms or organizations not assigned space in the campuses are not permitted to solicit or conduct business within the campuses. Organizations found in violation of this condition will be removed by security and banned from the conference.

(d) Exhibitors are required to observe published Expo hours, including setup and dismantling. As a courtesy to all, booths are to be staffed during the published hours. Early dismantling is prohibited. Penalties including, but not limited to, fines and/or loss of priority points, will be exacted for failure to comply with published exhibit hours. Exceptions may be made if arranged with the AOCS Exhibits Manager at least 15 days in advance of the conference, or for qualified emergency situations. AOCS, on a case-by-case basis, will evaluate such exceptions.

### PAYMENT, ALLOTMENT, CANCELLATION, AND INDEMNIFICATION

The deposit of the rental fee is to be paid within 30 days of invoicing, and any balance shall be due before March 31, 2018.

Booths contracted will be assigned by a priority-point system in early June 2017, then on a first-come, first-served basis. Preferences and priorities requested by the exhibitor as to location will be respected whenever possible. AOCS, however, reserves the right to make reasonable shifts as to the location of the exhibitor's booth(s) for the benefit of the exhibitor and the betterment of the entire event.

No contract shall be in force until accepted by AOCS. It is explicitly agreed by the Exhibitor that in the event an Exhibitor fails to install a product in the assigned booth(s) within the time limit set for opening the event, fails to pay the

booth rental at the time specified, or fails to comply with any other provisions concerning use of booth(s), AOCS shall have the right to take possession of said space and lease same, or any part thereof, to such parties and upon such terms and conditions as it may deem proper.

In the event that it is found impossible to lease said space, AOCS reserves the right to utilize said space in any manner deemed expedient, in which case liquidated damages from the defaulting exhibitor shall be deemed to be the rental price of the space.

In case the Expo is not held, for any reason whatsoever, then the rental and lease of space to the exhibitor shall be terminated. In such case, the limit or claim for damage and/or compensation by the exhibitor shall be the return to the exhibitor of the prorated amount already paid for space in the hall for this specific event.

If the exhibitor notifies the AOCS Exhibits Manager that he or she wishes to completely cancel reserved booth(s) on or before January 31, 2018, the deposit, minus a cancellation fee of 25% of the contracted rental fee, will be returned. If space is cancelled between February 1 and March 31, 2018, the deposit will be forfeited. If space is cancelled on or after April 1, 2018, the exhibitor will be liable for the entire space fee. All cancellations must be made in writing to the AOCS Exhibits Manager.

### LIABILITY AND SECURITY

All property of the exhibitor is understood to remain under the exhibitor's custody and control in transit to or from, or within the confines of the facility, subject to the rules and regulations of the Expo. Liability Insurance: All property of the exhibitor remains under his custody and control in transit to and from the exhibit hall and while it is in the confines of the exhibit hall. Neither AOCS, its service contractors, the management of the exhibit hall nor any of the officers, staff members or directors of any of the same are responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes, and the exhibitor expressly waives and releases any claim or demand he may have against any of them by reason of any damage to or loss of any property of the exhibitor. A requirement of exhibiting at the AOCS Annual Meeting is all exhibitors must carry liability insurance throughout the Expo, with a limit of not less than US \$1,000,000 per occurrence. If a liability claim occurs against Exhibitor and AOCS, Exhibitor will be responsible for Exhibitor's legal defense, and potentially for paying a claim brought against Exhibitor. Exhibitors must verify and present proper insurance when requested to do so. Certificates indicating adequate insurance coverage are to be provided to AOCS by April 1, 2018. To ensure that the Certificate of Liability Insurance has the correct information required, under the "Under the Certificate Holder", it needs to include: American Oil Chemists' Society, P.O. Box 17190, Urbana, IL 61803-7190, USA.

Every reasonable precaution will be taken to protect property during installation, show period, and removal. However, neither AOCS, the service contractors, nor the management of the Minneapolis Convention Center, nor any of the officers, staff members, or directors of any of the same are responsible for the safety of the property of exhibitors from theft or damage by fire, accident, vandalism, or other causes.

AOCS shall not be responsible for any loss, damage, or injury that may occur to the exhibitor, exhibitor's employees, or property from any cause whatsoever prior to, during, or subsequent to the period covered by the application contract; the exhibitor, upon signing the contract and terms and conditions, expressly releases AOCS from, and agrees to indemnify same against any and all claims for such loss, damage, or injury.

**AOCS shall have full power to interpret, amend, and enforce these rules and regulations, provided the exhibitor receives notice of any amendments when made. Each exhibitor and its employees agree to abide by the foregoing rules and regulations and by any amendments or additions thereto in conformance with the preceding sentence. Exhibitors or their representatives who fail to observe these conditions of contract or who, in the opinion of show management, conduct themselves unethically may immediately be dismissed from the Expo without refund or other appeal.**

AUTHORIZED SIGNATURE

PRINTED NAME

COMPANY

DATE

**Questions?** Contact Connie Hilson, AOCS Exhibits Manager, by email: [connieh@aoacs.org](mailto:connieh@aoacs.org) or by phone: +1 (217) 693-4831.

